



**York Chapter**

**Minutes of the Executive Meeting**

Held on Thursday, April 14, 2016 at Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5

Meeting Chaired by: Gordon Ip, P.Eng.  
Recorded by: Sarah Jin, P.Eng.

<p><b>Executives Present:</b> Gordon Ip, P.Eng. (Chair) Patrick Yeung, P.Eng. (Vice-Chair) Sarah Jin, P.Eng. (Secretary) Annabelle Lee, P.Eng. (Treasurer) Dennis Woo, P.Eng. (Past-Chair) Russ Couprie, P.Eng. (Certificate Director) Lui Tai, P.Eng. (Education Director) Rick Vender, P.Eng. (Program &amp; WIE Director) Elmer Ting, P.Eng. (Mentorship &amp; EIT Director) Fiona Leong, EIT (Awards &amp; Recognition Director) Daniel Liao, P.Eng. (GLP Director) Ed Fung, P.Eng. (Business Liaison Director)</p>	<p><b>Absent:</b> Paymon Sani, P.Eng. (Scholarship Director)</p>
<p><b>Committee &amp; Chapter Members Present:</b> Elnaz Golestani, EIT Simin Zhu Nicholas Lo, EIT Daniel Cho, EIT Prasanna Yogandthan, EIT Andrew Sandrasagia, P. Eng. Ahmad Jafari, P. Eng. Kambiz Mossadegh, EIT Peter Wu, EIT Wendy Wang Gallant Ng, EIT Paul Zhao, EIT Darren Verasammy, EIT Kam Leong, P. Eng.</p>	<p><b>Guests from other PEO Chapters</b> Anton Dubov, ASME</p>

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>Gordon called the meeting to order. Time: 7:00 pm.</li> <li>Round of introduction of attendees</li> <li>Motion to approve agenda was motioned by Ross 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>Reviewing Minutes from Feb. 2016. Time: 7:04 pm.</li> <li>Motion to adopt minutes was moved by Rick and seconded by Daniel. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	Info. Decision

<p>3.0 Chair's Report (Gordon Ip)</p>	<ul style="list-style-type: none"> <li>• In 2016-2017, new initiatives to understand university engineers from chapter prospective why registration rate as P.Eng. is low.</li> <li>• Administrative issues: <ul style="list-style-type: none"> <li>1) Rick Vendor: suggest communication committee to hire 2 new volunteers, under Annabelle leadership; Appreciated Andrew's help in the past; motioned by Rick Vender, second by Lui Tai</li> <li>2) email blast Quantities (1 million email addresses a year): beyond 1 million, every email cost PEO \$0.05; in last year, we sent approx. 117 events x 3 times; Gordon will find out from PEO exact cost and contract. Team discussed potential to reduce Qty. : consolidation, frequency, or combined two columns on one page</li> </ul> </li> <li>• East Central Regional Congress February 24, 2016 Updates <ul style="list-style-type: none"> <li>1) Allotment for 2016, Models used for allocation</li> <li>2) PEO Governing Council Elections Update</li> <li>3) Continuing Professional Development (CPD) Update</li> <li>4) Key Dates at PEO: <ul style="list-style-type: none"> <li>a) June 30, 2016: 2017 Chapter Business Plans due</li> <li>b) April 29-30, 2016: VLC, Order of Honour, AGM, Executive Training</li> <li>c) May 14, 2016: Education Conference</li> <li>d) October 21, 2016: Government Liaison Conference</li> <li>e) November 19, 2016: Chapter Leaders Conference, OPEA Awards</li> </ul> </li> </ul> </li> </ul>	<p>Info</p> <p>Note</p> <p>Decision</p>
<p>4.0 Vice-Chair's Report (Patrick Yeung)</p>	<ul style="list-style-type: none"> <li>• ETS wrap up (Dennis Woo): over 200 guests and attracted more sponsors for next year;</li> <li>• HSF Big Bike Ride date July 23<sup>rd</sup> Saturday – 4<sup>th</sup> anniversary: looking for 20-30 riders</li> <li>• TD Bank Proposal for chapter members: waive fee to set up business, bank account</li> </ul>	<p>Info</p>
<p>5.0 Financial Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> <li>• Received allotment from PEO \$50,700 in Feb and March</li> <li>• 2017 Financial Planning due to PEO HQ on June 30, 2016</li> <li>• Expense Reimbursement: <ul style="list-style-type: none"> <li>1) Timely submission of expense report = timely reimbursement</li> <li>2) Negotiate with vendors to have NET 30 payment term</li> </ul> </li> <li>• Feb. and March Bank Balance, Profit and Loss Report <ul style="list-style-type: none"> <li>- moved by Rick; second by Russ</li> </ul> </li> </ul>	<p>Info</p> <p>Note</p> <p>Decision</p>
<p>5.1 Communication Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> <li>• Looking for volunteers! spread the word of how awesome the Chapter is!</li> <li>• Roles and responsibilities: <ul style="list-style-type: none"> <li>1) email</li> <li>2) Website</li> <li>3) Social media (Twitter, LinkedIn)</li> <li>4) Eventbrite (event registration)</li> <li>5) Annual newsletter</li> </ul> </li> </ul>	<p>Info</p>
<p>6.0 Certificate Committee Report (Paul Zhao/ Russ Couprie )</p>	<ul style="list-style-type: none"> <li>• Paul: <ul style="list-style-type: none"> <li>1) Thank all volunteers! It was a team effort.</li> <li>2) 51 new license recipients and a total 226 guests attended Winter Certificate Presentation</li> </ul> </li> <li>• Russ: <ul style="list-style-type: none"> <li>next CPC is booked Sat. Sep. 24, Hilton hotel</li> </ul> </li> </ul>	<p>Info</p>

<p>7.0 Program Committee Report (Rick Vender)</p>	<ul style="list-style-type: none"> <li>• Six events in March, five presentations with a tour tomorrow afternoon. For April, four presentations and one tour.</li> <li>• 25 events scheduled so far until the summer break in July &amp; August. More tours than usual including: <ul style="list-style-type: none"> <li>• Bill Fisch Forest Stewardship &amp; Education Centre - Stouffville</li> <li>• (Zero Net Energy Use)</li> <li>• Prodomax - Barrie (Robotic Systems)</li> <li>• York Durham Energy Centre - Courtice (Garbage to Energy)</li> <li>• Napoleon HVAC Plants - Barrie (Only Manufacturer in Canada) and a couple of more in the works!</li> </ul> </li> <li>• Working on marketing efforts for the one day <i>Emotional Intelligence Strategies for Effective Leadership</i> being held at the MCC Showcase Room on May 6.</li> <li>• Have sold 23 spots so far and hoping for 60. April 13 update, have sold 70 spots, <b>now sold out</b>.</li> </ul>	<p>Info</p>
<p>7.1 Women In Engineering (Rick Vender)</p>	<ul style="list-style-type: none"> <li>• Maricon reports that two informational webinars scheduled for April 18 &amp; 20 for OSPE Pilot Mentorship Program for Women. Protégée registration continues to grow steadily. Our chapter eblasts are helping.</li> <li>• Maricon connected with Donna Poon, EIT from newly established WIE at Lambton Chapter to share ideas and give them advice. Potentially collaborate on events.</li> <li>• One WIE event scheduled for June 15 .</li> <li>• Looking for new WIE lead.</li> </ul>	<p>Info</p>
<p>8.0 Awards &amp; Recognition Committee Report (Fiona Leong)</p>	<ul style="list-style-type: none"> <li>• Top prizes for all 3 categories handed out for POTYA (\$600 or equivalent in a CPC table)</li> <li>• Working on paying out remaining incentives of \$100 gift cards to qualifying referrals (1 of 9 paid)</li> <li>• Gordon ask Directors to submit committee volunteers name to Sarah Jin (Secretary), with name and email, P.Eng. or EIT</li> </ul>	<p>Info</p>
<p>9.0 Education Committee Report (Lui Tai)</p>	<ul style="list-style-type: none"> <li>• Lui reported Designed challenge, 14 teams to design and build helicopter rotors</li> <li>• Education committee had over 22 volunteers despite the snowstorm on that day</li> <li>• Paymon: 1000 from PEO; 1500 from chapter; chapter will raise 2000 ; his goal is to increase 1 number per year</li> <li>• Mathamatic: booked venue, start early for next year</li> </ul>	<p>Info</p>
<p>Scholarship Committee Report (Lui Tai on behalf of Paymon Sani)</p>	<p>- 2016 Applications will be available online by Friday May 13  - Student submission deadline is Friday June 10  - The proposed breakdown for the scholarship funds is as follows:  - \$1000 from PEO HQ  - \$1500 from McClelland Financial Group  - \$2000 from the revenue generated by Education and Program activities</p> <p>We aim to add \$1500 in new sponsorship for scholarships per year for the next 3 years.</p>	<p>Info</p>
<p>10.0 GLP Committee Report (Daniel Liao)</p>	<ul style="list-style-type: none"> <li>• Daniel reported Moridi fundraiser caused us \$3k of \$9,975 max contribution limit towards liberals of all of PEO; Annabelle to find out if \$3k were cashed; if not, PEO wish to withdraw from Moridi</li> <li>• Potentially no more liberal fundraisers the rest of 2016</li> <li>• Take a MPP to work day is coming: arrange to take photo; looking for business for MPP to go to work</li> <li>• Repercussion: less at our disposal to build relationships</li> <li>• Next event PC: Downtown, April 19</li> </ul>	<p>Info</p>

<p>11.0 Mentorship / EIT Committee Report (Elmer Ting)</p>	<ul style="list-style-type: none"> <li>• Elmer showed Committee events appreciation dinner on April 7. Match a P.ENG. to EIT, guiding how to apply for P.ENG.; each round 4-6 months; Chapter has 15 pairs; recruiting next round</li> <li>• Upcoming events: <ol style="list-style-type: none"> <li>1) EIT vs Engineers (May) escape room challenge</li> <li>2) Resume Boot Camp (June)</li> <li>3) Accelerated Mentoring (Oct)</li> <li>4) E2E Networking (Nov)</li> <li>5) Mock PPE (late July)?</li> <li>6) EIT Seminar (Sept)?</li> </ol> </li> </ul>	<p>Info</p>
<p>12.0 Other Business (ALL)</p>	<ul style="list-style-type: none"> <li>• Golf tournament on Aug. 6<sup>th</sup> (Kam Leong initiative)</li> <li>• Heart and Stroke fund raising gala date April 23<sup>rd</sup> (\$200 for event, get \$100 tax deductible)</li> <li>• ASME career events Thursday May 12 10am-4pm at U of T, offer chapter a table and booth, meet new graduated students; looking for 2 volunteers, lunch included; co-event with chapter</li> </ul>	<p>Info</p>
<p>13.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> <li>• Motion by Rick, seconded by Petrick, to adjourn the meeting. Time: 8:52 pm.</li> <li>• Next meeting will be held on <b>Thursday, May 12<sup>th</sup> at 6:30pm</b> at the <b>Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5</b></li> </ul>	<p>Decision</p> <p>Info</p>

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