



York Chapter

Minutes of the Executive Meeting

Held on Thurs, May 1, 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) 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) Annabelle Lee, P.Eng. (Director – Communications) Sarah Jin, P.Eng., F.E.C. (Past-Chair)</p>	<p>Executives Absent: Liz Daher, P.Eng. (Director – Awards & Recognition) Rick Vender, P.Eng. (Director – Programs)</p>
<p>Volunteer Members Present: Kam Leong, P.Eng., F.E.C. Paul Zhao, EIT David Sanz, P.Eng. Maricon Aquino, P.Eng. Behdad Norouzi, P.Eng. Yiyi Shangguan, EIT Kenneth Tam, EIT Kasturi Phodke, EIT Lui Tai, P.Eng. Suraj Bhardwaj, EIT</p>	<p>Guests and Chapter Members from other PEO Chapters 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 Ed Fung. 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 Motion to adopt minutes of March 6th, 2014 as amended by Rick Vender and seconded by Gordon Ip. 	Info.

<p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> • Last month's meeting was a success, and the transition to the new meeting format was well executed • Timekeeping will be adhered to during this meeting and all upcoming meetings • Penta Forum was attended by Patrick, Gordon, and Dennis • Gordon mentioned the "Engineering Idol" challenge by PEO, included possibility of the submission of the Chapter's design challenge winner to the challenge. • Invitation to the Chapter's summer boat cruise was issued by Dennis to all chapter chairs. • Seeking a volunteer to attend Willowdale's CPC in place of Dennis • "Equitable Funding for Chapters" was not discussed at the Penta Forum 	<p>Info.</p>
<p>4.0 OSPE Update 7:10 pm</p>	<ul style="list-style-type: none"> • No updates • Women in Engineering update provided by Maricon during this slot 	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:10 pm</p>	<ul style="list-style-type: none"> • Update provided by Lui Tai in Rick's absence • Review of last month's events • More promotion of the upcoming cruise is required in order to reach cost break-even point. Mississauga chapter has agreed to promote. • Cost of Jack de Keyzer's performance was discussed • Large expenditures (i.e. not food or favours), require executive approval before commitment • Motion made by Paymon to approve the Jack de Keyzer's band performance with the following amendments, seconded by Sarah Jin: <ul style="list-style-type: none"> • No-show clause – no payment will be made • Cruise cancellation – no payment will be made • Aforementioned motion was passed with majority vote observed with no nays or abstains • Kam provided an update on the development of the upcoming Golf Tournament • Email blast for golf tournament is required • Motion to approve the September Golf Tournament with all net proceeds going to charity and the scholarship fund by Gordon, seconded by Ed Fung, vote showed clear majority in approval with no nays or abstains 	<p>RV</p>
<p>6.0 Communications Report (Annabelle Lee) 7:25 pm</p>	<ul style="list-style-type: none"> • Update provided on "Anti-Spam" rules with a legal perspective (CASL) • Communication to members through Eventbrite should cease • The chapter's communication strategy must be in line with legislation 	<p>Info.</p>
<p>7.0 Certificate Committee Report (Fiona Leong) 7:35 pm</p>	<ul style="list-style-type: none"> • Fiona Leong not in attendance • CPC will be held on September 27th 	<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 • Matthew Xie 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 discussed bank balance and committee budgets • Event budget spreadsheet was presented by Patrick • Spreadsheet will be emailed out to committee chairs in the coming weeks • Completion of the spreadsheet is required for 2015 budget 	<p>All to note</p>

<p>10.0 Education Committee Report (Paymon Sani) 7:50 pm</p>	<ul style="list-style-type: none"> • Design challenge debriefing provided by Paymon • Paymon named the volunteers who contributed beyond a substantial amount of effort • Recognition of those individuals is required (Awards) • Assante will be sponsoring the 2014 Engineering Scholarship • Motion made by Paymon to award scholarships with the following values, seconded by Gordon: <ul style="list-style-type: none"> • 3 x \$1000 • 3 x \$500 • Aforementioned motion was approved with clear majority vote, no nays or abstains • Summary of the 2014 First Robotics Challenge was provided 	<p>Info.</p>
<p>11.0 GLP/Business Liaison Committee Report (Ed Fung) 7:55 pm</p>	<ul style="list-style-type: none"> • GLP business cards can be issued through PEO • David Sanz gave update on his meeting with Steve Del Duca, MPP • More meetings with MPPs will be planned 	<p>Info.</p>
<p>12.0 Mentorship/EIT Committee Report (Elmer Ting) 8:00 pm</p>	<ul style="list-style-type: none"> • 2 spots open to executives to attend this Saturday's lunch (License Assistance Program) • 2 email blasts required for the License Assistance Program Launch, one for interested EITs, and one for chapter members to volunteer • Budget for Road to Licensure and Accelerated Mentoring was presented 	<p>Info.</p>
<p>13.0 Women in Engineering (Maricon Aquino) 8:15 pm</p>	<ul style="list-style-type: none"> • Reached out to different organizations, Maricon wishes to thank everyone who passed on contacts and leads for WIE to connect with • Success through Teamwork event was discussed. The budget was presented and cost was explained. • Regarding cost, attendees cannot be charged HST • Discussed potential sponsors for the event • Paymon motioned to approve the event, Patrick seconded. Vote showed clear majority approval with no nays or abstains 	<p>Info.</p>
<p>14.0 Other Business 8:20 pm</p>	<ul style="list-style-type: none"> • Patrick explained the plan to order more banners for events • A light-duty (compared to incumbent banners) version was introduced, however, may not be PEO-approved • Motion to appoint Deputy Directors as follows: Education – Russ Couprie, P.Eng., No nays or abstains • Heart & Stroke Foundation to come to meetings to promote their events (before commencement of meetings at 6:30 pm) 	<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 Annabelle Lee • Next meeting will be held on Thursday, June 5th, 2014 at 6:30pm at the Markham Convergence Centre. 	

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