





York Chapter

Minutes of the Executive Meeting

Held on Thursday, October 12, 2017 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

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

Executives Present:	Absent:
Gordon Ip, P.Eng. (Chair) Lui Tai, P.Eng. (Vice Chair) Kam Leong, P.Eng. (Secretary) Tolulope Falade, P.Eng. (Communication Director) Daniel Liao, P.Eng. (GLP Director) Paymon Sani (Past Chair) 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) Hannah Ehtemam, EIT (WIE Director) Daniel Cho, EIT (Education Director)	Annabelle Lee, P.Eng. (Treasurer) Gallant Ng, EIT (Certificate Director)
Committee & Chapter Members Present:	Guests from other PEO Chapters
Zohaib Tanveer, P.Eng. Marcia Lim, P.Eng. Henry Chan, P.Eng. Daniel Dong, EIT Wendy Wong, EIT Anthony Niro, P.Eng. Rajiv Srivastana, P.Eng. Matthew Xie, P.Eng.	Maria Efimova Jennifer Lu

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 Paymon and seconded by Daniel Cho. 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"> ● Update from East Central Regional Congress (ECRC) <ul style="list-style-type: none"> ○ Online Leadership Training <ul style="list-style-type: none"> ■ Complete "Our Mandate" and "Engineers Make a Difference in Equity and Diversity" modules. ■ Chair/Vice-Chair to also complete "Chairing Effective Meetings" <ul style="list-style-type: none"> ■ https://peo.its-online.net/home ○ Outcome of Motion 52 on EIT Licensing Process ○ New Motion on CASL and revisiting process ● Update from York University / Lassonde Engineering Advisor Program ● <u>Feedback from last Certificate Presentation Ceremony</u> 	Info																				
4.0 Vice-Chair's Report (Lui Tai)	<p>Provided detailed cost analysis of York Chapter's Symposium</p> <p>Refer to attached presentation for detailed analysis.</p> <p>Request for volunteers to help in the organization of this event.</p> <p>Several meetings to be held to finalize on whether this is a go or no go event.</p> <div style="text-align: center;">   </div> <p>4.0 Vice Chair Update (7:20 – 7:30)</p> <p>2018 Engineering Symposium Estimated Cost Breakdown</p> <table border="1" data-bbox="451 1312 1209 1732"> <tbody> <tr> <td>Meals and Venue</td> <td style="text-align: right;">\$30,000</td> </tr> <tr> <td>Audio visual lighting</td> <td style="text-align: right;">\$8,500</td> </tr> <tr> <td>Printing of Brochures</td> <td style="text-align: right;">\$1,000</td> </tr> <tr> <td>Brochure design and graphic support</td> <td style="text-align: right;">\$1,500</td> </tr> <tr> <td>Name tags, tag holders, lanyards</td> <td style="text-align: right;">\$800</td> </tr> <tr> <td>Google Adsense</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>Public Relation Agency, Media Advertising</td> <td style="text-align: right;">\$7,000</td> </tr> <tr> <td>Sponsorship Management</td> <td style="text-align: right;">\$1,500</td> </tr> <tr> <td>Contingency / Misc</td> <td style="text-align: right;">\$1,700</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td>Total Expense</td> <td style="text-align: right;">\$50,500</td> </tr> </tbody> </table>	Meals and Venue	\$30,000	Audio visual lighting	\$8,500	Printing of Brochures	\$1,000	Brochure design and graphic support	\$1,500	Name tags, tag holders, lanyards	\$800	Google Adsense	\$500	Public Relation Agency, Media Advertising	\$7,000	Sponsorship Management	\$1,500	Contingency / Misc	\$1,700	Total Expense	\$50,500	Info
Meals and Venue	\$30,000																					
Audio visual lighting	\$8,500																					
Printing of Brochures	\$1,000																					
Brochure design and graphic support	\$1,500																					
Name tags, tag holders, lanyards	\$800																					
Google Adsense	\$500																					
Public Relation Agency, Media Advertising	\$7,000																					
Sponsorship Management	\$1,500																					
Contingency / Misc	\$1,700																					
Total Expense	\$50,500																					

4.0 Vice Chair Update

(7:20 – 7:30)

2018 Engineering Symposium Estimated Revenue

Admission Early Bird	30	160	\$4,800
Admission Regular	120	190	\$23,000
Admission Speaker / VIPs	50	-	-
Admission Volunteers	20	-	-
Admission Sponsors	4	-	-
Corporate Table (8X8)	64	1,800	\$13,200
Booth	3		\$1,000
Sponsorship	lot		\$8,000
Gross Revenue			\$50,000

4.0 Vice Chair Update

(7:20 – 7:30)

2018 Engineering Symposium Budget Summary

Total Estimated Expenses		\$50,500
Total Estimated Revenue		\$50,000
Net Revenue (loss)		(\$500)
Budget Required this Year		\$4,000
Venue Deposit	\$2,000	
PR Agency / Media Advertising	\$2,000	

5.0 Financial Report (Annabelle Lee)	Nothing to report – absent from meeting	Info
5.1 Communication Report (Tolulope Falade)	<ul style="list-style-type: none"> • Reminder for eblast process <ul style="list-style-type: none"> – Send request at least a week before expected 1st eblast - cc chair and vice chair on email – Provide all information required with this request in a word file in the format to be posted with any additional notes or instruction • Event Communication report <ul style="list-style-type: none"> – All free events post CASL change have been sold out after first eblast - <i>Attendance rate to be evaluated by event organizer</i> – Programs committee has implemented a password and License # requirement for event registration to ensure PEO members get a spot - we've seen only a half capacity registration after first eblast – Recommendation for future events; increase # of tickets available to compensate for no shows/cancellations • Annual Newsletter <ul style="list-style-type: none"> – Due to some key events being held in October, absolute deadline extended to 30th October 2017 	Info
6.0 Certificate Committee Report (Gallant Ng)	<p>Nothing to report – Absent</p> <p>Task from Chair to look into alternate venue for next CPC event and also look into having Le Parc do some upgrades to make the place more presentable if the next CPC will to be held at Le Parc.</p>	Info Gallant Ng
7.0 Program Committee Report (Rick Vender)	<p>Past Event</p> <p>Toronto District Cooling & Advances in Energy Efficiencies at Sunnybrook - Nov. 4</p> <p>Gave out 60 tickets in two days buy only 55% showed up to attend.</p> <p>Upcoming Events</p> <ol style="list-style-type: none"> 1. Delay and Impact Claims - A Bird's Eye View Oct. 17 Sold Out 2. <i>C 150 Global Odyssey - Nov. 1</i> 3. Advances in Battery Electric Power for Mining Machinery Propulsion Nov. 14. Joint SAE /PEO Event 4. <i>Environmental Records of Site Conditions - Dec. 6</i> 5. Elliot Lake's Algo Mall Collapse - Dec. 12. At Hilton for 150 attendees 6. <i>Construction Liens - Feb - TBD</i> 	Info

<p>7.1 Women In Engineering (Hannah Ehtemam)</p>	<p>Upcoming event on October 24, 2017</p> <ul style="list-style-type: none"> • Event posted on LinkedIn prior to e-blast sold out within 1 week Future event: • Using LinkedIn to maximize your networking potential with LinkedIn's Shelly Elslinger • Shelly works for LinkedIn and is the full-time LinkedIn guru for the University of Toronto's Rotman School of Business, she also works with York University's Schulich School of Business • Event expected to be in November 2017 	<p>Info.</p>
<p>8.0 Awards & Recognition Committee Report (Fiona Leong)</p>	<ul style="list-style-type: none"> • POTYA info session confirmed for Sat Oct 28 @ 9:30am - 10:30am at Monte Carlo Downtown Markham (Warden and Denison) <ul style="list-style-type: none"> – Please help advertise • Need date decided on winter AGM/CPC to finalize POTYA schedule • Please help distribute brochures to workplace and partnering businesses 	<p>Info</p>

<p>9.0 Education Committee Report (Daniel Cho)</p>	<p>Scholarship</p> <ul style="list-style-type: none"> • Presented 2 scholarships to recipients, each \$1333 • Contacting the last recipient • Recipients asking for photos <p>AMD Engineering Matheletics</p> <ul style="list-style-type: none"> • Ticket sold out for both junior and seniors, each level has 55 students. • Preparation underway <p>Calling for Volunteer : AMD Engineering Matheletics</p> <ul style="list-style-type: none"> • Date of the competition: Sat Oct 28th, 2017, registration starts 9:30am, volunteers 8:30am • Location: Sir William Mulock Secondary School 705 Columbus Way, Newmarket, Ontario L3X 2M7 • Info on website: • peoyork.com/committees/education/eng-mathletics • Free lunch for volunteer! • AMD Sponsorship for Matheletics • Application underway • National Engineering Month (March) • Application underway 	<p>Info</p>
--	--	-------------

10.0
GLP Committee
Report
(Daniel Liao)

Second GLP award at PEO Queen's Park Reception.



Honouring Julia Munro, MPP at Fall CPC



11.0 Business Liaison committee (Ed Fung)	Rallying for volunteers and getting sponsors for York Chapter upcoming Technical Symposium. Call for volunteers <ul style="list-style-type: none"> • Pick up the phone and call a CEO of an engineering company • Say “On behalf of PEO, I would like to invite your company to participate our engineering symposium” 	
13.0 Mentorship / EIT Committee Report (Elmer Ting)	October 14, 2017 <ul style="list-style-type: none"> • Seminar presented by PEO • 1:1 Reviews with P.Eng. Volunteers (Reviewers) Wanted! mentorship@peoyork.com Event is sold out!! 	
14.0 Other Business (ALL)	<ul style="list-style-type: none"> • Ontario Mathletics competition (presented by Paymon) • Ontario Design Challenge competition (presented by Paymon) • Meeting Room rental for 2018 (added by Fiona) <ul style="list-style-type: none"> – Current meeting room reservation last until the Dec meeting 	
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, November 9 at 6:30pm (meeting place Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	Decision Info

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