



York Chapter

**Minutes of the Executive Meeting**

Held on Thurs, February 6, 2014 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) Fiona Leong, EIT (Director – Communications) Daniel Liao, P.Eng. (Secretary) Patrick Yeung, P.Eng. (Treasurer) Annabelle Lee, P.Eng. (Director – Certificate) Sarah Jin, P.Eng., F.E.C. (Past-Chair) Paymon Sani, P.Eng. (Director – Education) Rick Vender, P.Eng. (Director – Programs) Liz Daher, P.Eng. (Director – Awards & Recognition) Ed Fung, P.Eng. (Director – GLP/Business Liaison) Gordon Ip, P.Eng., F.E.C. (Vice-Chair) Bill Luo, P.Eng. (Deputy Director – Certificate)	<b>Executives Absent:</b> Vikas Thakur, P.Eng. (Director – Mentoring/EIT)
<b>Volunteer Members Present:</b> Matthew Xie, P.Eng. Donald Eng, P.Eng. Kam Leong, P.Eng., F.E.C. Paul Zhao, EIT Lui Tai, P.Eng. Paul Chak, P.Eng.	<b>Chapter Members and Guests from other PEO</b>

Item	Description	Action
Intro 7:00 pm	<ul style="list-style-type: none"> <li>Dennis Woo called the meeting to order at 7:00 p.m.</li> <li>Round table introductions</li> </ul>	
1.0 Agenda Approval 7:00 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 and Rick's question on the Annual Review was addressed</li> <li>Section 7 correction</li> <li>Motion to adopt minutes of January 9th, 2013 as amended by Patrick Yeung and seconded by Ed Fung.</li> </ul>	Info.

<p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> <li>• Actual allotment was 10% less than our requested allotment. Decision was made by Denis Carlos on the basis of funding equality between chapters. Lack of communication (between council and chapter) and transparency of the decision-making process was highlighted.</li> <li>• Deputy directors will be appointed at the AGM to deal with continuity and absences</li> <li>• Gordon raised the issue of chapter directors with large/dual portfolios and the possibility of adding more director positions. This would require the amendment of the chapter bylaw.</li> </ul>	<p>Info.</p>
<p>4.0 OSPE Update 7:10 pm</p>	<ul style="list-style-type: none"> <li>• Chapter and Social Liaison Committee has been combined and meetings have started. Gordon will have more to report by next meeting</li> </ul>	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:15 pm</p>	<ul style="list-style-type: none"> <li>• Rick provided an overview of February events and event revenue</li> <li>• Preview of the annual summer harbour cruise to be held on June 7, 2014</li> </ul>	
<p>6.0 Communications Report (Fiona Leong) 7:20 pm</p>	<ul style="list-style-type: none"> <li>• Prism is back up and running</li> <li>• Efforts are being undertaken to bring York Chapter online on LinkedIn</li> <li>• Fiona to inquire domain supplier about security settings</li> </ul>	<p>Info.</p>
<p>7.0 Certificate Committee Report (Annabelle Lee) 7:25 pm</p>	<ul style="list-style-type: none"> <li>• People who are planning to attend either the AGM or CPC need to register asap</li> <li>• CPC is two weeks away but only 30 have registered, only 4 registered for the AGM</li> <li>• Executives and volunteers will be contacting certificate recipients in the coming days</li> <li>• Floor plan of the CPC was presented by Patrick</li> </ul>	<p>Info.</p>
<p>8.0 Awards Committee Report (Liz Daher) 7:35 pm</p>	<ul style="list-style-type: none"> <li>• Engineering Project of the Year Award: January 25<sup>th</sup> finalists presentation was a success</li> <li>• Winner and runners-up were announced</li> <li>• 5-year milestone volunteers will be recognized at the upcoming CPC</li> </ul>	<p>Info.</p>
<p>9.0 Financial Report (Patrick Yeung) 7:55 pm</p>	<ul style="list-style-type: none"> <li>• Financial summary presented by Patrick Yeung</li> <li>• Bank statement (from web) was also presented</li> </ul>	<p>All to note</p>
<p>10.0 Education Committee Report (Paymon Sani) 8:20 pm</p>	<ul style="list-style-type: none"> <li>• Overview of Design Challenge (March 27, 2014) was presented</li> <li>• Prospective sponsors were announced</li> </ul>	<p>Info.</p>
<p>11.0 GLP/Business Liaison Committee Report (Ed Fung) 8:30 pm</p>	<ul style="list-style-type: none"> <li>• Discussed recognition for retiring regional MPP</li> <li>• Reviewed the latest GLP Weekly publication where Ed was featured alongside</li> </ul>	<p>Info.</p>

12.0 Mentorship/EIT Committee Report (Vikas Thakur) 8:40 pm	<ul style="list-style-type: none"> <li>• None to report</li> </ul>	Info.
13.0 Other Business 8:45 pm	<ul style="list-style-type: none"> <li>• Candidates standing for election at the AGM were announced and election procedures were reviewed</li> <li>• Discussed the merit of revising the bylaw and the possibility of adding more directors</li> <li>• Motion to revise the Chapter bylaw effective 2015 to 2016 year, and to allow for the maximum number of executives to be increased to 14 from the current 12 made by Gordon, 6 voted in favour, 1 against. Bylaw will be revised.</li> </ul>	Info.
14.0 Adjournment/ Next Meeting 9:00 pm	<ul style="list-style-type: none"> <li>• Motion by Rick Vender and seconded by Patrick Yeung to adjourn the meeting. The meeting was adjourned at 8:50 pm</li> <li>• Next meeting will be held on Thursday, <b>March 6<sup>th</sup>, 2014 at 6:30pm</b> at the Markham Convergence Centre.</li> </ul>	All to Note

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