



York Chapter

Minutes of the Executive Meeting

Held on Thurs, October 3, 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.

Executives Present: 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 & Recognition) Bill Luo, P.Eng. (Deputy Director – Certificate) Ed Fung, P.Eng. (Director – GLP/Business Liaison) Gordon Ip, P.Eng., F.E.C. (Vice-Chair)	Executives Absent: Annabelle Lee, P.Eng. (Director – Certificate) Sarah Jin, P.Eng., F.E.C. (Past-Chair) Vikas Thakur, P.Eng. (Director – Mentoring/EIT)
Volunteer Members Present: Antony Niro, P.Eng. Paul Zhao, EIT Don Eng, P.Eng. Paul Chak, P.Eng.	Chapter Members and Guests from other PEO Raguram S., CET

Item	Description	Action
Intro 6:55 pm	<ul style="list-style-type: none"> Dennis Woo called the meeting to order at 6:55 p.m. 	
1.0 Agenda Approval 6:55 pm	<ul style="list-style-type: none"> Motion to approve agenda by Liz Daher and seconded by Rick Vender. 	Info.
2.0 Approval of Minutes 7:00 pm	<ul style="list-style-type: none"> The minutes from the previous meeting were reviewed and corrections were noted. Motion to adopt minutes of Sept 5th, 2013 as amended by Ed Fung and seconded by Gordon Ip. 	Info.

<p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> • It was agreed that the chapter will discuss ideas with scholarship award (\$2,500) with the Sponsor. • A successful Fall CPC was acknowledged. • All EIT's are encouraged to apply for the Sterling Award. • PEO's comment on the new EIT program name is that there are no fundamental changes between "PEO Licensure Assistance Program" and the former "EIT Mentorship Program". • Refer to agenda for more details 	<p>Info.</p>
<p>4.0 OSPE Update 7:10 pm</p>	<ul style="list-style-type: none"> • PMP courses can be taken through OSPE • Chapter will be looking for further collaboration with OSPE • More details can be found on the agenda 	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:15 pm</p>	<ul style="list-style-type: none"> • Paymon and Dennis will be filling in for Rick on coordinating events while he is on vacation from Oct. 14 to Nov. 5. • Pearson baggage handling tour was a success • Refer to agenda for full details 	
<p>6.0 Communications Report (Fiona Leong) 7:20 pm</p>	<ul style="list-style-type: none"> • Training of volunteers is complete • Email blasts for Programs is in order, still to be done by Fiona • Need input from committee chairs for year-end newsletter – forward summary of 2013-2014 activities by next executive meeting for printing before Christmas rush. 	<p>Info.</p>
<p>7.0 Certificate Committee Report (Bill Luo) 7:25 pm</p>	<ul style="list-style-type: none"> • Bill and Annabelle will be co-directors of Certificate Committee • Discussion held to decide the date of the AGM/Winter CPC in February. Consensus was reached on February 22nd, 2014 to allow for more time for planning and EPOTY planning • More details can be found on the agenda 	<p>Info.</p>
<p>8.0 Awards Committee Report (Liz Daher) 7:35 pm</p>	<ul style="list-style-type: none"> • Volunteer to be recognized has been identified • The title "Distinguished Volunteer" will be bestowed on said volunteer • Committee Chairs should nominate volunteers to be recognized • Discussed candidates for Winter CPC keynote speaker – decided that it should remain that winner of the EPOTY be the speaker • Discussed partnership opportunities with York Region municipalities for promotion of EPOTY • Discussed the idea of awarding consulting services to the winner(s) • More details can be found on the agenda 	<p>Info.</p>
<p>9.0 Financial Report (Patrick Yeung) 7:55 pm</p>	<ul style="list-style-type: none"> • Transition to new accounting software is in progress • \$2,000 will need to be raised for 4 scholarship recipients • \$1,000 was raised through the golf tournament profit • \$500 was raised by Matthew Xie to cover one recipient • Regarding changes announced during EC Congress – Gordon relayed that PEO will fund councillors to attend Chapter's events, but only EC councillors (incumbent Changiz and Dennis) • Format (developed by Rick) for committee reporting was circulated to attendees • Approval of September financials moved by Paymon Sani, seconded by Ed Fung. • More details can be found on the agenda 	<p>All Chairs</p>

10.0 Education Committee Report (Paymon Sani) 8:20 pm	<ul style="list-style-type: none"> • Volunteers are needed as “PEO Stakeholders” for Mathletics planning project – approximately 30 minutes are required for a downtown meeting • Mathletics is to be held on Saturday, November 16, 2013 • Quotes for rental of high-lumen projector were reviewed • \$800 will be the cost to rent the projectors • 2013 Team Recognition – volunteers and spouses can attend • Phil Sullivan as a possible keynote speaker at fall CPC 	Info.
11.0 GLP/Business Liaison Committee Report (Antony Niro) 8:30 pm	<ul style="list-style-type: none"> • More details was provided on the PEO Reception at Queen’s Park • PEO President, OSPE President, and Attorney General will be speaking • Jeannette Chau will be switching roles at PEO HQ, Zahraa Al-Ali, P.Eng. has joined the GLP division and will be assuming responsibilities. 	Info.
12.0 Mentorship/EIT Committee Report (Vikas Thakur) 8:40 pm	<ul style="list-style-type: none"> • 	Info.
13.0 Other Business 8:45 pm	<ul style="list-style-type: none"> • None to report 	Info.
14.0 Adjournment/ Next Meeting 9:00 pm	<ul style="list-style-type: none"> • Motion by Patrick Yeung and seconded by Liz Daher to adjourn the meeting. The meeting was adjourned at 8:40 pm • Next meeting will be held on Thursday, November 7th, 2013 at 6:30pm at the Markham Convergence Centre. 	All to Note

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