



York Chapter

Minutes of the Executive Meeting

Held on Thursday, September 14, 2017 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Gordon Ip, P.Eng.
Recorded by: Kam Leong, P.Eng.

<p>Executives Present: Gordon Ip, P.Eng. (Chair) Lui Tai, P.Eng. (Vice Chair) Annabelle Lee, P.Eng. (Treasurer) Kam Leong, P.Eng. (Secretary) Tolulope Falade, EIT (Communication Director) Daniel Liao, P.Eng. (GLP Director) Paymon Sani (Past Chair) Gallant Ng, EIT (Certificate Director) (on the phone) Rick Vender, P.Eng. (Program Director)¹ Fiona Leong, EIT (Awards & Recognition Director) Elmer Ting, P.Eng. (Mentorship & EIT Director) Ed Fung, P.Eng. (Business Liaison Director)</p>	<p>Absent: Hannah Ehtemam, EIT (WIE Director) Daniel Cho, EIT (Education Director)</p>
<p>Committee & Chapter Members Present: Zohaib Tanveer, P.Eng. David Sanz, P.Eng. Prasanna Yoganathan, EIT Dana Nassif, EIT</p>	<p>Guests from other PEO Chapters</p>

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● Gordon Ip called the meeting to order. Time: 7:05pm. ● Round of introduction of attendees ● Motion to approve agenda was motioned by Lui Tai and seconded by Rick Vender. 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 June 8 Time: 7:15 pm. ● Motion to adopt minutes with corrections was moved by Rick Vender and seconded by Lui. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision
3.0 Chair's Report (Gordon Ip)	<ul style="list-style-type: none"> ● CASL discussion on issues with email blast with commercial value as non compliant ● CASL had affected our revenue stream and prevented us from inviting to events with payment. ● Order of honor award was explained and encourage members to nominate members and let the chair know. Member has to make a significant contribution to PEO to be eligible for nomination. ● York U capstone project with industry leaders. Total of 22 projects and asking for support from the members. Meeting to be scheduled in October 2017. Motion by Lui seconded by Rick ● Symposium on Green tech. the first or second quarter of next year. Call for committee to organize. Come up with agenda and organizing details, themes and venue for the event. Started contacting government officials such as Infrastructure Ontario and the City of Markham. ● Thomas Chong, East Central Councilor provided an introduction to election committee. Introduced the election process of PEO with 28 positions. Election committee value diversity and encouraged women and minority to run. Anybody interested in running please contact Thomas. Regional allotment was presented with 70% increase and this year is being reduced by 4%. Explained how allotment is being distributed among chapters. 	Info

<p>4.0 Vice-Chair's Report (Lui Tai)</p>	<ul style="list-style-type: none"> ● Big Bike event for Heart and Stroke Foundation took place on July 22. ● Total of 6 executives took part in the ride (Daniel C, Annabelle, Fiona, Dennis, Rick and Lui). ● Full roster of 29 riders raised a total of \$15,000 for the H&S Foundation. ● Summer BBQ took place on August 26 at the Phyllis Rawlinson Park. About 90 people in attendance and enjoyed the event on a sunny day. ● Kam objected to the symposium due to financial concern. Call for volunteers and if new board take over it still can go forward. Lui should come back with detail budget in the next meeting. Get OSPE to have a joint symposium. The executive board support to move with the event. ● 2018 Engineering Technology Symposium <ul style="list-style-type: none"> ○ Theme: Environment Technology/ Clean Environment Initiatives ○ Date: Late April/ Early May 2018 ○ Venue : Hilton Markham Conference Center ○ Format: One main stream plus breakout streams with panel discussions plus mid afternoon reception. ○ Target Attendees: Key Policy makers, C-Level Executives, Senior Directors ○ Budget: \$50,000 aim to break even (similar to 2016). 	<p>Info</p>
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<p>5.0 Financial Report (Annabelle Lee)</p>	<p>The financial report was presented and discussion of the report is as follows:</p> <ul style="list-style-type: none"> ● P&L report are sent to executive members before each meeting ● Review it before each meeting ● Use it as reference for budget planning ● At the beginning of the year, each committee was allocated a budget ● Please refer to slide deck #9 for the remaining budget from September to the end of the year ● Year end bank balance estimation is on slide deck #10 the estimated Certificate and Education from last year's numbers and all other committees are based on if using all remaining budget ● Action Required: <ul style="list-style-type: none"> ○ if your Committee would like to run additional events that requires additional funding above remaining budget, please let Treasurer know so she can allocate more budget to your committee ○ if your Committee will not be using all of remaining budget, please let Treasurer know so she can re-allocate the budget to another committee ● Please refer to powerpoint for P&L and Balance sheet. <p>Allocate budget for symposium. Lui to present at next meeting</p> <p>Motion by lui second by Rick</p>	<p>Info</p>
<p>5.1 Communication Report (Tolulope Falade)</p>	<ul style="list-style-type: none"> ● All Event photos have been updated on website ● Any Ideas for improvement to website welcome ! <ul style="list-style-type: none"> ○ still need chapter by-law ○ By law outdated and should not be posted – Gordon Ip ● Up next: ● Annual Newsletter <ul style="list-style-type: none"> ○ Will need each executive to provide a short paragraph with pictures highlighting various events for their committee this past year ○ Deadline proposed is October 13, 2017 	<p>Info</p>
<p>6.0 Certificate Committee Report (Gallant Ng)</p>	<ul style="list-style-type: none"> ● 96 total that registered 34 certificate recipients. ● Payment for the event is being setup with the treasurer. ● All audio/ visual and keynote speakers were setup. ● VIP invited Julie Munro, MPP ● Next steps for next year: ● Feedback for lessons learned for next CPC event. 	<p>Info Gallant Ng</p>

<p>7.0 Program Committee Report (Rick Vender)</p>	<ul style="list-style-type: none"> ● June events were successful. ● The TTC Subway Line Extension (Engineering Project of the Year Winner) presentation was very good and was well attended, a sold out event. ● Take Back Manufacturing also well received. ● Events scheduled until end of year: ● Toronto District Cooling & Advances in Energy Efficiencies at Sunnybrook- Oct. 4 ● Delay and Impact Claims - A Bird's Eye View - Oct. 17 ● Free attendance sign up has been brisk! Oversold the Oct.4 event.... ● Working on at least two additional events. ● Some Program Committee Stats To Date: ● 2017 Events: 17 Tickets Issued: 413 @80% = 330 attendees est. 	<p>Info</p>
<p>7.1 Women In Engineering (Hannah Ehtemam)</p>	<ul style="list-style-type: none"> ● Theme of the event grow your career Hilda Glen, People bright consult ● Title of event :grow you confidence and career ● Looking for event and discussed and recommended Hilton ● October 17 is the tentative date for this event. 	<p>Info.</p>
<p>8.0 Awards & Recognition Committee Report (Fiona Leong)</p>	<ul style="list-style-type: none"> ● Organizing info session for POYTA (target: 3rd week of Oct) to drive interest for small & medium size company participation ● Update to POTYA Program: ● Would like to offer a business plan review for small/medium company participants as incentive to apply. Review will be provided by an experienced professional from a relevant industry ● Would like help/referral to solicit experienced professionals from various disciplines who may be willing to volunteer their time/expertise. ● Need date (or approx date) for Feb AGM to calculate deadlines for POTYA application. 	<p>Info</p>

<p>9.0 Education Committee Report (Daniel Cho)</p>	<ul style="list-style-type: none"> ● University Entrance Scholarship ● \$4000 for 3 recipients ● We received 48 applications in the York region ● Reviewed by a committee who review the applications based on the strength of the application during the summer. ● Two recipients will attend CPC to give a 1-2 mins speech and accept the Scholarship. ● Engineering Mathletics ● Date : Oct 28th, 2017 ● Mathletics renamed to “AMD Engineering Mathletics” ● Target Grade 7-8 and Grade 9 ● We need volunteers creating questions, reviewing questions and helping out on the day. 	<p>Info</p>
<p>10.0 GLP Committee Report (Daniel Liao)</p>	<p>Invited Julie Munroe to CPC and confirmed. Might bring Caroline Mulroney daughter of ex Premier Brian M. Julie had announced her retirement and is the longest serving MPP and give her a send-off with a plag for recognition for her support of PEO.</p>	
<p>11.0 Business Liaison committee (Ed Fung)</p>	<p>Kick start to a new career event last week September 10. Keynote speakers from all careers and was held at the North York Civic center with support from PEO. Three organization in support of this event with the HK Lions Club and Taiwan Business organization. Refer to slide 27</p> <p>Kick Start to a New Career</p> <p>September 10, 2017</p> <p>Speakers : Dennis Woo (KPMG) & Sai Lung Wong (Korah Ltd)</p>	
<p>13.0 Mentorship / EIT Committee Report (Elmer Ting)</p>	<ul style="list-style-type: none"> ● October 2017 ● Seminar presented by PEO ● 1:1 Reviews with P.Eng. ● Volunteers (Reviewers) Wanted! ● mentorship@peoyork.com 	
<p>14.0 Other Business (ALL)</p>	<p>No other business</p>	

15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> ● Meeting adjourned by Lui. Time: 8:40 pm. ● Next meeting will be held on Thursday, October 12 at 6:30pm (meeting place Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	Decision Info
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Cc. All Executives/Present
East Central Regional Councilors
Chapter Manager