



York Chapter

Minutes of the Executive Meeting

Held on Thursday Dec 13, 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) Gordon Ip, P.Eng., FEC (Past Chair) Oliver Xiao, EIT (Secretary) Fiona Leong, EIT (Certificate) Elmer Ting, P.Eng. (EIT) Hannah Ehtemam, P.Eng. (GLP) Daniel Cho, EIT (Education) Zohaib Tanveer, P. Eng. (Award)</p>	<p>Absent: Ayoub Amouch, EIT (Communications) Jennifer Lu, EIT (Program) Kim Keoponnreay, EIT (WIE) Ed Fung, P.Eng. (Business)</p>
<p>Committee & Chapter Members Present: Tianyou Situ, P.Eng. (Deputy Communications) Dmitri Lozenko, EIT Jo Liang, EIT Yusuf Solimon, EIT Thomas Chong, P.Eng., FEC Darren Verasammy, P.Eng. Matthew Xie, P.Eng. Ali Musavi, EIT Huzaifa Abid, EIT Joerg Krottenmueller, EIT Sifat Amin, EIT Sola Abolade, P.Eng. Tommy Sin, P.Eng. (Deputy Award) Sharon Chen, EIT (Deputy Communications) Candace Zhang, EIT Leila Emami Taba, EIT Nikunj Shah, P.Eng. Sara Jafari, EIT</p>	<p>Guests from other PEO Chapters & other Attendees Nick Colucci, P.Eng., FEC Marisa Sterling, P.Eng., FEC Arthur Sinclair, P.Eng. Noubar Takessian, P.Eng., FEC Keivan Torabi, P.Eng. Leo Nataj</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"> ▪ Motioned by Annabelle and seconded by Hannah ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	7:35 pm 7:36 pm 7:50 pm	Info. Info. Info. Decision.
2.0 Approval of Minutes	<ul style="list-style-type: none"> ● Review of Minutes from Nov 8th, 2018 meeting and motion to approve minutes <ul style="list-style-type: none"> ▪ Motioned by Gordon, seconded by Daniel. ▪ Motion unanimously approved with no opposed and no abstains. 	7:51 pm	Decision
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● Chapter Leadership Conference (Nov 17) <ul style="list-style-type: none"> ▪ Self-regulation lessons learned from guest from EGBC ▪ Topic on future-ready skills developments ● PEO York Chapter POTYA winner won OPEA Awards <ul style="list-style-type: none"> ▪ Congratulations to York Region's project ● York U Capstone Project Sponsorship <ul style="list-style-type: none"> ▪ 3 years sponsorship contract drafted (reviewed on the spot) ▪ Successfully recruited 20 advisors (1 advisor took on two projects) ▪ Kick off meeting was successful (Nov 29) ● 2019 PEO election <ul style="list-style-type: none"> ▪ All members should vote ▪ Related candidates are invited to chapter meeting ▪ All-candidate debate (see Past Chair report) ● PEAK advertising policy <ul style="list-style-type: none"> ▪ No PEAK hour for chapter events ● Express Consent of Membership <ul style="list-style-type: none"> ▪ Will request when members renew their membership ● Chairman's Advisory Committee (see Past Chair report) 	7:55 pm	Info
4.0 Vice-Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● CLC experience: 30 by 30 initiative <ul style="list-style-type: none"> ▪ Our chapter is very involved ▪ Our board is beyond 30% ▪ Chapters can support by LAP for women engineering graduates, women leadership positions in the chapter, women event speakers, establish WIE committees, info sessions for women EITs licensure support, etc. ● Seek sponsorship for events expenses <ul style="list-style-type: none"> ▪ Encourage directors to seek sponsorship when organizing events ▪ Will help chapter budget distribution 	8:08 pm	Info
5.0 Past Chair Report	<p>By Gordon Ip</p> <ul style="list-style-type: none"> ● New Committee for 2019-2020: Past Chair's Advisory Committee <ul style="list-style-type: none"> ▪ Chaired by Past Chair ▪ Membership is all Past Chairs + current Chair ▪ Provide assistance for Chapter Strategy for next term ▪ Nominations and Elections for PEO York Chapter ▪ Advice Chapter Leadership ▪ Advice on Chapter succession planning ▪ Provincial level recognition for volunteering <p>Motion to create the Past Chair's Advisory Committee Motioned by Gordon, seconded by Hannah Motion unanimously approved with no opposed and no abstains.</p> <ul style="list-style-type: none"> ● PEO Council All-Candidates Debate <ul style="list-style-type: none"> ▪ 100 people attended last year ▪ Moderator from Willowdale/Thornhill Chapter 	8:12pm 8:20pm	Info Decision

	<ul style="list-style-type: none"> ▪ Need help to get venue ▪ Need to confirm date ▪ Need PEO help to contact candidates <p>Motion to organize PEO Council All-Candidates Debate Moted by Gordon, seconded by Zohaib Motion unanimously approved with no opposed and no abstains</p> <ul style="list-style-type: none"> • Review PEO York Chapter By-Law #1 Changes <ul style="list-style-type: none"> ▪ Will have further discussion at next meeting • Call for candidates for 2019-2020 York Chapter Executive Board 	8:23pm	Decision
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6.0 Financial Report	<p>By Abhishek S.</p> <ul style="list-style-type: none"> ● Require all expense reports by Dec 21st ● Cash the cheques before end of the year ● Include receipts with expense report ● Balance need to be less than \$25500 by Dec 31st, 2018 ● November financial report slides reviewed <ul style="list-style-type: none"> ▪ Motioned by Gordon, seconded by Fiona. ▪ Motion unanimously approved with no opposed and no abstains 	8:40 pm 8:42 pm	Info Decision.
7.0 Communication Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● PEO is collecting express consent for chapter email communication through membership renewal (from Nov 17 till 2020) ● No price info or direct links to price info when sending e-blast ● First year email goes to all members, in the future only to consented members 	8:43 pm	Info
8.0 Certificate Committee Report	<p>By Fiona Leong</p> <ul style="list-style-type: none"> ● Winter CPC and AGM confirmed at Paramount Event Center on Sat Feb 23rd, 2019 ● Emcee is Daren ● Need a list of potential keynote speaker in case POTYA cannot provide 	8:46 pm	Info
9.0 Program Committee Report	<p>By Lui on behalf of Jennifer Lu</p> <ul style="list-style-type: none"> ● BAI Communications Canada TTC Implementations event <ul style="list-style-type: none"> ▪ At Social Coffee & Tea on Dec 5th, 2018 ▪ Was very successful ▪ 27/30 tickets sold (\$15 for all you can drink coffee) ● Upcoming event <ul style="list-style-type: none"> ▪ Career development session with Hilda Gan. Photo session for attendees. Jan 17th, 2019. 	8:48 pm	Info
10.0 Women In Engineering	<p>By Lui on behalf of Kim Keoponnreay</p> <ul style="list-style-type: none"> ● KPMG smart city event <ul style="list-style-type: none"> ▪ Nov 22, 2018 ▪ Very successful ▪ Close to 80 attendees ▪ Different smart city ideas ▪ A good trial for potential Symposium theme ▪ Reached out guests from different sister associations ● Hannah: should define committee tasks so not to cross function <ul style="list-style-type: none"> ▪ Marisa: allow each committee to set scope within its own description 	8:51 pm	Info.
11.0 Awards & Recognition Committee Report	<p>By Zohaib</p> <ul style="list-style-type: none"> ● POTYA on going ● 2 submissions so far ● Looking for volunteer award recognition and submission 	9:03 pm	Info
12.0 Education Committee Report	<p>By Daniel Cho</p> <ul style="list-style-type: none"> ● Described 3 major events by education committee (Mathletics, Engineering Entrance Scholarship and NEM Design Challenge) ● One Engineering scholarship of \$1500 was given this year. Want to give more in the future depends on future donations ● Upcoming NEM Design Challenge in March 2019. Currently in discussion stage. Next meeting Jan 7th, 2019, food provided and call for volunteers. Potential theme is motor/generator. ● Also new potential Hackathon event in brainstorm phase (March/April). Call for ideas and volunteers! 	9:06 pm	Info
13.0 GLP Committee Report	<p>By Hannah</p> <ul style="list-style-type: none"> ● Attended MPP Logan Kanapathi (Markham-Thornhill) event last weekend. Helped local food bank. MPP is interested in PEO. ● York Chapter will host next GLP Academy event ● Hon. Michael Tibollo, MPP Woodbridge-Thornhill, Minister of Culture, 	9:10 pm	Info

	Tourism and Sport has accepted to attend Winter CPC		
14.0 Business Liaison committee	Absent <ul style="list-style-type: none"> No report 		
15.0 Mentorship / EIT Committee Report	By Elmer Ting <ul style="list-style-type: none"> Accelerated Mentoring Dec 1st <ul style="list-style-type: none"> Very successful 60 signed up with 50 planned Mentors demonstrated very high quality mentoring 2 parts event: 1) mentors' intro + short panel discussion, 2) speed dating where mentors and mentees group in a circle and rotate every 10min 9am-12pm event extended to 1pm Excellent response and feedback from attendees Mentor quality rating: all 4 or 5 out of 5 Meet expectation rating: only one 3, all 4 or 5 out of 5 Will work on diversity of disciplines in future events Other upcoming events <ul style="list-style-type: none"> Will organize more EIT vs Engineer events next year Networking in open space Target less than 25 people Volleyball event on Jan 6th, 2019 Badminton event on Feb 17th, 2019 	9:16 pm	Info
16.0 Other Business	Open to all attendees <ul style="list-style-type: none"> Hannah: Concerns on member's info sharing by PEO to third parties (letter from OSPE). Marisa commented: "PEO will have further discussion, no decision made so far" Oliver: meeting rooms for next year are booked. Eventbrite registration will be set up soon. Next meeting on Monday Jan 14th, 2019. 	9:26 pm	Info
17.0 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 Monday Jan 14th, 2019 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	9:43 pm	Decision Info