



York Chapter

Minutes of the Executive Meeting

Held on Thurs, April 10, 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>Executives Present: Dennis Woo, P.Eng. (Chair) Fiona Leong, EIT (Director – Certificate) Daniel Liao, P.Eng. (Secretary) Patrick Yeung, P.Eng. (Treasurer) 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) Paymon Sani, P.Eng. (Director – Education)</p>	<p>Executives Absent: Liz Daher, P.Eng. (Director – Awards & Recognition) Annabelle Lee, P.Eng. (Director – Communications) Sarah Jin, P.Eng., F.E.C. (Past-Chair)</p>
<p>Volunteer Members Present: Matthew Xie, P.Eng. Kam Leong, P.Eng., F.E.C. Paul Zhao, EIT David Sanz, P.Eng. Ahmad Jafari, P.Eng. Varathan Shanmuganathan, P.Eng. Yiyi Shangguan, EIT Kenneth Tam, EIT Wai Lap Lai, EIT Lui Tai, P.Eng. Saad Haroon, P.Eng. Muhammad Khoja, EIT Thomas Chong, P.Eng. Atif Islam, P.Eng.</p>	<p>Guests and Chapter Members from other PEO Chapters Suren Shan, EIT Raguram S. CET Sivaratnam, CET Lloyd Canis, CA</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. 	
1.0 Agenda Approval 6:55 pm	<ul style="list-style-type: none"> Motion to approve agenda by Gordon Ip and seconded by Patrick Yeung. Round-table introductions 	Info.
2.0 Approval of Minutes 7:00 pm	<ul style="list-style-type: none"> The minutes from the previous meeting were reviewed and changes were noted Motion to adopt minutes of March 6th, 2014 as amended by Rick Vender and seconded by Gordon Ip. 	Info.

<p>63.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> • Introduction of Thomas Chong, PEO President-elect, a brief speech was given as part of his inaugural chapter visit • Timekeeping will be adhered to during this meeting and all upcoming meetings • Gordon Ip announced new rules of order for meetings. Each committee chair shall, within their designated timeslot, present upcoming events to the board for discussion with budgetary consideration. In order for events to be approved, motion and second is required. Payments require majority vote for approval • Motions regarding allotment and ECC-changes were denied by ECC • Upcoming Penta Forum topic will be "Equitable Funding for Chapters" • Contact Paymon if you wish to attend the Education Conference, scheduled for May 23. 	<p>Info.</p>
<p>4.0 OSPE Update 7:10 pm</p>	<ul style="list-style-type: none"> • No updates 	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:10 pm</p>	<ul style="list-style-type: none"> • Rick provided a summary of March events and event revenue • Preview of April events • Strengths and weaknesses of each event were explored • Regarding the Boat Cruise event, it was proposed that executives be charged \$35 – the cost of the dinner. Special guests to be charged around \$25. Breakeven point will be 350 to 400 attendees. • Motion made by Rick to charge \$36 per executive and their spouses, \$25 per special guest and their spouses. Paymon seconded the motion. Majority vote was observed, no nays, 2 abstained. • Kam stated that payments will forthcoming for this year's golf tournament. Payment schedule will be flexible. 	
<p>6.0 Communications Report (Annabelle Lee) 7:25 pm</p>	<ul style="list-style-type: none"> • Update provided by Dennis Woo in Annabelle's absence • High-frequency of emails from Chapter caused inadvertent blacklist by some ISPs • Director transition is in progress. Website responsibilities have yet to be transitioned 	<p>Info.</p>
<p>7.0 Certificate Committee Report (Fiona Leong) 7:35 pm</p>	<ul style="list-style-type: none"> • Transition is in progress with Patrick and Annabelle • New strategy to contact certificate recipients in the upcoming CPC was outlined, to prevent the initial slowness in registration and surge closer to the event • Fiona will make decision on whether to try name stickers rather than name badges at the upcoming CPC 	<p>Info.</p>
<p>8.0 Awards Committee Report (Liz Daher) 7:40 pm</p>	<ul style="list-style-type: none"> • Liz was not in attendance 	<p>Info.</p>
<p>9.0 Financial Report (Patrick Yeung) 7:40 pm</p>	<ul style="list-style-type: none"> • Patrick introduced Deputy Treasurer Lloyd Canis • Income/Expense statement was presented, broken down per committee • Motion by Gordon Ip, seconded by Paymon Sani to accept the presented income statement • Majority vote to accept the financials as presented was observed, with no nays or abstains 	<p>All to note</p>

<p>10.0 Education Committee Report (Paymon Sani) 7:50 pm</p>	<ul style="list-style-type: none"> • Paymon thanked the volunteers who took part in the March design challenge • Token of appreciation will need to be in order, type/amount to be discussed • Mathletics challenge was discussed, financing for awards was discussed • Upcoming PEO education conference was discussed 	<p>Info.</p>
<p>11.0 GLP/Business Liaison Committee Report (Ed Fung) 7:55 pm</p>	<ul style="list-style-type: none"> • David Sanz provided an update in Ed Fung's absence (left early) • Upcoming Pan-OSPE/PEO GLP meeting with Steven Del Duca, MPP is on April 24 	<p>Info.</p>
<p>12.0 Mentorship/EIT Committee Report (Elmer Ting) 8:00 pm</p>	<ul style="list-style-type: none"> • Information provided on the expected Licensure Assistance Program Lunch and Kickoff (2 separate events), cohosted with PEO • Looking for early career mentors as well as mid-late career mentors for the Speed Mentorship event • Social event planned, venue likely Dave & Busters or equivalent. Cost will be levied on attendees and budget will be proposed 	<p>Info.</p>
<p>13.0 Women in Engineering (Dennis Woo) 8:15 pm</p>	<ul style="list-style-type: none"> • Update provided by Dennis in Maricon's absence • Proposal was submitted to PEO for the WIE program, no reply as of yet 	<p>Info.</p>
<p>14.0 Other Business 8:20 pm</p>	<ul style="list-style-type: none"> • Daniel provided an update to the volunteers tracking system. Matthew mentioned that it may be more straightforward for volunteer records to be completed electronically through the website. Annabelle should explore that option and put together a plan and budget. • Motion to appoint Deputy Directors as follows: Programs – Lui Tai, P.Eng., No nays or abstains Women in Engineering – Maricon Aquino, P.Eng., Dennis and Patrick Abstained EIT and Mentorship – Paul Zhao, EIT, No nays or abstains Treasurer – Lloyd Canis, CA, No nays or abstains Certificate – Bill Luo, P.Eng., No nays or abstains • York University Scholarship for the amount of \$3,000 made in the Chapter's name was discussed. Money will need to be raised from the community. Motion by Gordon Ip to support this initiative, seconded by Rich Vender. Majority vote in favour was observed. • Profits from programs can be allocated to the scholarship initiative. • A subcommittee was setup to determine sponsorship guidelines, initial members will be Dennis Woo, Gordon Ip, and Rick Vender • Motion to support Assante Wealth Management's lunch event by Dennis, 3 votes in favour, 4 votes against, 1 abstain 	<p>All to Note</p>
<p>15.0 Adjournment 9:00</p>	<ul style="list-style-type: none"> • Motion to adjourn meeting by Gordon Ip, seconded by Rick Vender • Next meeting will be held on Thursday, May 1st, 2014 at 6:30pm at the Markham Convergence Centre. 	

Cc. All Executives, East Central Regional Councillors, Chapter Manager, Volunteers-in-attendance