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York Chapter

Minutes of the Executive Meeting

Held on Thursday, November 5, 2015 at Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5

Meeting Chaired by: Paymon Sani, P.Eng.
Recorded by: Gordon Ip, P.Eng. (on behalf of Patrick Yeung, P.Eng.)

Executives Present: Paymon Sani, P.Eng. (Chair) Gordon Ip, P.Eng. (Vice-Chair) Dennis Woo, P.Eng. (Past-Chair) Annabelle Lee, P.Eng. (Treasurer) Patrick Yeung, P.Eng. (Secretary) (Present via telephone for 2016 ETS portion only) Fiona Leong, EIT (Awards & Recognition Director) Helen Deng, P.Eng. (Communications) Lui Tai, P.Eng. (Education Director) Daniel Liao, P.Eng. (GLP Director) Rick Vender, P.Eng. (Program Director) Elmer Ting, P.Eng. (Mentorship & EIT Director) Maricon Aquino, P.Eng. (WIE Director) (Present in person until 8:30pm)	Absent: Paul Zhao, EIT (Certificate Director)
Committee & Chapter Members Present: Gallant Ng, EIT Darren Verasammy, EIT Nicolas Lo Jennifer Lin	Guests from other PEO Chapters Helen Wojcinski, P.Eng. (OSPE Director) (Present in person for the WEAC presentation only)

Item	Description	Action
0.0 Pre-Meeting Presentation (Helen Wojcinski)	<ul style="list-style-type: none"> Helen presented the upcoming OSPE Women in Engineering Advisory Committee (WEAC) session on "Getting a Seat and Having a Voice: The Importance of Women Engineers at the Boardroom Table" planned for November 28th 8:30am to 4:30pm at the Lassonde School of Engineering at York University All members are welcome. 	Info.
1.0 Agenda Approval	<ul style="list-style-type: none"> Paymon called the meeting to order at 7:00 p.m. Dennis requested an agenda item 4.1 on Engineering Technology Symposium be added after the Item 4.0 Vice-Chair's Report. Motion to approve agenda as amended, moved by Maricon and seconded by Lui. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision
2.0 Approval of Minutes	<ul style="list-style-type: none"> From Minutes of October 8, 2015, the following corrections were requested <ul style="list-style-type: none"> Section 5.0 – Typo on Accounts Receivable found - Amend to \$6994.87 for Transportation Symposium Section 8.0 – should read as 6-7 e-blasts per week Motion to adopt minutes of October 8, 2015 moved by Elmer and seconded by Daniel. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision

<p>3.0 Chair's Report (Paymon Sani)</p>	<ul style="list-style-type: none"> • Queen's Park Reception on October 21, 2015 <ul style="list-style-type: none"> ○ Well attended ○ Good feedback from attendees • Upcoming PEO President's Town Hall on November 12, 2015 <ul style="list-style-type: none"> ○ Good number of registrations for East Central so far ○ Paymon encourages all from the chapter to attend • AMD Mathletics is scheduled for November 14, 2015 • Chapter's Leaders Conference on November 21, 2015 <ul style="list-style-type: none"> ○ Chapter will be represented by Paymon and Dennis ○ Gordon will be attending as CLC Organizing Committee ○ Dennis will be presenting the Transportation Symposium 2014 as the chapter success story for the Chapter Story Telling Contest • Willowdale-Thornhill chapter's Mathletics is scheduled for November 29, 2015. York Chapter will be assisting as this is the first time that W-T chapter will be running Mathletics. 	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
<p>4.0 Vice-Chair's Report (Gordon Ip)</p>	<ul style="list-style-type: none"> • A few words on Chapter Executive Board Governance were presented <ul style="list-style-type: none"> ○ Important to follow Wainburgh's Rules of Order with motions, seconders and approvals - Should be documented in the minutes when large Executive Board Decisions are made or clarity is required. ○ Needed for clarity so that committees have clear direction on what action items need to be addressed, and whether the committee has the Board approval to proceed with their planning 	<p>Info</p>
<p>4.1 Engineering Technology Symposium 2016 (Dennis Woo)</p>	<ul style="list-style-type: none"> • Scheduled for Tuesday March 22, 2016 • Theme for 2016 ETS will be "Connecting Technology to Policy Makers" • Four concurrent tracks – Transportation, Renewable Energy, Industry 4.0, and Digital Hospitals • Dennis presented the budget for the 2016 ETS, including advertising fees to promote the event • Motion by Dennis, seconded by Gordon, to accept the 2016 ETS budget as presented <ul style="list-style-type: none"> <u>For:</u> Dennis, Gordon, Patrick, Paymon, Fiona, Helen, Lui, Daniel, Elmer, Maricon <u>Against:</u> None <u>Abstain:</u> Rick, Annabelle <p>MOTION CARRIED</p> • Motion by Dennis, seconded by Patrick, to proceed with the ETS 2016 advertising, per the approved ETS 2016 budget <ul style="list-style-type: none"> <u>For:</u> Dennis, Patrick, Gordon, Fiona, Helen, Lui, Daniel, Elmer, Maricon <u>Against:</u> None <u>Abstain:</u> Paymon, Rick, Annabelle <p>MOTION CARRIED</p> • ACTION ITEM: Committee to involve Daniel to plan for the best government representation at the 2016 ETS 	<p>Info</p> <p>Decision</p> <p>Decision</p> <p>Action</p>

<p>5.0 Financial Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> • Annabelle presented the Chapter's Income vs. Expense, Profit vs. Loss and the bank balance to the Board • ACTION ITEM: Annabelle to investigate the use of a secondary account for e-Transfers to facilitate payments to executives on expenses • Motion by Rick, seconded by Lui, to accept the Financial Statements as presented. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	<p>Info</p> <p>Action</p> <p>Decision</p>
<p>6.0 Certificate Committee Report (Paymon Sani for Paul Zho)</p>	<ul style="list-style-type: none"> • Next Certificate Ceremony / AGM / POTYA is scheduled at the Hilton Suites Markham for February 27, 2016 	<p>Info</p>
<p>7.0 Program Committee Report (Rick Vender)</p>	<ul style="list-style-type: none"> • Five more presentations are scheduled until the end of the year • Six events are currently scheduled for 2016 and a few more program events are currently in planning phase • A larger presentation with Tibor Szekely (Director, Design and Construction) at Metrolinx, on the topic of the Eglinton Crosstown LRT is currently in the planning phase. 	<p>Info</p>
<p>8.0 Communications Committee Report (Helen Deng)</p>	<ul style="list-style-type: none"> • An update on the chapter communications since last meeting were presented • The draft newsletter for Winter 2015 has been prepared and is the process of being finalized • ACTION ITEM: Helen to implement a peer review quality control process for postings and e-blasts and review the possibility for a 1:1 assignment of a Communications Committee member to Committee Chairs with frequent needs for e-blasts. 	<p>Info</p> <p>Action</p>
<p>9.0 Awards Committee Report (Fiona Leong)</p>	<ul style="list-style-type: none"> • Fiona presented the revised structure for the 2016 Engineering Project of the Year Award • Investigating the possibility of having TD Meloche Monnex as a trophy sponsor • A volunteer is required for creating a logo for POTYA. The committee is willing to pay up to \$250.00 for a professional to design the POTYA brand logo • A volunteer is required to help reach out to past winners 	<p>Info</p>
<p>10.0 Education Committee Report (Lui Tai)</p>	<ul style="list-style-type: none"> • AMD Mathletics is scheduled for November 14, 2015 <ul style="list-style-type: none"> ○ All organization is proceeding as planned ○ Grades 5 & 6 juniors competition will be in the morning ○ Grades 7 & 8 seniors competition will be in the afternoon 	<p>Info</p>
<p>11.0 GLP Committee Report (Daniel Liao)</p>	<ul style="list-style-type: none"> • Queen's Park reception on October 21, 2015 was highly successful • Committee has confirmed Tony Van Bynen, Mayor of Newmarket to attend the AMD Mathletics event on November 14, 2015 	<p>Info</p>
<p>12.0 Mentorship / EIT Committee Report (Elmer Ting)</p>	<ul style="list-style-type: none"> • E2E Networking Event was highly successful and was featured in the November edition of Markham SNAP'd • Accelerated Mentoring is scheduled for November 7, 2015 • PPE Mock Exam/Review Session is scheduled for November 28, 2015 	<p>Info</p>
<p>13.0 WIE Committee Report (Maricon Aquino)</p>	<ul style="list-style-type: none"> • No Report 	<p>Info</p>

<p>14.0 Other Business (ALL)</p>	<ul style="list-style-type: none"> • ACTION ITEM: To facilitate the creation of the presentation update file for each month's Executive Board Meetings, Google Share was suggested, which requires each Executive to have a Google email account. All executives to forward to Patrick their Google email account • Motion by Gordon, seconded by Paymon, for the chapter to purchase an additional laptop. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	<p>Action</p> <p>Decision</p>
<p>15.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> • Motion by Paymon, seconded by Lui, to adjourn the meeting. The meeting was adjourned at 9:30pm • Next meeting will be held on Thursday, December 10th at 6:30pm at the Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5 	<p>Decision</p>

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