**Minutes of the Executive Meeting**

Held on December 12th, 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  Vasili Petrovic 90334236  Jackson Liang 100641763  Maryam Sepherinour 1005852323  Deepa Thayalan 100119876  Balendran Surendran  Allison Cheng  Yingxian (Mia) Ma 100565785  Matthew Xie | | | | | |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0  Approval of Agenda | * M. Lim called the meeting to order * M. Xie gave words to commemorate the life of Edward Poon, former Chair of York Chapter * A round of introduction of meeting attendees was conducted. * Review of meeting agenda and motion to approve meeting agenda * Motion by A.Siadatan seconded by E.Tsui   **MOTION CARRIED** | 7:06 pm  Decision |
| 2.0  Approval of previous meeting minutes | By **Marcia Lim**   * Approval of Meeting Minutes for the November 11, 2024 meeting motioned by O Xiao seconded by A.Siadatan   **MOTION CARRIED** | Decision |
| 2.5  Health and Safety  /Quality Share | By **Reza Mahmoudipour**  Topic: Winter driving and foggy driving safety tips  Quality share for January TBD | Info |
| 3.0  Chair’s  Report | By **Marcia Lim**  16 November, Education Mathletics was attended by 120+ people  23 November, LPC Fall 2024 was attended by 140+ people  29-30 November, Volunteer Symposium   * Attended by Chair, Vice-Chair, and GLP representatives * Volunteer service pins distributed to Chapters * Informative sessions related to regulatory, DEI, volunteering, etc. were presented in breakout sessions   1 Dec, Executive Board strategy/improvement session and team building event  2 Dec, LAP guides appreciation dinner  6 Dec, Exec Board Appreciation dinner  9 Dec, Committee Volunteer appreciation dinner  Reminders:   * Terms of references updates for each committee * Expenses - Directors to review committee expenses against the 2024 Business Plan   Pending events:   * Volunteer open house, council speeches and information session for PEO York Chapter board of director Nominations - date TBD (early February) * Update Chapter bylaws (waiting on HQ release, of Chapters manual for guidance) * Website updates by Headquarters * PEO Council elections - voting starts January 27, 2025. Voting closes February 24, 2025 @ 10 am EST   Q: What are the top 3 areas of improvement as noted in the December 1st Executive Board meeting for this Chapter?  A: Communication   * Time Management * Consistency * Succession planning   Moving forward, Chapter will have at least 2 strategy sessions and onboarding for all new executives | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Oliver Xiao**   * PEO Volunteer Symposium was held on November 30th, attended with Chair and GLP Director * Great attendance from various engineering bodies * HQ will bring back the “EIT” program pending details in 2025 from HQ   Chapter Open House   * 1st/2nd weekend of February 2025 * Will combine chapter volunteer attraction, chapter board candidates solicitation and PEO council all candidates meet & greet   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**   * Thank you for submitting expenses * Quickbooks balance as of November 30, 2024 is $34,242.62 (net 63% spent) * Gross expense $75,174.63 (49% of planned gross expense of the year) * Estimate for 2024 end of year balance is $17k net (81% spent)   + Assuming $10k in outstanding expenses * Take a look at your actuals to have an accurate picture of your budget   Q: What happens to the remaining 20% at the end of year?  A: It is not carried over into the next year’s budget  Q: Will the extra money be used to purchase chapter assets such as signage and projectors?  A: Yes, we have already approved the purchase of a new projector and what was determined to be needed this year including swag items. Advance invoices for these purchases along with hotel rental fees and AGM rental fees, and design challenge to this year.  Budgets will exist for each Chapter, however all funding for the east central region is in a pool and can be utilized by the Chapter if deemed necessary and approved from HQ.   * Invoice setup procedure was circulated * Reviewed P&L statement for November (Net income -$24,846.34) * Year end deadlines for submitting expenses for reimbursement was shared | Info  Action |
| 6.0  Past Chair Update | By **Marcia Lim** (for **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  Call for candidates for 2025-2026 Executive Board - procedure was shared  Q: Who runs the nominations committee  A: The past chair runs the nominations committee. Those people are selected at AGM  Q: Chapter notified members by physical mail previously. How do we notify members who don’t receive emails?  A: We use eblasts via Eventbrite as a main communication method for opted-in members for Chapter emails.  Q: What is the board's position on members that have not opted in to receiving emails?  A: Per HQ direction, Chapter can only contact people who have opted in to receiving emails from PEO.  Chapter website will be used as a means to notify members of the upcoming election. HQ has removed all mailers as a mean of communication | Info |
| 7.0 Business & Community Outreach | By **Elven Tsui**  Past events   * November 28,2024 Integrated System Testing of fire protection * December 7, 2024 Project Management Essential for Professional Engineers * December 10, 2024 Concrete Series: Buried Precast Concrete   More technical presentations are coming in 2025 | Info  Action |
| 8.0  Licensing Update | By **Alireza Siadatan**   * LPC Ceremony and Awards Gala was held on November 23rd at Brighton Convention Centre * 146 adults attended the fall 2024’s LPC ceremony * MPP Billy Pang attended and spoke at the ceremony * Minister of Energy and Electrification Hon. Stephen Lecce provided licenses with certificates of congratulations * 55 recipients in total   PEO started at pilot program mandating deadlines for License presentation ceremony including venue confirmation, receiving list of recipients, planning, notifying recipients 1 week before the event  PEO has amended rules to allow recipients to attend any LPC event to help with convenience. | Info |
| 9.0  Awards Update | By **Liza Sheppard**  Ongoing meetings being held   * solicitation emails (over 130 sent) and follow up * 5 intend to submit have been received * 1 submission received * submissions close 17th January 2025   Ongoing promotion   * Awards information on website * Linkedin has been posted * Eblasts are scheduled for Tuesday and Wednesdays   Thanks to the Communications Team for the ongoing support  Preliminary judging (begins March 8, 2025 - tentative date)   * Judges must be licensed as engineers * looking for 5 judges   Q: What is the criteria for research projects?  A: Set of criteria for all types of submission is posted on the Chapter website including FAQ’s  Q: What are the geographic limits for the awards?  A: GTHA (Greater Toronto and Hamilton area)  Q: Will there be judges from multiple disciplines?  A: Yes, during final judging. | Info |
| 10.0  GLP Update | By **Reza Mahmoudipour**  What happened:   * MPP Pang attended our licensing presentation ceremony (LPC) * Minister Lecce sent individual certificate to over 50 license recipients in our LPC * A thank you email was sent to Minister Lecce’s office, including a couple of photos and a video of the MC informing people about the individual certificates   What is Planned   * GLP will attempt to invite Minister Paul Calandra (Minister of Municipal Affairs and housing) to the next LPC | Info |
| 11.0 Mentorship and EIT Update | By **Elven Tsui** (for **Matthew Yeung)**  Upcoming events:  LAP mentor appreciation dinner   * Date: Dec 2nd, at 6:30 * Location: Dragon Legend * Special Guests from PEO s * Upcoming events * Table tennis EIT vs P.Eng - TBD (end of January 2025)   CPD seminar - delayed  Thanks to all volunteers for their efforts this year. | Info |
| 12.0 Education | By Sharon Chen (for **Iris Yan)**   * Scholarship winner has been selected. Winner will be notified and invited to speak at 2025 Mathletics next year   Next event: 2025 Design Challenge   * On March 22nd, 2025 at Bayview Secondary School, Richmond Hill * Venue has been booked * Looking for new and refreshing ideas for the 2025 Design Challenge * Volunteers are needed | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanee**   * Connected with Nosa Omoziku, P.Eng   + He is a member of Black Engineers of Canada and has been working with EIT/mentorship committee * Have been following up with Thayaparan Thangavelautham * Asked him to propose any candidate by reaching to his network as well * Issue with Chapter email communications. Messages are not delivered with yahoo.com address * Update with website hosting company on Dec 11, 2024. Communications Director is working with the vendor to resolve issues | Info  Action |
| 14.0  Communication and Marketing | By **Denis Tse**   * Newsletter is in progress   + thank you for submitting the committee writeups   + Target publish date: Dec 20, 2024 * Email hosting upgrade on Dec 11, 2024 * New eblasts mailing list instructions required by HQ as we were not using the correct set of instructions.   Reviewed methods to receive communications from PEO York Chapter  Q: Can instructions (screenshots) be posted on the chapter website?  A: Yes, seeking approval from the Chapter   * Synchronizing with Campaigner website   + Members can enter their preferred email address and PEO license number to be added to the mailing lists   Q: Can you set email authentication to an email address instead of a corporate phone number?  A: Yes, contact PEO and they will send you a link |  |
| 15.0  Other Business Update | Q:There are no submissions from the Chapter for Order of honour. How will Chapter recognize those who are performing at a very high level?  A: Chapter to have strategy meetings to promote the accomplishments of the Chapter. M.Xie is willing to collaborate on how to accomplish this.  second week of October  Order of Honour award is not self nominated and 10 years minimum experience of volunteering  ‘  You do not have to be a FEC to be apart of the Order of Honour  **2025 Meeting Room rental**  Cost increase by $5 to $280 + tax  2025 Executive meeting dates were shared. This information can be found on the Chapter Website. Executives check to see if any conflicting festivals, religious events, breaks, etc. prior to signing the contract.  pre-authorizing Meeting costs for room rentals will be in the future will be paid by HQ  Secretary to send out email to compile list of high performing volunteers. Darren to talk to Marcia | Action:  Info  Action |
| 16.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by M. Limat 8:57pm * The next meeting will be held on **January 16th, 2025 in person and online at this location at 6:30 PM.** | Info |