



York Chapter

Minutes of the Executive Meeting

Held on Thurs, June 6, 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.

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| Executives Present: Dennis Woo, P.Eng. (Chair) Daniel Liao, P.Eng. (Secretary) Paymon Sani, P.Eng. (Director – Education) Rick Vender, P.Eng. (Director – Programs) Ed Fung, P.Eng. (Director – GLP/Business Liaison) Patrick Yeung, P.Eng. (Treasurer) Fiona Leong, EIT (Director – Communications) Liz Daher, P.Eng. (Director – Awards & Recognition) Sarah Jin, P.Eng., F.E.C. (Past-Chair) Gordon Ip, P.Eng., F.E.C. (Vice-Chair) Vikas Thakur, P.Eng. (Director – Mentoring/EIT) Bill Luo, P.Eng. (Deputy Director – Certificate) | Executives Absent: Annabelle Lee, EIT (Director – Certificate) |
| Volunteer Members Present: Muhammad Khoja, EIT Kam Leong, P.Eng., F.E.C. Simon Hum, P.Eng. Antony Niro, P.Eng. Rick Carlstrom, P.Eng. Gordon Lee, P.Eng. Paul Chak, P.Eng. Matthew Xie, P.Eng. Joshua Wang, P.Eng. Andrei Cornel, P.Eng. | Chapter Members and Guests from other PEO Raguram S, CET Ramy Ghattas Salman Kureishy |

| Item | Description | Action |
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| 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 7:55 pm | <ul style="list-style-type: none"> Motion to approve agenda by Patrick Yeung 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. Motion to adopt minutes of May 2, 2013 by Rick Vender and seconded by Gordon Ip. | Info. |

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| <p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p> | <ul style="list-style-type: none"> • New format for meeting – present Secretary with monthly update before meeting in PowerPoint format so volunteers can view ahead of time. • Dennis has sent Penta slides – chairs please review • East-Central Congress – Gordon attended • ECC summary – covered activities by chapters, include posting of engineering awards in Dimensions. PEO Eng. Committee will be adopting our chapter's awards format. Submission of nominations for the Order of Honour. There was an update to the financial report format. GLP & Education committee still has significant funding remaining, and everyone is encouraged to apply for special funding. Many chapters received less funding this fiscal year. • Boat Cruise/Golf Tournament – encourage corporate participation via sponsorship or prize donation • Business cards were distributed • Volunteer records of each subcommittee to be forwarded to the Chapter's Secretary • New volunteers should register through PEO website | <p>Info.</p> |
| <p>4.0 OSPE Update (Gordon Ip) 7:50 pm</p> | <ul style="list-style-type: none"> • Karen Chan elected to OSPE director, and also responsible for chapter liaison. Renewed | <p>Info.</p> |
| <p>5.0 Programs Committee Report (Rick Vender) 7:51 pm</p> | <ul style="list-style-type: none"> • Build your Career Through Publishing Your Ideas was a well-received event <p>Upcoming Events & Event Ideas:</p> <ul style="list-style-type: none"> • Honda Campus Tour June 7, 2013 • Lean Principles Seminar June 12 • Power Engineering & Power Transformer Oil/Gas Seminar June 18 • Cruise and Wine Tasting on June 22, 2013 is sold out • Limits to Renewable Energy Penetration Seminar June 25, 2013 • Improve Your Workplace English on July 9, 2013 <p>Still working on:</p> <ul style="list-style-type: none"> • Pratt & Whitney Tour • National Instruments Workshop • Hydro One Barrie Transformer Tour • Pearson Airport Baggage Handling Tour • IQ and EQ in the Workplace • Marketing the Engineer – Diane Chan • Financial Seminar (2 of 4) with George Rosati • Tour of Apotex Pharmaceuticals • Tour of FedEx Sorting Plant <p>Goal of 20 events will have been met, and will be expected to be exceeded with new volunteers</p> | <p>Info.</p> |
| <p>6.0 Communications Report (Fiona Leong) 8:00 pm</p> | <ul style="list-style-type: none"> • Email blast templates revision – difficult as they are standardized across the chapters • Refresh email blast template and present it to PEO and other chapters • Investigate SharePoint as a document repository system for board transitions | <p>Info.</p> |
| <p>7.0 Certificate Committee Report (Patrick Yeung/Bill Luo) 8:10 pm</p> | <ul style="list-style-type: none"> • September 21, 2013 for the Fall CPC is confirmed • 30 new certificate recipients so far, more should be forthcoming through the summer • One to two more volunteers still required | <p>Info.</p> |

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| <p>8.0 Financial Report (Patrick Yeung) 8:15 pm</p> | <ul style="list-style-type: none"> • PEO Treasurer training was attended by Patrick Yeung • Patrick provided a summary of the topics covered during the training • Discussed the merits of electronic expense report submission • Financial planning worksheet was presented and discussed • Subcommittee chairs to submit financial estimates for the worksheet to Treasurer by June 24, 2013 • Balance Sheet was presented, second allotment was received. Cash balance is low at \$14,000 • Income Statement was presented. Gordon mentioned that P&L should be shown for each subcommittee • Approval of financials moved by Gordon, all executives in favour | <p>Info.</p> |
| <p>9.0 Education Committee Report (Paymon Sani) 8:20 pm</p> | <ul style="list-style-type: none"> • Education subcommittee meeting was attended by other chapter's volunteers • Second Design Challenge on June 27, 2013 • Mathletics is to be held on Sunday, November 17, 2013 • Discussed merits of purchasing a better projector • 2014 Design Challenge will feature a car crash-test, fundraising is expected | <p>Info.</p> |
| <p>10.0 GLP/Business Liaison Committee Report (Ed Fung) 8:30 pm</p> | <ul style="list-style-type: none"> • GLP Academy on June 8th to be attended by Ed Fung, Antony Niro, Howard Huang, Daniel Liao, Paymon Sani, and Liz Daher • Jagmeet Singh, Soo Wong, and Julia Munro will be attending and speaking • Bring your MPP to Work Day – Frank Klees, MPP is interested in participating • Creation of an Ontario Provincial Engineer post is potentially a topic of discussion | <p>Info.</p> |
| <p>11.0 Mentorship/EIT Committee Report (Vikas Thakur) 8:40 pm</p> | <ul style="list-style-type: none"> • June 23, 2013 workshop for mentors/mentees at 1 pm at MCC • Salman Kureshy (University of Toronto) was introduced to talk about foreign-trained engineers obtaining licensure | <p>Info.</p> |
| <p>12.0 Awards Committee Report (Liz Daher) 8:45 pm</p> | <ul style="list-style-type: none"> • Deadline for application submission will be after the Fall CPC, CPC will be used as a platform for garnering interest • Striving for a deadline of November 25, 2013 • Volunteers are needed, email blast will follow | <p>Info.</p> |
| <p>13.0 Other Business 8:45 pm</p> | <ul style="list-style-type: none"> • Salman Kureshy was introduced by Gordon Lee • Salman explained the pilot program offered by U of T for foreign-trained engineers seeking licensure • Program is held in evenings for the attendees' professional convenience • Program is 1-year in length, academic content is courses alongside the rest of the university student body • Big Bike charity event on July 6th at 10 am • Patrick gave a demonstration on how to join his Big Bike Team | <p>Info.</p> |
| <p>14.0 Adjournment/ Next Meeting 9:00 pm</p> | <ul style="list-style-type: none"> • Motion by Liz Daher and seconded by Gordon Ip to adjourn the meeting. The meeting was adjourned at 9 pm • Next meeting will be held on Thursday, September 5th, 2013 at 6:30pm at the Markham Convergence Centre. | <p>All to Note</p> |
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Cc. All Executives/Present, East Central Regional Councillors, Chapter Manager