**Minutes of the Executive Meeting**

Held on October 10th, 2024 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Marcia Lim, P.Eng.

Recorded by: Darren Verasammy, P.Eng.

| **Executive Attendance** | | | | | |
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|  | In person |  | Online | Matthew Yeung, P.Eng. (Mentorship & EIT) | |
|  | In person |  | Online | Marcia Lim, P.Eng. (Chair) | |
|  | In person |  | Online | Annabelle Lee, P.Eng. (Past Chair) | |
|  | In person |  | Online | Sharon Chen, P.Eng (Treasurer) | |
|  | In person |  | Online | Darren Verasammy, P.Eng. (Secretary) | |
|  | In person |  | Online | Iris Yan, P.Eng (Education) | |
|  | In person |  | Online | Elven Tsui, P.Eng. (Business and Community Outreach) | |
|  | In person |  | Online | Denis Tse, P.Eng. (Communications and Marketing) | |
|  | In person |  | Online | Ali Sanaee, P.Eng. (Diversity, Equity and Inclusion) | |
|  | In person |  | Online | Alireza Siadatan, P.Eng.(Certificate) | |
|  | In person |  | Online | Reza Mahmoudipour, P.Eng. (GLP) | |
|  | In person |  | Online | Oliver Xiao, P.Eng. (Vice-Chair) | |
|  | In person |  | Online | Liza Sheppard, P.Eng. (Awards) | |

| **Chapter Attendees & other Guest Attendees** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Ulf Boehlau 90230558  King Tung 100213232  David Sanz 90502899  Vasili Petrovic 90334236  Jackson Liang  Mina Nozohouri 100203432  Pankaj Thakur 100542425  online - Phelia Kung (OACETT York Chapter Liaison)  online - Patrick Lau (OACETT York Chapter Liaison) | | | | | |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0  Approval of Agenda | * M. Lim called the meeting to order after a 6 minute recess. * A round of introduction of meeting attendees was conducted. * Review of meeting agenda and motion to approve agenda * Motion by A.Lee seconded by M. Yeung   **MOTION CARRIED** | 7:06 pm  Decision |
| 2.0  Approval of Minutes | By **Marcia Lim**   * Approval of Minutes for the September 12, 2024 meeting motioned by S.Chen, seconded by R.Mahmoudipour   **MOTION CARRIED** | Decision |
| Health and Safety  /Quality Share | By **Vasili Petrovic**  Topic: Personal Safety   * Pay close attention to your surroundings at all times * Seek medical attention immediately when injured * Upon discovery of a serious injury, call 911 and report it.   Quality share for November to be delivered by D.Verasammy | Info |
| 3.0  Chair’s  Report | By **Marcia Lim**  Annual Chapter BBQ was attended by 120 people with curricularist and face painter. A lot of feedback was received,  More planning time for next year is needed to allow for the food to be cooked onsite  East central regional congress updates - September 16, 2024   * Standardization of chapter websites to comply with AODA * Website data migration   Volunteer symposium conference - November 30 at the Chelsea Hotel, Toronto (2 delegates + GLP invitees) replaces Chapters Leaders Conference  Regulatory Seminars (streamlining requests for chapters with an online form to request regulatory events by the end of the year  Reminders:   * Terms of references updates for each committee * Expenses - Directors to review committee expenses against the 2024 Business Plan   Pending events:   * Executive Board - team building event and chapter strategy session is postponed (date TBD) | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Marcia Lim** (for **Oliver Xiao)**  Chapter Picnic   * Supported Ontario Professionals Engineers Foundation for Education with a small booth at the picnic. Shared brochures to encourage support of students studying engineering in Ontario. * Only 1 donation was made, possibly due to location . | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Quickbooks balance as of Sept 30, 2024 is $50,421.35, (net 45% spent) * Gross expense $45,276.21 (30% of planned gross expense of the year) * Take a look at your actuals to have an accurate picture of your budget * Ensure that costs have been forecasted and track committee budgets * YTD actuals for 2024-09-30 spending has been sent out * HQ has not sent payout emails from June to current * Invoice setup procedure will be circulate | Info  Action |
| 6.0  Past Chair Update | By **Annabelle Lee**   * AGM 2025   Potential dates: Feb 8 or Feb 15 (long weekend), March 1  Motion: AGM to take place on March 1, 2025 (6 agreed, 0 declined, 0 abstained)  **Motion Carried**  Start reaching out to volunteers on your team and encourage them to think about becoming an executive  Updating of Chapter Bylaw - awaiting info from PEO | Info |
|  | By **Ulf Boehlau** (for **Elven Tsui)**  Past events:   * Sept 26, 2024 Machinery Directive - Safety and standards * Oct 3, 2024 - Actionable Strategies for reducing emissions in steel * Oct 5, 2024 Project management essentials for professional engineers | Info  Action |
| 8.0  Licensing Update | By **Alireza Siadatan**   * LPC Ceremony and Awards Gala will be held November 23rd at Brighton Convention Centre * 49 recipients and 51 recipients spring 2024 * Sending invitation email to recipients for the hold date * We need to know prices for ticketing (adults, Kids 4-10 years) * Will drop off unclaimed certificates from past 3 years * Willowdale-Thornhill and other PEO chapter recipients are welcome to attend the York ceremony per new rules   : | Info |
| 9.0  Awards Update | By **Liza Sheppard**   * 2024 Awards meetings - kick off on Tuesday October 15th * Applications forms being updated * Solicitation list being reviewed for any updates * 2023 feeback/lessons learned will be incorporated * Commence requests for submissions: 1st week of November | Info |
| 10.0  GLP Update | By **Reza Mahmoudipour**   * What happened:   + PEO has made the decision to retain a new consultant for strategic counsel to PEO’s Government Lisiaon Program , Wellington Advocacy and will no longer be continuing with Brown & Cohen as of October 31, 2024   + GLP newsletter will be put on hold * What is Planned   + Lu and Reza will attend MPP Pang’s Thanksgiving Celebration on October 11, 2024 | Info |
| 11.0 Mentorship and EIT Update | By **Matthew Yeung**  Upcoming events:   * Case Study: Blackberry Movie   + Learning from the rise and fall of the company BlackBerry   + Date: TBD currently in planning stage * Presentation from headquarters for PEAK program   - Detailed guide on how to submit CPD and what is eligible.  Communicating with Head Office  Date: TBD currently in planning stage | Info |
| 12.0 Education | By **Sharon Chen** (**for** **Iris Yan)**  Scholarship application   * Reviewing of submissions is in progress (8 total) * 6 judges   **Question**: Why such a low number of applicants?  **Answer:** Timing of advertising needs to be modified. Possibly commence prior to the school year (February or March with other scholarships)  Consider removing video applications  Next event: Mathletics - November 16th at Pierre Elliott Trudeau High School   * Distributed through Eventbrite/LinkedIn/Local School Board/Website * Promote the event through friends, family, and colleagues * Looking for volunteers including inspiring speakers * Great prizes | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Darren Verasammy and Marcia Lim** (for **Ali Sanee)**   * Annual 30 by 30 check-in was held on October 2nd, 2024 * New metrics were released including the data for 2023 * Explained and discussed the 30 by 30 program and key metrics within the program | Info |
| 13.0  Communication and Marketing | By **Denis Tse**   * E-blasts * Website * Files backup - physical backup. * Eventbrite * Emails - issues resolved * The Digital Marketing Team is expanding and we are looking for volunteers and Deputy Director. Please reach out to Denis if interested * Website has been updated * Chapter assignment Primary and Alternate. Select Primary Chapter only otherwise you may receive correspondence from your alternate chapter instead of primary chapter. | Info  Action |
| 14.0  Other Business Update | By **Various**  **Question:** Will the chapter annual budget be regional for 2025?  **Answer:** Currently no budgets have been approved. Regions will adhere to their business plan, but if additional funds are needed then money can be re-distributed  **Question:** How are action items from previous minutes addressed? Does it get addressed in the monthly meeting?  **Answer:** Committees are responsible for solving action items. Action items should be solved within the committee. Secretary to compile action items for a slide in the next meeting  **Question**: What is the minimum age for volunteers?  **Answer**: Chapter has decided to obtain volunteers that have completed high school as a requirement. Past high school students have required a large amount of supervision | Action:  Info  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **M. Lim** at 8:35pm * The next meeting will be held on **November 14th, 2024 in person at this location at 6:30 PM.** | Info |