



**York Chapter**

**Minutes of the Executive Meeting**

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

Meeting Chaired by: Paymon Sani, P.Eng.  
Recorded by: Gordon Ip, P.Eng. (on behalf of Patrick Yeung, P.Eng.)

<p><b>Executives Present:</b> Paymon Sani, P.Eng. (Chair) Gordon Ip, P.Eng. (Vice-Chair) Dennis Woo, P.Eng. (Past-Chair) Annabelle Lee, P.Eng. (Treasurer) Paul Zhao, EIT (Certificate Director) Helen Deng, P.Eng. (Communications) Lui Tai, P.Eng. (Education Director) Daniel Liao, P.Eng. (GLP Director) Rick Vender, P.Eng. (Program Director) Elmer Ting, P.Eng. (Mentorship &amp; EIT Director)</p>	<p><b>Absent:</b> Patrick Yeung, P.Eng. (Secretary) Fiona Leong, EIT (Awards &amp; Recognition Director) Maricon Aquino, P.Eng. (WIE Director)</p>
<p><b>Committee &amp; Chapter Members Present:</b> Andrew Sandrasagra, P.Eng. Matthew Xie, P.Eng. David Sanz, P.Eng. Ahmad Jafari, P.Eng. Gallant Ng, EIT Nicolas Lo, EIT Anton Dubow</p>	<p><b>Guests from other PEO Chapters</b></p>

Item	Description	Action
1.0 Agenda Approval	<ul style="list-style-type: none"> <li>• Paymon called the meeting to order at 7:00 p.m.</li> <li>• Gallant requested an agenda item 7.5 be added on the Engineering University Student Assistance Program, post the Program Committee Update in Item 7.0</li> <li>• Motion to approve agenda as amended, moved by Annabelle and seconded by Rick. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	Info.  Decision
2.0 Approval of Minutes	<ul style="list-style-type: none"> <li>• From Minutes of November 5, 2015, the following corrections were requested               <ul style="list-style-type: none"> <li>○ Section 6.0 – Typo in Paul’s last name to be corrected to Zhao</li> <li>○ Attendees – Jennifer Lin should read Jennifer Lu</li> </ul> </li> <li>• Motion to adopt minutes of November 5, 2015 moved by Elmer and seconded by Rick. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	Info.  Decision

<p>3.0 Chair's Report (Paymon Sani)</p>	<ul style="list-style-type: none"> <li>• Update on the use of the Google Drive for the Monthly Executive Board updates. Please use this Google Shared drive to make it easier to provide monthly Executive Board updates</li> <li>• Volunteer Appreciation Dinner is set for Saturday, December 12, 2015</li> <li>• AMD Mathletics is scheduled for November 14, 2015</li> <li>• PEO Education Sub-Committee meeting is Friday, December 11, 2015</li> <li>• Willowdale-Thornhill Chapter ran their Mathletics on November 29<sup>th</sup> with the assistance of York Chapter. Event was very successful.</li> </ul>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
<p>4.0 Vice-Chair's Report (Gordon Ip)</p>	<ul style="list-style-type: none"> <li>• Update from Chapter Leader's Conference was provided <ul style="list-style-type: none"> <li>○ One of the breakout sessions was focused on attracting engineering students to pursue obtaining their P.Eng.</li> <li>○ Good segway to Gallant's proposal for an "University Engineering Student Assistance Program". Item to be discussed in Item 7.5 in today's meeting.</li> <li>○ Update on Chapter Success Stories from CLC</li> </ul> </li> </ul>	<p>Info</p>
<p>5.0 Financial Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> <li>• Annabelle presented the Chapter's Income vs. Expense, Profit vs. Loss and the bank balance to the Board</li> <li>• Outstanding Accounts Receivable \$1995 from Siemens for 680 News promotion of Transportation Symposium</li> <li>• Chapter received \$2500 from TD for the Engineering POTYA</li> <li>• ACTION ITEM: Please deposit all expenses cheques by end of year</li> <li>• Motion by Gordon, seconded by Rick, to accept the Financial Statements as presented. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	<p>Info</p> <p>Action</p> <p>Decision</p>
<p>6.0 Certificate Committee Report (Paul Zhao)</p>	<ul style="list-style-type: none"> <li>• Next Certificate Ceremony / AGM / POTYA is scheduled at the Hilton Suites Markham for February 27, 2016</li> <li>• Planning is currently in progress</li> <li>• Sarah Jin will run the elections for the Chapter AGM, as Dennis is planning on running for a position on the chapter</li> </ul>	<p>Info</p>
<p>7.0 Program Committee Report (Rick Vender)</p>	<ul style="list-style-type: none"> <li>• 6 presentations, 1 tour were run in November/December of 2015</li> <li>• For 2015, there were a total of 1380 signups for a total of 49 events</li> <li>• Currently, there are 17 events in planning for 2016 <ul style="list-style-type: none"> <li>○ 13 presentations across a variety of topics</li> <li>○ 3 tours (Wind Tunnel, Platinum LEED, Energy Center)</li> <li>○ 1-day seminar on "Emotional Intelligence for Managers"</li> </ul> </li> <li>• Attended career day at Langstaff Secondary School on November 24, 2015. This was a good career day event.</li> </ul>	<p>Info</p> <p>Info</p> <p>Info</p>



13.0 WIE Committee Report (Maricon Aquino)	<ul style="list-style-type: none"> <li>No Report</li> </ul>	Info
14.0 Other Business (ALL)	<ul style="list-style-type: none"> <li>PEO York Chapter / Chinese Canadian Council Joint Big Bike event is planned for July 18, 2016</li> <li>Rick showed a sample of the “PEO York Chapter Coffee Mug” token of appreciation for Program event presenters and volunteers</li> <li>Motion by Gordon, seconded by Paymon, for the chapter to purchase business casual shirts, with the PEO York Chapter logo, for Executive Board Members to represent the chapter at chapter events. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> <li>ACTION ITEM: Rick to investigate the pricing, and proceed with the purchase of, the Executive shirts if pricing is reasonable.</li> <li>Anton reviewed ACME Ontario’s plans for a Six Sigma Green Belt course planned for January 30, 2016. A discount of \$900 + tax will be available for professionals</li> </ul>	Info Info Decision Action Info
15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> <li>Motion by Paymon, seconded by Gordon, to adjourn the meeting. The meeting was adjourned at 8:40pm</li> <li>Next meeting will be held on <b>Thursday, January 14<sup>th</sup> at 6:30pm</b> at the <b>Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5</b></li> </ul>	Decision

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