



**York Chapter**

**Minutes of the Executive Meeting**

Held on Thurs, March 6, 2014 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><b>Executives Present:</b>  Dennis Woo, P.Eng. (Chair)  Fiona Leong, EIT (Director – Communications)  Daniel Liao, P.Eng. (Secretary)  Patrick Yeung, P.Eng. (Treasurer)  Annabelle Lee, P.Eng. (Director – Certificate)  Sarah Jin, P.Eng., F.E.C. (Past-Chair)  Rick Vender, P.Eng. (Director – Programs)  Ed Fung, P.Eng. (Director – GLP/Business Liaison)  Gordon Ip, P.Eng., F.E.C. (Vice-Chair)  Elmer Ting, P.Eng. (Director – Mentoring/EIT)</p>	<p><b>Executives Absent:</b>  Liz Daher, P.Eng. (Director – Awards &amp; Recognition)  Paymon Sani, P.Eng. (Director – Education)</p>
<p><b>Volunteer Members Present:</b>  Maricon Aquino, P.Eng.  Kam Leong, P.Eng., F.E.C.  Paul Zhao, EIT  David Sanz, P.Eng.  Ahmad Jafari, P.Eng.  Miqdad Khalfan, P.Eng.  Girish Choudankar, P.Eng.  Stella Wong, P.Eng.  Jhonny Lin, EIT  George Gordon, P.Eng.  Behdad Norouzi, P.Eng.  Saad Haroon, P.Eng.  Jennifer McDonald, EIT</p>	<p><b>Chapter Members and Guests from other PEO</b></p>

Item	Description	Action
Intro 7:00 pm	<ul style="list-style-type: none"> <li>Dennis Woo called the meeting to order at 7:00 p.m.</li> </ul>	
1.0 Agenda Approval 7:00 pm	<ul style="list-style-type: none"> <li>Motion to approve agenda by Ed Fung and seconded by Patrick Yeung.</li> </ul>	Info.
2.0 Approval of Minutes 7:00 pm	<ul style="list-style-type: none"> <li>The minutes from the previous meeting were reviewed and no errors were noted.</li> <li>Motion to adopt minutes of February 6th, 2014 as amended by Gordon Ip and seconded by Sarah Jin.</li> </ul>	Info.

<p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> <li>• Round table introductions</li> <li>• Deputy directors will need to be appointed deal with continuity and absences, i.e. Certificate, Programs, and Awards committees</li> <li>• Dennis raised the need to further connections with government, businesses, and associations (ASME, as an example). This will increase ability to raise sponsorships.</li> <li>• Women in Engineering will be a major initiative going forward.</li> <li>• Appeal to RCC will be made regarding the 2014 reduction in funding. Motioned by Dennis Woo, seconded by Patrick Yeung.</li> <li>• Daniel addressed issues relating to business cards, executives list, volunteers record, and monthly meetings</li> <li>• Copies of monthly meeting minutes and executive meeting invitations will only be sent to those who have attended at least one meeting in the previous two months, aside from those on the executive board</li> <li>• Kam touched on Golf Tournament, Patrick on Big Bike, and Rick on Cruise.</li> </ul>	<p>Info.</p>
<p>4.0 OSPE Update 7:10 pm</p>	<ul style="list-style-type: none"> <li>• Ed's GLP and Business Liaison segment was provided in place of OSPE update</li> </ul>	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:15 pm</p>	<ul style="list-style-type: none"> <li>• Rick provided a summary of February events and event revenue</li> <li>• Preview of March events</li> <li>• Presenter for Structural Design in the Arctic was a no show.</li> <li>• Cruise to take place on June 7<sup>th</sup>, cost breakdown was provided.</li> <li>• Lui Tai, P.Eng., was announced as the Deputy Programs Director.</li> </ul>	
<p>6.0 Communications Report (Annabelle Lee) 7:20 pm</p>	<ul style="list-style-type: none"> <li>• Volunteers wishing to conduct Chapter business outside of their personal/work emails can contact Annabelle to request @peoyork.com email addresses.</li> <li>• Director transition is in progress.</li> </ul>	<p>Info.</p>
<p>7.0 Certificate Committee Report (Annabelle Lee) 7:25 pm</p>	<ul style="list-style-type: none"> <li>• Fiona enroute to meeting after retrieving attendees' certificates.</li> <li>• Patrick provided a update on booking the venue for the next CPC</li> </ul>	<p>Info.</p>
<p>8.0 Awards Committee Report (Liz Daher) 7:35 pm</p>	<ul style="list-style-type: none"> <li>• Liz was not in attendance</li> <li>• Deputy for this committee is required</li> </ul>	<p>Info.</p>
<p>9.0 Financial Report (Patrick Yeung) 7:55 pm</p>	<ul style="list-style-type: none"> <li>• Financial summary presented by Patrick Yeung</li> <li>• Full 2014 allotment has been received</li> <li>• Deputy Treasurer will be Lloyd Canis, CA</li> </ul>	<p>All to note</p>
<p>10.0 Education Committee Report (Paymon Sani) 8:20 pm</p>	<ul style="list-style-type: none"> <li>• Rick briefed the room in Paymon's absence</li> <li>• Design Challenge is coming up</li> <li>• More volunteers are needed this year due to the activities planned</li> <li>• Attendance by a dignitary is required</li> </ul>	<p>Info.</p>

<p>11.0 GLP/Business Liaison Committee Report (Ed Fung) 8:30 pm</p>	<ul style="list-style-type: none"> <li>• Reached out to volunteers interested in government or business liaison</li> <li>• Provided summary of GLP activities, including repeal of Professional Engineers Act, section 12(3)a.</li> </ul>	<p>Info.</p>
<p>12.0 Mentorship/EIT Committee Report (Elmer Ting) 8:40 pm</p>	<ul style="list-style-type: none"> <li>• Transition from Vikas Thakur is in progress</li> <li>• Paul Zhao, EIT named as Deputy Director</li> </ul>	<p>Info.</p>
<p>13.0 Other Business 8:45 pm</p>	<ul style="list-style-type: none"> <li>• Women in Engineering – Maricon introduced committee volunteer Jennifer McDonald, described her initiative to expand the program and network. Email blast will be forthcoming. LinkedIn group will be created and brought in line with PEOYork’s vision. Special funding (from HQ) may be applicable to bring in a celebrity woman-in-engineering speaker.</li> <li>• Video of past CPC was shown by Patrick, who raised the need to produce an edited promotional video to promote the Chapter</li> </ul>	<p>Info.</p>
<p>14.0 Adjournment/ Next Meeting 9:00 pm</p>	<ul style="list-style-type: none"> <li>• Motion by Rick Vender and seconded by Patrick Yeung to adjourn the meeting. The meeting was adjourned at 8:50 pm</li> <li>• Next meeting will be held on Thursday, <b>April 10<sup>th</sup>, 2014 at 6:30pm</b> at the Markham Convergence Centre.</li> </ul>	<p>All to Note</p>

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