



York Chapter

Minutes of the Executive Meeting

Held on Thursday Sept 10, 2015 at Markham Convergence Centre, at 7271 Warden Ave, Markham, ON L3R 5X5

Meeting Chaired by: Paymon Sani, P.Eng.
Recorded by: Patrick Yeung, P.Eng.

<p>Executives Present: Paymon Sani, P.Eng. (Chair) Patrick Yeung, P.Eng. (Secretary) Annabelle Lee, P.Eng. Treasurer) Elmer Ting, P.Eng. (Mentoring/E.I.T.) Fiona Leong, E.I.T. (Awards/Recognition) Gordon Ip, P.Eng (Vice Chair) Rick Vender, P.Eng. (Programs) Helen Deng, P.Eng. (Communications) Lui Tai, P.Eng. (Education) Paul Zhao, E.I.T. (Certificate) Maricon Aquino, P.Eng. (W.I.E.) Daniel Liao, P.Eng. (Government Liaison Program)</p>	<p>Executives Absent: Dennis Woo, P.Eng. (Past-Chair)</p>
<p>Volunteer Members Present: Gallant Ng, E.I.T. Matthew Xie, P.Eng. Mohammad Nikbakhsh, E.I.T. Andrew Cornel, P.Eng. Sarah Jin, P.Eng. Andrew Sandrasagra, P.Eng. Tolulope Fadiya, E.I.T. Sue Matty, P.Eng.</p>	<p>Guests and Chapter Members from other PEO Chapters Changzi Sadr, P.Eng. (EC Regionl Councilor) Anton Dubov (ASME) Nicholas Lo</p>

Item	Description	Action
Intro 6:55 pm	<ul style="list-style-type: none"> Paymon Sani called the meeting to order at 6:55 pm. 	Info.
1.0 Agenda Approval 6:57 pm	<ul style="list-style-type: none"> Two minor typo were brought up – Annabelle was not present; Patrick presented Treasurer’s Report. Point 14.0 start time 8:48 PM Approval of Agenda was motioned by Rick Vender and seconded by Annabelle Lee. 	Info.
2.0 Approval of Minutes 6:59 pm	<ul style="list-style-type: none"> Two typos were brought up – Annabelle was not present and Patrick presented Treasurer’s Report; Item 14.0 start time should be 8:48 PM Approval of June Minutes was motioned by Lui Tai and seconded by Rick Vender. Introduction of Meeting attendees 	Info.

3.0 Chair's Report (Paymon Sani) 7:04 pm	<ul style="list-style-type: none"> • Paymon reported (2) upcoming Events, including East Central Regional Congress Sept 16, 2015; GTA Mathletics Competition on Nov 28, 2015. • Fundraising Guidelines • First Robotics Canada Sponsorship for amount of \$3,000 • Discussed instructions on Invitations to Chapter Events 	Info.
4.0 Vice Chair's Report (Gordon Ip) 7:09 pm	<ul style="list-style-type: none"> • Gordon brought up PEO Letter to Chapters re Invitations. There were healthy exchanges from the floor and clarification of RCC position by Changzi Sadr. • E-mail blast approvals must be obtained from Chapter Chair or Vice Chair • Chapters' Leaders Conference Ideas November 2015 	Info. Note Info.
4.0 OSPE Update (TBA)	<ul style="list-style-type: none"> • No updates 	Info.
5.0 Programs Committee Report (Rick Vender) 8:05 pm	<ul style="list-style-type: none"> • Rick reported there will be (15) Events planned for the Fall starting in September • Working with Yummy Grill as new venue for Program Events 	Info.
6.0 Communications Report (Helen Deng) 8:10 pm	<ul style="list-style-type: none"> • Paymon presented on behalf of Helen. • Set up web sites for various Chapter Committees • Updated Chapter web site and renewed website account • Started planning for Chapter's 2015 Annual Newsletter 	Info.
7.0 Certificate Committee Report (Paul Zhao) 7:50 pm	<ul style="list-style-type: none"> • Paul reported that there will be about 58 P.Eng. Certificate Recipients at our Fall Certificate Presentation Ceremony (CPC) • Guest Speakers, Audio Visual, Photographers and Awards will all be ready on Sept 26, 2015. • CPC Agenda was presented. President Thomas Chong will be added in 	Info.
8.0 Awards Committee Report (Fiona Leong) 8:17 pm	<ul style="list-style-type: none"> • Fiona reported that Project of the Year Award (POTYA) schedule and cost have been determined. • Updated POTYA website draft and prepared flyer for distribution • Seeking volunteers and Sponsors • Discussed top three winner prizes and number of free meals 	Info.
9.0 Financial Report (Annabelle Lee) 7:36 pm	<ul style="list-style-type: none"> • Annabelle presented Transportation Symposium A/C Receivables • Presented Chapter's Profit and Loss, Balance Sheet and Aug 2015 Bank Statement • Financials were motioned to be approved. All Executives in favour. 	Info.
10.0 Education Committee Report (Lui Tai) 8:22 pm	<ul style="list-style-type: none"> • Lui reported he has received (40) Engineering Students Scholarship Applications • Committee has selected top three; Two Recipients will be presented Awards at CPC Event in Sept. and one at Mathletics in Nov. • AMD Mathletics will be held in November 2015 	Info.
11.0 GLP/Business Liaison Committee Report (Daniel Liao) 8:25pm	<ul style="list-style-type: none"> • Daniel reported that he attended a Reception Event (India's 69th Independence Day) and was successful in asking Markham Councillor Joe Li to attend our CPC Event. • Daniel also ran into MPP Michael Chan who has agreed to attend CPC. • Discussed LET designation and GLP Handbook. 	Info.

12.0 Mentorship/EIT Committee Report (Elmer Ting) 8:40 pm	<ul style="list-style-type: none"> • Elmer reported on EIT vs. Engineers Badminton Event Aug 9th 2015 • Another Event was EIT Road to P.Eng. • Upcoming Event will be Oct 3 2015 Seminar + Lunch + Fun • October 6 2015 E2E Networking at Flato Markham Theatre; TD Insurance is sponsoring. • Accelerated Mentoring will be in November 2015; Wanting Mentors. TD Insurance is also sponsoring. 	Info.
13.0 Women in Engineering (Maricon Aquino) 8:54 pm	<ul style="list-style-type: none"> • Maricon presented The Inspired Living Series Program having (7) major topics. • Date – Oct 24 2015 8:30 am to 5 pm; \$100 fee per participant (this one time only) ; Estimated cost \$600 to \$1,000 • Lori and Sangeeta will be Speakers 	Info.
14.0 Other Business 9:00 pm	<ul style="list-style-type: none"> • Matthew Xie brought up Capstone Project on Mentorship with York University. • Gordon Ip talked about LAP Program to be expanded out to York University Students • Patrick reminded of sending Scholarship installment cheque to York University. Annabelle will be informed. • Anton Dubov introduced Lean Six Sigma Breen Belt Programs 	Info.
15.0 Adjournment 9:10	<ul style="list-style-type: none"> • Meeting adjournment motioned by Paul Zhao • Next meeting will be held on Thursday, Oct 8, 2015 at 6:30pm, at the Markham Convergence Centre. 	Info. Note

Cc. All Executives, East Central Regional Councillors, Chapter Manager, Volunteers-in-attendance