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

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0  Approval 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 pm  Decision |
| 2.0  Approval 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 |
| 2.5  Health and Safety  /Quality Share | By **Darren Verasammy**  Topic: Fall safety reminders  Quality share for December to be delivered by R.Mahmoudipour | Info |
| 3.0  Chair’s  Report | 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 | Info  Action  Action  Action |
| 4.0  Vice-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 |
| 5.0  Financial 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 | Info  Action |
| 6.0  Past Chair Update | By **Annabelle Lee**   * AGM 2025   Date: March 1, 2025  Time: 9am-12pm  Venue: Delta Hotels Toronto Markham  Start 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 | Info  Action |
| 8.0  Licensing 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 |
| 9.0  Awards 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 clear  Q: 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 2025  Q: 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 | Info  Action |
| 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 | Info  Action |
| 14.0  Communication 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) |  |
| 15.0  Other 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:  Info  Action |
| 16.0  Adjournment/ 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 |