**Minutes of the Executive Meeting**

Held on November 14th, 2024 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Marcia Lim, P.Eng.

Recorded by: Darren Verasammy, P.Eng.

| **Executive Attendance** |
| --- |
|  | 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 90230558King Tung 100213232David Sanz 90502899Vasili Petrovic 90334236Jackson Liang Maryam Sepherinour 1005852323Vitaliy Jaroshevsky 100555531Deepa Thayalan 100119876Arjun Pratap 100564800Keyvan Ghazaie Alamdari 100192415 |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0Approval of Agenda | * M. Lim called the meeting to order
* A round of introduction of meeting attendees was conducted.
* Review of meeting agenda and motion to approve agenda
* Motion by A.Siadatan seconded by R. Mahmoudipour

**MOTION CARRIED** | 7:01 pmDecision |
| 2.0Approval of Minutes | By **Marcia Lim*** Approval of Minutes for the October 10, 2024 meeting motioned by A.Siadatan seconded by S.Chen

**MOTION CARRIED** | Decision |
| 2.5Health and Safety/Quality Share | By **Darren Verasammy**Topic: Fall safety remindersQuality share for December to be delivered by R.Mahmoudipour | Info |
| 3.0Chair’sReport | By **Marcia Lim**Virtual Open House was held on November 7, 2024. Recording available at PEO HQ website* Nominations submissions deadline is 10am EST on November 25, 2024
* Positions open for election: President-Elect, vice-president, Councillors-at-large, and regional councilors

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 (December 1st)
* Exec board appreciation dinner on Dec 6, 2024
* Committee volunteer appreciation dinner on Dec 9, 2024
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Oliver Xiao*** PEO Volunteer Symposium was previously called Annual Chapter Leadership Conference
* November 29-30th in downtown Toronto
* Will be attended along with Chapter Chair
* Nov 29th GLP Committee meeting/training & Order of Honour
* Nov 30th Symposium

Monthly Executive Meetings* Please register to attend especially executives
* Registration is very important for logistic and food arrangement
 | Info |
| 5.0Financial Report  | By **Sharon Chen*** Quickbooks balance as of October 31, 2024 is $50,877.07 (net 37% spent)
* Gross expense $59,170.79 (39% 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 October income information
* Invoice setup procedure was circulated
* Reviewed P&L statement for October (Net income -$586.46)
* Year end deadlines for invoice reimbursement was shared
 | InfoAction |
| 6.0 Past Chair Update | By **Annabelle Lee*** AGM 2025

Date: March 1, 2025Time: 9am-12pmVenue: Delta Hotels Toronto MarkhamStart reaching out to volunteers on your team and encourage them to think about becoming an executive | Info |
| 7.0 Business & Community Outreach  | By **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

Upcoming events* November 28,2024 Integrated System Testing of fire protection
* December 7, 2024 Project Management Essential for Professional Engineers
 | InfoAction |
| 8.0Licensing Update  | By **Alireza Siadatan*** LPC Ceremony and Awards Gala will be held November 23rd at Brighton Convention Centre
* 56 recipients for fall 2024 and 13 recipients for spring 2024
* Sent 3 invitation emails to recipients for the hold date
* Prices for ticketing (adults, Kids 4-10 years) have been determined
* Dropped off unclaimed certificates from past 3 years to HQ
* MPP Pang will participate in our LPC event
* Working on finalizing the LPC event. Final numbers for November 15, 2024

:  | Info |
| 9.0Awards Update | By **Liza Sheppard** * 2024 Awards meetings - kick off on Tuesday October 15th
* 4 meetings held so far
	+ 9 volunteers (4 new)
* Website has been updated
* Commenced sending out solicitation email
	+ submissions close January 17, 2025
* Other Promotion avenues
	+ LinkedIn
	+ Eblasts
	+ Suggestions from Board Members

Q: Has anything changed in terms of eligibility from last year?A: Make the judging criteria more clear and succinct and eligibility info more clearQ: How do you select the judging committee?A: Few criteria, from the chapter, from an institution (ex. university), from Head Office, couple people from engineering industry. Cannot be on the committee and participate in judging or evaluating submissions | Info |
| 10.0 GLP Update | By **Reza Mahmoudipour*** What happened:
	+ Lu and Reza attended MPP Pang’s Thanksgiving celebration on October 11, 2024
* An invitation email was sent to the offices of MPP Pang and Gallagher Murphy, and Minister Lecce for our Licensing Presentation Ceremony (LPC) with particular emphasis on inviting Minister Lecce
* MPP Pang agreed to come to our LPC

What is Planned* + MPP pang is attending our LPC on November 23rd
 | Info |
| 11.0 Mentorship and EIT Update | By **Matthew Yeung**Upcoming events:LAP mentor appreciation dinner* Date: Dec 2nd, at 6:30
* Location: Dragon Legend
* Special Guests from PEO
* Registration upcoming

Case Study: Movie: <BLACKBERRY>* Date: Dec 7, 10am to be confirmed
* Location: Imagine Cinemas Promenade
* Price: $10/person 1 ticket, free drink and popcorn
* Minimum 56 people to have the event

Might have to be postponed until 2025Q: Can this event be paid next year?A: To be discussed. Likely invoices or deposits must be submitted this fiscal year and event can be held next year.CPD Seminar (Delayed)* Head office acknowledged, no progress
* Date: TBD. Planning stage
 |  Info |
| 12.0 Education | By **Iris Yan*** Scholarship winner has been selected. Winner will be notified and invited to speak at Mathletics next year

Next event: Mathletics - November 16th at Pierre Elliott Trudeau High School* Junior tickets are sold out
* Senior tickets 40/52 sold
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Ali Sanee*** Have contacted potential speakers to coordinate for an event around Women in Engineering
	+ Explained to them about PEO York Chapter, D&I committee objectives and our past events
* Connected with a new volunteer Thaya. Asked him to propose any candidate by reaching to his network as well
* Provide D&I column for annual news letter by November 30th
 | InfoAction |
| 14.0Communication and Marketing | By **Denis Tse*** emails for events are being sent out, however the link will now be found in eblasts that are reserved for chapter members instead openly on the internet
* Monitoring open rate of email (around 50%)
* Finetuning the strategy for sending out eblasts and create an optimum schedule to increase open rate
* The Digital Marketing Team is expanding and we are looking for volunteers and Deputy Director. Please reach out to Denis if interested
* PEO website updates by end of this year
* Chapter assignment Primary and Alternate. Select Primary Chapter only otherwise you will receive correspondence from your alternate chapter instead of primary chapter. Leave the alternate blank.

Q: Can we add a link for linkedin to our emails to increase more followers on the linkedin page A: Yes we can incorporate this* Emails will continue to be sent during business hours to remain professional and respect people’s time outside of business hours
* Annual newsletter sections are due by November 30th
* Exec members have been experiencing difficulties with email within the last few weeks (emails not being sent)
 |  |
| 15.0Other Business Update  | * Expense reports to be submitted with the number as the title of the report in Certify.
* Fill out both the expense registry and Certify expense report in parallel when submitting expenses.

**Question (DV):** How are action items from previous minutes addressed? Does it get addressed in the monthly meeting?**Answer:**  Get a master tracking matrix tab for every month. To be inserted before Other Business within the meeting. To be called “Outstanding action items”. Secretary to create this spreadsheet. **Question (RM):** Can we register in advance for an executive meeting at the beginning of the year?**Answer:** In the summer, registrations (5 execs remained) were reset to prevent non-executive from signing up as an executive A code for executive tickets was proposed . | Action: InfoAction |
| 16.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by M. Limat 8:18pm
* The next meeting will be held on **December 12th, 2024 in person at this location at 6:30 PM.**
 | Info |