

York Chapter

Minutes of the Executive Meeting

Held on Thurs, March 7, 2013 at the Markham Convergence Centre, 7271 Warden Avenue, Markham, ON L3R 5X5

Meeting Chaired by: Dennis Woo, P.Eng.
Recorded by: Daniel Liao, P.Eng.

<p>Executives Present: Dennis Woo, P.Eng. (Chair) Gordon Ip, P.Eng. (Vice-Chair) Sarah Jin, P.Eng. (Past-Chair) Daniel Liao, P.Eng. (Secretary) Vikas Thakur, P.Eng. (Director – Mentoring/EIT) Paymon Sani, P.Eng. (Director – Education) Annabelle Lee, EIT (Director – Certificate) Rick Vender, P.Eng. (Director – Programs) Ed Fung, P.Eng. (Director – GLP/Business Liaison) Liz Daher (Director – Awards & Recognition)</p>	<p>Executives Absent: Patrick Yeung, P.Eng. (Treasurer) Fiona Leong, EIT (Director – Communications)</p>
<p>Volunteer Members Present: Matthew Xie, P.Eng. Muhammad Khoja, EIT Kam Leong, P.Eng. Simon Hum, P.Eng. Antony Niro, P.Eng. Rick Carlstrom, P.Eng. Russ Couprie, P.Eng. George Mahendrakumar, P.Eng. Venus Garg, P.Eng. Alex Wong, P.Eng. Eric Cheong, P.Eng. Kenan Leung, P.Eng.</p>	<p>Chapter Members and Guests from other PEO Chapters Howard Huang, EIT Raguram S, P.Eng.</p>

Item	Description	Action
Intro 6:50 pm	<ul style="list-style-type: none"> Dennis Woo called the meeting to order at 6:50 p.m. Group introductions (5 min) 	
1.0 Agenda Approval 6:55 pm	<ul style="list-style-type: none"> Motion to approve agenda by Sarah Jin and seconded by Rick Vender. 	Info.
2.0 Approval of Minutes 7:00 pm	<ul style="list-style-type: none"> The minutes from the previous meeting were reviewed. In Section 4 – OSPE Update. “OPSE” is a typo, should say “OSPE”. Motion to adopt minutes of Feb 7, 2013 as amended, moved by Paymon Sani and seconded by Vikas Thakur 	Info.

<p>3.0 Chair's Report (Dennis Woo)</p> <p>7:05 pm</p>	<ul style="list-style-type: none"> • GLP/Business Liaison is an important objective for the chapter. • It is important to recognize the contributions of volunteers and formal documentation/recognition is required and should be a goal for the Awards Committee. • Corporate sponsorship for future certificate ceremonies should be a goal of the Business Liaison and Certificate Committees. • Secretary is responsible for the accounting of inventory and update of the executive contacts list. • New name tags are required. • Requests for business cards to be directed to Dennis. • Willowdale/Thornhil AGM at PEO HQ on March 9, 2013 – Dennis & Gordon to attend for reporting of issues to East Central Region. Mohammad Khoja volunteered to attend. • Minutes are needed for the Executives meeting on Feb 16 post-AGM 	<p>Info.</p>
<p>4.0 OSPE Update (Gordon Ip)</p> <p>7:15 pm</p>	<ul style="list-style-type: none"> • Requires chapter member to be OSPE liaison. 	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender)</p> <p>7:17 pm</p>	<ul style="list-style-type: none"> • 40 showed up to Skybridge Seminar, overall a successful event • S&C Electric tour to be held on March 26 at 7:30 pm • June 22 boat cruise prospective \$75 – 90/person. Dennis suggests company sponsorship and to invite business leadership to the event. Dennis approves spending on the event. • Seminars: Carl Friesen can offer a free seminar, Diana Chan's seminar cost is approx. \$1000. Topic is personal development. • Information for this year's golf tournament in September is to go out to the chapter soon. 	<p>Rick to Book Cruise</p>
<p>6.0 Communications Report (Dennis Woo)</p> <p>7:38 pm</p>	<ul style="list-style-type: none"> • Dennis provided communications update in Fiona's absence • Discussed new approaches to communications as email blasts have had mixed results • Dennis would like Fiona to look into using Twitter and LinkedIn to reach chapter members 	<p>Info.</p>
<p>7.0 Certificate Committee Report (Annabelle Lee)</p> <p>7:44 pm</p>	<ul style="list-style-type: none"> • Willowdale/Thornhill CPC to be attended by Annabelle • Discussed having professional photography at the certificate ceremony in addition to in-house talent and granting enterprise to a photographer for shooting and online ordering of pictures after event 	<p>Info.</p>
<p>8.0 Financial Report (Simon Hum)</p> <p>7:52 pm</p>	<ul style="list-style-type: none"> • Financial snapshot presented by Simon Hum in Patrick Yeung's absence. • First installment from PEO was received • Sarah reports that the total allotment for 2013 is approx. \$26,000 • Gordon requests fiscal accountability for each committee, and each executive should report income and expenses for his/her committee • Motion by Gordon Ip to approve financial statement, seconded by Sarah 	<p>Info.</p>
<p>9.0 Education Committee Report (Paymon Sani)</p> <p>8:00 pm</p>	<ul style="list-style-type: none"> • Design Challenge is to be held on March 28, 2013, 4 – 8 pm • More volunteers needed, interested volunteers to contact Paymon • Water wheel video shown by Paymon • 15 teams can register, registration to begin immediately after March break (March 17th) • Government representative is needed for the event • Kam to give guest lecture March 8 at Ryerson University and could use 5 more volunteer guest lecturers • Paymon gave a description of Engineering in the Classroom and Rick volunteered to be a part • Volunteers interested in helping with Engineering in the Classroom to email eic@peoyork.com 	<p>Info.</p>

<p>10.0 GLP/Business Liaison Committee Report (Ed Fung) 8:16 pm</p>	<ul style="list-style-type: none"> • Invite MPPs to a full day event alongside other GLP directors on June 8, during PEO's Government Liaison Week. • Lunch meeting during that time to be arranged by Ed. • Business Liaison: Chapter's goal should be to promote participation by small engineering business owners in our events. 	<p>Info.</p>
<p>11.0 Mentorship/EIT Committee Report (Vikas Thakur) 8:24 pm</p>	<ul style="list-style-type: none"> • Pairing up mentors and mentees by mid-April, and orientation to follow thereafter • Last year, communication between mentors and mentees subsided as the year wore on • Vikas to get in touch with Annabelle regarding EIT transition 	<p>Vikas</p>
<p>12.0 Awards Committee Report (Liz Daher) 8:34 pm</p>	<ul style="list-style-type: none"> • Feb 16 Engineering Project of the Year Award Presentation recap: Finalists set up booths at ceremony – very successful and helped with networking • This year, process needs to be faster and incorporate more active outreach to allow for more companies to apply. Strategy should include integration with other committees' activities to spread the word • More volunteers are needed for the process • Committee needs to look into restructuring the winner selection process and presentation at certificate ceremony 	<p>Info.</p>
<p>13.0 Other Business 8:45 pm</p>	<ul style="list-style-type: none"> • Fiona to reset the peoyork.com email addresses for new executives 	<p>Fiona</p>
<p>14.0 Adjournment/ Next Meeting 8:45 pm</p>	<ul style="list-style-type: none"> • Motion by Annabelle Lee and second by Rick Vender to adjourn the meeting. The meeting was adjourned at 8:45 pm • Next meeting will be held on Thursday, April 4th, 2013 at 6:30pm at the Markham Convergence Centre. 	<p>All to Note</p>

Cc. All Executives/Present
East Central Regional Councillors
Chapter Manager