



York Chapter

Minutes of the Executive Meeting

Held on Thursday Oct 11, 2018 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Lui Tai, P.Eng.
Recorded by: Oliver Xiao, EIT

<p>Executives Present: Lui Tai, P.Eng. (Chair). Annabelle Lee, P.Eng. (Vice Chair). Abhishek Shah, P.Eng. (Treasurer). Oliver Xiao, EIT (Secretary) Fiona Leong, EIT (Certificate). Elmer Ting, P.Eng. (EIT). Kim Keoponnreay, EIT (WIE).</p>	<p>Absent: Gordon Ip, P.Eng. (Past Chair) Daniel Cho, EIT (Education) Ayoub Amouch, EIT (Communications) Hannah Ehtemam, P.Eng. (GLP) Zohaib Tanveer, P. Eng. (Award) Ed Fung, P.Eng. (Business) Jennifer Lu, EIT (Program)</p>
<p>Committee & Chapter Members Present: Tommy Sin, P.Eng. (Deputy Award) Leila Emami Taba, EIT Aarik Subramanyam, EIT Sharon Chen, EIT Sangeeta Shakrawar, EIT Olusola Arbolade, P.Eng. Jeffrey Leung, P.Eng. Tianyou Situ, P.Eng. Shawn Chapai, P. Eng. Mahera Jawaid, P. Eng. Gallant Ng, P.Eng.</p>	<p>Guests from other PEO Chapters</p>

Item	Description	Time	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● Lui Tai called the meeting to order. ● Round of introduction of attendees ● Review of agenda and motion to approve agenda <ul style="list-style-type: none"> ▪ No quorum ▪ Approval sustained to next meeting 	7:15 pm 7:15 pm 7:20 pm	Info. Info. Info. Decision.
2.0 Approval of Minutes	<ul style="list-style-type: none"> ● Review of Minutes from Sept 13th, 2018 meeting and motion to approve minutes <ul style="list-style-type: none"> ▪ No quorum ▪ Motion sustained to next meeting 	7:21 pm	Decision
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● East Central Regional Congress (ECRC) <ul style="list-style-type: none"> ▪ Sept 18, 2018 ▪ 6 chapters attended ▪ Lui and Annabelle attended ▪ 2 regional councillors lead the meeting with chapter coordinator ▪ Shared experience and issues ▪ Will bring one observer to next meeting ● Order of Honor <ul style="list-style-type: none"> ▪ Submitted 2 candidates this year ▪ Winners to be presented in Spring 2019 ▪ We want to participate because our chapter is the most dedicated chapter ● Queen's Park MPP Reception (GLP) <ul style="list-style-type: none"> ▪ Oct 24th ▪ Aim to promote PEO to new MPPs ▪ Annual event paid by PEO ● Communications issues <ul style="list-style-type: none"> ▪ We need updates on time ▪ Director needs to find deputy for help if busy ▪ Sharon signed up as volunteer ▪ Will discuss ways to improve at next meeting for quorum ● Chapter Leaders Conference <ul style="list-style-type: none"> ▪ Nov 17, 2018 ▪ Once a year event ▪ 36 chapters will share ideas ● OPEA Gala <ul style="list-style-type: none"> ▪ Nov 17, 2018 ▪ PEO and OSPE award 	7:22 pm	Info
4.0 Vice-Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● AGM Newsletter will be send out before December ● Should include activities, POTYA, etc. ● All committees should submit one paragraph by mid Nov for proof read ● Christmas dinner for executives and volunteers will be joined. Date TBD. 	8:30 pm	Info
5.0 Financial Report	<p>By Abhishek S.</p> <ul style="list-style-type: none"> ● Showed account balance. Balance need to be less than \$25500 by Dec 31st ● Require website optimization expense report ● Sept financial report slides reviewed <ul style="list-style-type: none"> ▪ No quorum. ▪ Motion sustained to next meeting 	7:40 pm 7:43 pm	Info Decision.
6.0 Communicati on Report	<p>Absent</p> <ul style="list-style-type: none"> ● No report 	7:45 pm	Info

7.0 Certificate Committee Report	By Fiona Leong <ul style="list-style-type: none"> ● Fall CPC concluded ● CPC photos already posted on website ● Next CPC venue TBD 	7:46 pm	Info
8.0 Program Committee Report	By Lui Tai on behalf of Jennifer Lu <ul style="list-style-type: none"> ● Jennifer is hosting Structural Condition event at the same time as this meeting ● Live video is broadcasted ● PEAK event <ul style="list-style-type: none"> ▪ Oct 18, 2018 ▪ Will be at Courtyard by Marriott in Vaughan ▪ Lui will host the event, Oliver will help 	7:50 pm	Info
9.0 Women In Engineering	By Kim Keoponnreay <ul style="list-style-type: none"> ● KPMG smart city event <ul style="list-style-type: none"> ▪ Nov 14, 2018 ▪ Details coming soon ▪ Project in Alberta ▪ Will schedule eBlast 	7:55 pm	Info.
10.0 Awards & Recognition Committee Report	By Oliver Xiao on behalf of Zohaib <ul style="list-style-type: none"> ● Tommy updated all marketing materials for this year's POTYA ● Successful promotion during last CPC ● Matthew and Tommy was able to receive 1st application ● Fiona: description on POTYA 	8:00 pm	Info
11.0 Education Committee Report	By Lui on behalf of Daniel Cho <ul style="list-style-type: none"> ● Mathletics on Oct 27, 2018 ● Promote next generation engineers ● Open to grade 7-8 and 9-10 ● AMD sponsor the event with VR experience 	8:08 pm	Info
12.0 GLP Committee Report	Absent <ul style="list-style-type: none"> ● Refer to Chair report 	8:18 pm	Info
13.0 Business Liaison committee	Absent <ul style="list-style-type: none"> ● No report 	8:19 pm	Info
14.0 Mentorship / EIT Committee Report	By Elmer Ting <ul style="list-style-type: none"> ● ERC mock interview, Oct 14, 2018 ● 2 ERC committee members will be the main speakers ● Event is sold out ● Accelerated Mentoring: OPEA Edition, Nov 2018 ● More details will come 	8:20 pm	Info
15.0 Other Business	Open to all attendees <ul style="list-style-type: none"> ● Kim: want to attend paid events. Will discuss at next meeting for quorum. ● Fiona: meeting room contract will expire December, will sign new contract with Oliver 	8:30 pm	Info
16.0 Adjourn ment/ Next Meeting	<ul style="list-style-type: none"> ● All items on agenda completed. Meeting adjourned by Lui. ● Next meeting will be held on Thursday Nov 08th, 2018 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	8:40 pm	Decision Info