



York Chapter

**Minutes of the Executive Meeting**

Held on Thurs, May 2nd, 2013 at the Markham Convergence Centre, 7271 Warden Avenue, Markham, ON L3R 5X5

Meeting Chaired by: Dennis Woo, P.Eng.

Recorded by: Daniel Liao, P.Eng.

<b>Executives Present:</b> Dennis Woo, P.Eng. (Chair) Daniel Liao, P.Eng. (Secretary) Paymon Sani, P.Eng. (Director – Education) Rick Vender, P.Eng. (Director – Programs) Ed Fung, P.Eng. (Director – GLP/Business Liaison) Patrick Yeung, P.Eng. (Treasurer) Fiona Leong, EIT (Director – Communications) Liz Daher, P.Eng. (Director – Awards & Recognition) Sarah Jin, P.Eng. (Past-Chair) Gordon Ip, P.Eng. (Vice-Chair)	<b>Executives Absent:</b> Vikas Thakur, P.Eng. (Director – Mentoring/EIT) Annabelle Lee, EIT (Director – Certificate)
<b>Volunteer Members Present:</b> Muhammad Khoja, EIT Kam Leong, P.Eng. Simon Hum, P.Eng. Antony Niro, P.Eng. Rick Carlstrom, P.Eng. Girish Choudankar, P.Eng. Naser Choudhury, EIT Gordon Lee, P.Eng.	<b>Chapter Members and Guests from other PEO</b> Howard Huang, EIT Raguram S, CET

Item	Description	Action
Intro 6:50 pm	<ul style="list-style-type: none"> <li>Dennis Woo called the meeting to order at 6:55 p.m.</li> <li>Group introductions (5 min)</li> </ul>	
1.0 Agenda Approval 6:55 pm	<ul style="list-style-type: none"> <li>Motion to approve agenda by Rick Vender and seconded by Gordon Ip.</li> </ul>	Info.
2.0 Approval of Minutes 7:00 pm	<ul style="list-style-type: none"> <li>The minutes from the previous meeting were reviewed.</li> <li>Motion to adopt minutes of March 7, 2013 as amended, moved by Rick Vender and seconded by Patrick Yeung</li> </ul>	Info.

<p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> <li>• Councilor Thomas Chong approved the Chapter's allotment of \$26,000</li> <li>• Business cards, for those who responded to the Secretary's request, are on order</li> <li>• Name tags for executives are handed out</li> <li>• Certificate of Recognition (5-Year's of Service) given to Ed Fung</li> <li>• Details from the PEO AGM relayed by Dennis as follows –</li> <li>• Chapter volunteers should register online at <a href="http://www.peo.on.ca">www.peo.on.ca</a> to ensure recognition of years of service are documented at the organizational level</li> <li>• Online tracking on new EIT/P.Eng. applications will be made available soon</li> <li>• Vikas Thakur should contact Emily Sabo regarding EIT initiatives</li> <li>• Business plan must be submitted by the end of June 2013, events held by various committees must be outlined by then</li> <li>• Committees to track how much money is spent and on what, income and outflow lines for each committee on the financial statement</li> <li>• \$50,000 emergency funding available for Chapter to prevent insolvency</li> <li>• The Chapter should invite the President and the Regional Councilor to the Certificate Presentation Ceremony out of courtesy</li> <li>• Recognition of 2012 Engineering Project of the Year was extended to the Chapter</li> </ul>	<p>Info.</p>
<p>4.0 OSPE Update (Gordon Ip) 7:50 pm</p>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:51 pm</p>	<ul style="list-style-type: none"> <li>• Finance Workshop with George Rosati was very successful</li> <li>• Boat Cruise sign-up currently at 83/160</li> <li>• Next seminars – Energy from Waste &amp; Build Your Career Through Publishing Your Ideas</li> <li>• Golf tournament for Sept. 7<sup>th</sup>, 2013. Invite to be extended to OACET through Raguram S.</li> </ul>	<p>Info.</p>
<p>6.0 Communications Report (Fiona Leong) 8:00 pm</p>	<ul style="list-style-type: none"> <li>• Email blast – open up email directories amongst the chapters</li> <li>• "Monthly Meetings" on the Chapter's website is broken</li> </ul>	<p>Info.</p>
<p>7.0 Certificate Committee Report (Patrick Yeung) 8:10 pm</p>	<ul style="list-style-type: none"> <li>• Bill Luo officially the Deputy Certificate Director</li> <li>• Certificate committee is recruiting volunteers, and interested persons should contact Patrick Yeung in Annabelle's absence.</li> <li>• Decided on Sept. 21 as the date for the fall CP</li> </ul>	<p>Info.</p>
<p>8.0 Financial Report (Patrick Yeung) 8:15 pm</p>	<ul style="list-style-type: none"> <li>• Financial snapshot presented by Patrick Yeung</li> <li>• Eventbrite and credit card charges were reviewed, and executives were satisfied with the rates</li> </ul>	<p>Info.</p>
<p>9.0 Education Committee Report (Paymon Sani) 8:20 pm</p>	<ul style="list-style-type: none"> <li>• Education Conference on May 24 &amp; 25 to be attended by Paymon Sani</li> <li>• Education Committee to log upcoming activities, including dinners, in the budget</li> <li>• Announcement for the \$500/recipient University Entrance Scholarship was reviewed, deadline June 18.</li> <li>• Volunteers are needed for the review of scholarship applications</li> </ul>	<p>Info.</p>

<p>10.0 GLP/Business Liaison Committee Report (Ed Fung) 8:30 pm</p>	<ul style="list-style-type: none"> <li>• GLP Academy on June 8th to be attended by Ed Fung, Antony Niro, and Howard Huang</li> <li>• Liz Daher to RSVP as soon as possible</li> <li>• Events such as OCEPP Conferences – budget for attendance and have it approved in advance</li> <li>• PEO has allotted each chapter’s GLP committee \$230 per riding for policy/political events</li> </ul>	<p>Info.</p>
<p>11.0 Mentorship/EIT Committee Report (Dennis Woo) 8:40 pm</p>	<ul style="list-style-type: none"> <li>• Mentorship/EIT report given by Dennis Woo in Vikas’ absence</li> <li>• Email from Vikas was relayed</li> <li>• Dr. Gordon Lee will reach out to Vikas and put him in touch with the School of Continuing studies at U of T for the program in assisting foreign-trained engineers obtain their licence</li> </ul>	<p>Info.</p>
<p>12.0 Awards Committee Report (Liz Daher) 8:45 pm</p>	<ul style="list-style-type: none"> <li>• Volunteer recognition – committee chairs to keep qualitative records on their volunteers, especially noting outstanding volunteers for awards</li> <li>• Since the winter CPC’s awards finalist exhibit booths at the arrivals hall was a success, look into implementing during the upcoming fall CPC</li> <li>• Committee is looking for volunteers with graphic-design expertise to help with promotional material</li> </ul>	<p>Info.</p>
<p>13.0 Other Business 8:45 pm</p>	<ul style="list-style-type: none"> <li>• Big Bike fundraiser for the Heart &amp; Stroke Foundation, to be held on July 6<sup>th</sup> on Bullock Dr. in Markham, 10 am.</li> <li>• Minimum pledge is \$50</li> <li>• Heart &amp; Stroke Foundation fundraiser dinner presented by Patrick, seeking attendees</li> </ul>	<p>Info.</p>
<p>14.0 Adjournment/ Next Meeting 9:00 pm</p>	<ul style="list-style-type: none"> <li>• Motion by Rick Vender and seconded by Gordon Ip to adjourn the meeting. The meeting was adjourned at 9 pm</li> <li>• Next meeting will be held on Thursday, <b>June 6<sup>th</sup>, 2013 at 6:30pm</b> at the Markham Convergence Centre.</li> </ul>	<p>All to Note</p>

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