



**York Chapter**

**Minutes of the Executive Meeting**

Held on Thurs, September 5, 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.

<p><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) Patrick Yeung, P.Eng. (Treasurer) Fiona Leong, EIT (Director – Communications) Liz Daher, P.Eng. (Director – Awards &amp; Recognition) Vikas Thakur, P.Eng. (Director – Mentoring/EIT) Bill Luo, P.Eng. (Deputy Director – Certificate)</p>	<p><b>Executives Absent:</b> Annabelle Lee, EIT (Director – Certificate) Gordon Ip, P.Eng., F.E.C. (Vice-Chair) Sarah Jin, P.Eng., F.E.C. (Past-Chair) Ed Fung, P.Eng. (Director – GLP/Business Liaison)</p>
<p><b>Volunteer Members Present:</b> Muhammad Khoja, EIT Kam Leong, P.Eng., F.E.C. Zahra Majlesi, P.Eng. Antony Niro, P.Eng. Paul Zhao, P.Eng. Paul Chak, P.Eng.</p>	<p><b>Chapter Members and Guests from other PEO</b> Howard Huang, EIT</p>

Item	Description	Action
Intro 6:55 pm	<ul style="list-style-type: none"> <li>Dennis Woo called the meeting to order at 6:55 p.m.</li> </ul>	
1.0 Agenda Approval 6:55 pm	<ul style="list-style-type: none"> <li>Motion to approve agenda by Patrick Yeung and seconded by Paymon Sani.</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 June 6, 2013 as amended by Vic Thakur and seconded by Rick Vender.</li> </ul>	Info.

<p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> <li>• Cruise and Wine Tasting was a big success – 191 attendees</li> <li>• H&amp;S Foundation Big Bike event raised over \$4,000</li> <li>• Rick and Dennis will be attending ECC Sept 14</li> <li>• Golf Tournament Sept 7 – over 100 golfers signed up</li> <li>• Business plan was submitted to PEO – budget was increased</li> <li>• Asking for volunteers to organize the CN Tower climb</li> <li>• Volunteer recognition event – details to follow</li> </ul>	<p>Info.</p>
<p>4.0 OSPE Update 7:50 pm</p>	<ul style="list-style-type: none"> <li>• No update was provided</li> </ul>	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:51 pm</p>	<ul style="list-style-type: none"> <li>• Pearson baggage handling tour sold out in 4 hours</li> <li>• Honda campus tour sold out in less than a day</li> <li>• Potential tours – York Region EMS Centre and Traffic Controls Centre</li> <li>• Goal is 35 to 40 events by the end of the year</li> <li>• Last month's revenue was approx. \$600</li> <li>• Prices for events have been raised</li> <li>• Rick now has good intuition on the relationship between pricing and attendance</li> </ul>	
<p>6.0 Communications Report (Fiona Leong) 8:00 pm</p>	<ul style="list-style-type: none"> <li>• Training volunteers over the summer</li> <li>• 2 volunteers for website and 2 volunteers for EventBrite</li> <li>• Working on new website for the Chapter</li> <li>• PEO has a new suggested template for chapters' website</li> <li>• The website template is reviewed by all</li> <li>• Dennis suggests keeping our Chapter's current format</li> </ul>	<p>Info.</p>
<p>7.0 Certificate Committee Report (Patrick Yeung/Bill Luo) 8:10 pm</p>	<ul style="list-style-type: none"> <li>• September 21, 2013 for the Fall CPC to be held at Hilton Hotel</li> <li>• So far 55 have registered</li> <li>• Expect 40 to 45 certificate recipient</li> <li>• Possibly up to 7 scholarship recipients, 1 registered so far</li> <li>• Promotion of EPOTY and Volunteer Recognition at the Fall CPC</li> <li>• Keynote Speaker is required – anyone with ideas can forward them to Patrick, Dennis, and Bill</li> </ul>	<p>Info.</p>
<p>8.0 Financial Report (Patrick Yeung) 8:15 pm</p>	<ul style="list-style-type: none"> <li>• Bank statement was presented by Patrick and reviewed by all</li> <li>• June income statement was presented by Patrick and reviewed by all</li> <li>• Chapter will be reimbursed by PEO for all certificate recipients in attendance at the CPC</li> <li>• Subcommittee finances will need to be managed by each chair</li> <li>• Subcommittee chairs must submit income/loss statements to Patrick for budgeting purposes</li> <li>• Statements for July and August will be provided at the next monthly meeting</li> <li>• Approval of June financials moved by Rick Vender, seconded by Paymon Sani</li> </ul>	<p>All Chairs</p>
<p>9.0 Education Committee Report (Paymon Sani) 8:20 pm</p>	<ul style="list-style-type: none"> <li>• \$500 scholarship will be awarded to 7 recipients going into their 1<sup>st</sup> year.</li> <li>• Second Design Challenge on June 27, 2013</li> <li>• Mathletics is to be held on Saturday, November 16, 2013</li> <li>• Cost will be incurred for rental of high-lumen projector</li> <li>• Car crash-test for 2014 design challenge is progressing</li> <li>• 2013 Team Recognition – volunteers and spouses can attend</li> <li>• Phil Sullivan as a possible keynote speaker at fall CPC</li> </ul>	<p>Info.</p>

<p>10.0 GLP/Business Liaison Committee Report (Antony Niro) 8:30 pm</p>	<ul style="list-style-type: none"> <li>• Update provided by Antony Niro in Ed Fung’s absence</li> <li>• Two leads on MPPs for speaking at fall CPC</li> <li>• Only one government official to be invited – leads to higher chances of having a government speaker</li> <li>• Ed and Antony had two meetings with OSPE</li> <li>• To organize a transportation forum with focus on engineers in leadership roles</li> </ul>	<p>Info.</p>
<p>11.0 Mentorship/EIT Committee Report (Vikas Thakur) 8:40 pm</p>	<ul style="list-style-type: none"> <li>• What PEO is Looking For Webinar to be held on October 2 at 7 pm for EITs</li> <li>• PEO council to rename EIT/Mentorship to Licensure Advisory, to be phased in during the next term</li> <li>• Mentors will be known as “Guides”, Mentees to be known as “Trainees”.</li> <li>• Dennis will bring up the issue of name change at the upcoming ECC</li> </ul>	<p>Info.</p>
<p>12.0 Awards Committee Report (Liz Daher) 8:45 pm</p>	<ul style="list-style-type: none"> <li>• Liz has asked for moving the Awards Committee update to after Certificate update in future monthly meetings for better flow – approved by officers</li> <li>• Discussed recognition certificates for Arash and Phil, and discussed format (video, short chat, etc.)</li> <li>• Volunteers are needed, email blast will follow</li> <li>• Liz to discuss with Fiona on a “Featured Volunteers” section on the website</li> <li>• Engineering Project of the Year – November submission deadline</li> </ul>	<p>Info.</p>
<p>13.0 Other Business 8:45 pm</p>	<ul style="list-style-type: none"> <li>• Golf Tournament – 107 golfers and 9 dinner-only attendees</li> <li>• Tournament cost is around \$16,000, income projected at \$18,000 – the difference will be allocated to scholarships</li> </ul>	<p>Info.</p>
<p>14.0 Adjournment/ Next Meeting 9:00 pm</p>	<ul style="list-style-type: none"> <li>• Motion by Vic Thakur and seconded by Patrick Yeung to adjourn the meeting. The meeting was adjourned at 9 pm</li> <li>• Next meeting will be held on Thursday, <b>October 3<sup>rd</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