



York Chapter

Minutes of the Executive Meeting

Held on Thursday, Nov 10 2016 at Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5

Meeting Chaired by: Gordon Ip, P.Eng.
Recorded by: Sarah Jin, P.Eng.

Executives Present: Gordon Ip, P.Eng. (Chair) Patrick Yeung, P.Eng. (Vice-Chair) Sarah Jin, P.Eng. (Secretary) Annabelle Lee, P.Eng. (Treasurer) Ed Fung, P.Eng. (Business Liaison Director) Elmer Ting, P.Eng. (Mentorship & EIT Director) Russ Couprie, P.Eng. (Certificate Director) Fiona Leong, EIT (Awards & Recognition Director) Paymon Sani, P.Eng. (Scholarship Director) Daniel Liao, P.Eng. (GLP Director) Rick Vender, P.Eng. (Program & WIE Director)	Absent: Dennis Woo, P.Eng. (Past-Chair) Lui Tai, P.Eng. (Education Director)
Committee & Chapter Members Present: Terence Tsang, Kam Leong, P. Eng. Gallant Ng, EIT Mohamad Ali Balmouni, EIT Mariano Villalba, EIT Agam Sethi, EIT Nicholas Lo Wayne Kerr, P. Eng. Hannah Ehtemam, EIT Tolulope Falade, EIT Ed Chan, P. Eng.	Guests from other PEO Chapters

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> Gordon called the meeting to order. Time: 7:10 pm. Round of introduction of attendees Motion to approve agenda was motioned by Elmer and seconded by Patrick. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision
2.0 Approval of Minutes	<ul style="list-style-type: none"> Reviewing Minutes from Oct 13 Time: 7:15 pm. Motion to adopt minutes was moved by Patrick and seconded by Paymon. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision

<p>3.0 Chair's Report (Gordon Ip)</p>	<ul style="list-style-type: none"> • Chapter By-Law #1 Modifications <ul style="list-style-type: none"> - Motion to add term limit for elective Chair; suggesting 3 consecutive years; Gordon will draft details next meeting (Motion unanimously approved with 10 executives, no opposed, 2 abstains. MOTION CARRIED) • 2017 Chapter Strategy <ul style="list-style-type: none"> - Gordon observes foreign engineering trained engineer had difficulty to obtain P.Eng. license - EIC mentorship program • New venue for Chapter Monthly Meetings • Chapter Leaders Conference Nov. 19, 2016 • PEO Elections 	<p>Info Decision Note</p>
<p>4.0 Vice-Chair's Report (Patrick Yeung)</p>	<ul style="list-style-type: none"> • Executives Workshop- please register to attend Appreciation Event in EB. • Please also send invitations to Committee Volunteers. 	<p>Info</p>
<p>5.0 Financial Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> • Review of estimated expenses until the end of the year Includes modification to budget made from last meeting, the Chapter should end the year in good terms • balance sheet, P&L and Budgets vs. Actual, <ul style="list-style-type: none"> - Motion to approve Balance Sheet and P&L was motioned by Rick and seconded by Russ. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. • Motion to donate \$500 "Heart and Stroke" from Golf Tournament proceeds; remaining amount to be deposited in Chapter Scholarship funds for 2017 <ul style="list-style-type: none"> - Motioned by Patrick, seconded by Ed Fung. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	<p>Info Note Decision Decision</p>
<p>5.1 Communication Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> • Annual Newsletter Rick will help final editing, before sending to all executives review and approval 	<p>Info</p>
<p>6.0 Certificate Committee Report (Russ Couprie)</p>	<p>Fall ceremony scheduled for Sat, Sept 24</p> <ul style="list-style-type: none"> - Attendance: 160 people 55 of 65 certificate recipients (85%) 3 of 3 Scholarship recipients 72 guests of above 30 execs, volunteers and invited special guests <p>Spring ceremony Booked Feb. 11, 2016</p>	<p>Info</p>

<p>7.0 Progra m Commit tee Report (Rick Vender)</p>	<ul style="list-style-type: none"> • 9 presentations from September to present including two WIE presentations. • 5 additional presentations to end of 2016. • Presentation attendances has slowed down so will reduce weekly presentations in the new term and focus on one day seminars and tours • 5 tours from September to present. Attendances are still strong • Working with the Monte Carlo Inn (next door) for venue for future events • Working on four, one day long seminars for next year: <ul style="list-style-type: none"> a) The Keys to Organizational Agility – Organizational Change Management on February 3, with Agnes Lan, P.Eng. (York Member and past presenter) b) Running Engaging Meetings – in design , perhaps in Q2, with Jacquie Hermans (EI Instructor and past presenter) c) Presentation Skills – in design, perhaps in Q3, with Laura Conner (past presenter) d) Theory of Inventive Problem Solving, perhaps in Q4, with Gunter Ladewig, P.Eng. (York Member and teaches at Ryerson) 	<p>Info</p>
<p>7.1 Women In Engineering (Rick Vender)</p>	<ul style="list-style-type: none"> • No report; Kathy is stationed to Subury, will not be able to serve chapter • Kathy organized 2 events last month • Motion to vote for 14 executives on next term <ul style="list-style-type: none"> - Motioned by Rick, seconded by Russ. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	<p>Info. Decision</p>
<p>8.0 Awards & Recognition Committee Report (Fiona Leong)</p>	<ul style="list-style-type: none"> • Canvassing for applications • Please refer any contacts for potential sources • Print brochures available for volunteers and executives for distribution • Dead line Jan. 15, 2016 	<p>Info</p>
<p>9.0 Education Committee Report (Paymon/Rus s/Annebelle/ Hannah)</p>	<ul style="list-style-type: none"> • Mathletics 2016 <ul style="list-style-type: none"> a) 45 juniors and 52 seniors participated in the competition. b) MPP Chris Ballard and Deputy Mayor John Taylor were the VIPs (Thanks to Daniel and Hannah) c) AMD gave away 2 laptops and many other prizes (Thanks Elmer) d) Media coverage in SNAPD and elocalpost (thanks Zahra) • Capstone Project <ul style="list-style-type: none"> a) 8 PEO York Chapter members acting as advisors b) 12 Projects including social robot, LEGO sorter, nature disaster routing tool, a road train, navigation tools etc. c) Group met at beginning of semester, and subsequently met individually to provide preliminary design review d) Will support critical design review before Christmas 	<p>Info</p>
<p>10.0 Scholarship Committee Report (Paymon Sani)</p>	<ul style="list-style-type: none"> • Scholarship committee is looking for a deputy director to help with: • Processing students' application forms • Managing recipient certificates • Preparing cheques for each student <p>Contact: scholarship@peoyork.com</p>	<p>Info</p>
<p>11.0 GLP Committee Report (Daniel Liao)</p>	<ul style="list-style-type: none"> • MPP Chris Ballard attended Mathletics • Daniel attended Queen's Park MPP Reception • Daniel is now a member of Government Liaison Committee at PEO 	<p>Info</p>

12.0 Business Liaison committee Report (Ed Fung)	<ul style="list-style-type: none"> • Applying special funding from PEO for “PEO YORK CHAPTER YOUTH EXPLORING OPPORTUNITIES PILOT PROGRAM (YEOPP)” • Want to establish business to support York chapter, already had a venue in place; starting lunch and learn, interview candidates, start unpaid internship program • Having business to sponsor chapter events 	Info
13.0 Mentorship / EIT Committee Report (Elmer Ting)	<ul style="list-style-type: none"> • Accelerated Mentoring (Sat. Oct. 15) <ul style="list-style-type: none"> a) Speed Mentoring b) Networking Lunch c) Career Seminar • EITs vs. Engineers (December 3) 2hr Curling (training, competition, and giving prize) 	Info
14.0 Other Business (ALL)	<ul style="list-style-type: none"> • Russ request executive to provide profile and picture 	Info
15.0 Adjourn ment/ Next Meeting	<ul style="list-style-type: none"> • Motion by Russ, seconded by Sarah, to adjourn the meeting. Time: 8:40 pm. • Next meeting will be held on Thursday, Dec. 8 at 6:30pm at the (meeting place will be announced) 	Decision Info

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