



**York Chapter**

**Minutes of the Executive Meeting**

Held on Thursday, May 12, 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.

<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) Rick Vender, P.Eng. (Program & WIE Director) Elmer Ting, P.Eng. (Mentorship & EIT Director) Fiona Leong, EIT (Awards & Recognition Director) Daniel Liao, P.Eng. (GLP Director) Paymon Sani, P.Eng. (Scholarship Director)	<b>Absent:</b> Ed Fung, P.Eng. (Business Liaison Director) Lui Tai, P.Eng. (Education Director) Russ Couprie, P.Eng. (Certificate Director)
<b>Committee &amp; Chapter Members Present:</b> Gallant Ng, EIT Nicholas Lo, EIT Darren Verasammy, EIT Margan Ninbakhshi, EIT Kambiz Mossadegh, EIT Peter Wu, EIT Syed Hussain, EIT Prasanna Yogandthan, EIT Cathy Zheng, P.Eng.	<b>Guests from other PEO Chapters</b>

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>Gordon called the meeting to order. Time: 7:02 pm.</li> <li>Round of introduction of attendees</li> <li>Motion to approve agenda was motioned by Patrick 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: 7:10 pm.</li> <li>Motion to adopt minutes was moved by Annabelle and seconded by Elmer. 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>• Volunteer leadership conference update <ul style="list-style-type: none"> <li>- Succession Planning in PEO chapters</li> <li>- Term limits for council, committees, chapters (in discussion, to set term limits, to avoid "recycle" councils)</li> <li>- ERC interviews in local chapters (examples, look for experts from local chapters to interview candidate in related fields)</li> <li>- LAP Extension</li> <li>- Structured Internship Programs</li> </ul> </li> <li>• PEO AGM – Change in Council (George Comrie is new PEO president; East Central Region Councilors: Noubar Takessian, &amp; Changiz Sadr)</li> <li>• Engineers In Classroom – Grass Roots Efforts</li> </ul> <p>PEO is looking success story from York chapter, how to reach out local education school board to allow EIC in schools. Paymon will meet Erica Lee-garcia on Sat. 14 to share our experiences</p> <ul style="list-style-type: none"> <li>• Golf Tournament <ol style="list-style-type: none"> <li>1) Gordon Ip: the purpose of the event was to raise funding for chapter; he signed the contract and venue was booked;</li> <li>2) Paymon: member feedback from last years, the price is too high</li> </ol> </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>• Discussion with TD Bank Cliff Zhai re Sponsorship (with Ed Fung)</li> <li>• Communication Director tasks and volunteer names</li> <li>• April 29<sup>th</sup> PEO Volunteer Leadership Conference (most chapter doesn't have enough volunteers for succession planning; York chapter is being looked at as role model for today's success)</li> <li>• Order of Honor Gala (Dennis Woo received)</li> <li>• PEO AGM Meeting</li> <li>• Chapter Assets Discussion <ul style="list-style-type: none"> <li>Solution: Sarah will keep record who is the last owner; a read-only file will be on Google Drive; person who check out an item, must report to Sarah and Sarah will update the record)</li> </ul> </li> <li>• Executive Business Cards and Name Tags are ordered and delivered</li> </ul>	<p>Info</p>
<p>5.0 Financial Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> <li>• 2017 Financial Planning due to PEO HQ on June 30, 2016</li> <li>• Please submit your 2017 planning to Annabelle by May 31</li> <li>• The treasurer will issue invoices <ul style="list-style-type: none"> <li>Description</li> <li>Due date</li> <li>Address</li> <li>Price</li> </ul> </li> <li>• Jan. to April Bank Balance, Profit and Loss Report <ul style="list-style-type: none"> <li>- Moved by Paymon; second by Rick. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</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>• Tried Weekly newsletter <ul style="list-style-type: none"> <li>- Less members open the email</li> <li>- Individual event email = 24% members open email</li> <li>- Weekly newsletter email = 18% members open email</li> <li>- 300 less members open the newsletter</li> </ul> </li> <li>• Motion to go back to old format, moved Elmer, second by Rick. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	<p>Info</p> <p>Decision</p>
<p>6.0 Certificate Committee Report (Paymon on behalf of Russ Couprie )</p>	<ul style="list-style-type: none"> <li>• Fall ceremony scheduled for: Sat Sept 24 Venue: Hilton Toronto / Markham Suites @ 8500 Warden Ave \$78 - \$83 per plate depending on food selections</li> <li>• Judge Nancy Siew performed Citizenship Reaffirmation Ceremony at spring CPC Rick: Will invite key note speaker</li> </ul>	<p>Info</p>

7.0 Program Committee Report (Rick Vender)	<ul style="list-style-type: none"> <li>• <b>Emotional Intelligence Strategies for Effective Leadership</b> was well received and reviewed by chapter members, members from other chapters and some OACETT members as well. We had a sellout crowd of 70 attendees and were financially successful as well.</li> <li>• Have an additional seven events scheduled from now to the end of June after which time there will be a two month summer break.</li> <li>• Currently working on filling the Fall schedule.</li> </ul>	Info
7.1 Women In Engineering (Rick Vender)	<ul style="list-style-type: none"> <li>• Cathy (Linyi) Zheng, P.Eng. has become WIE Lead</li> <li>• Have been organizing the first WIE event this year. Have and will approach other PEO Chapters as well as other Engineering Societies to promote the event so as to fill the Showcase Room at the MCC. The June 14 event is called, "<b>Overcoming Gender Issues to Empower Your Engineering Career</b>". Hope to have 80 to 100 attendees.</li> </ul>	Info
8.0 Awards & Recognition Committee Report (Fiona Leong)	<ul style="list-style-type: none"> <li>• Working on paying out remaining incentives of \$100 gift cards to qualifying referrals (1 of 9 paid)</li> <li>• to prepare material during Summer for next year "project of the year"</li> <li>• Some guests suggest CPC, to issue P.Eng. certificate first, then issue "project of the year", good for those families with small children</li> </ul>	Info
9.0 Education Committee Report (Paymon on behalf of Lui Tai)	<ul style="list-style-type: none"> <li>• Successful Design Challenge held March 23</li> <li>• Submitted and selected as a finalist in "Chapter Success Story" by PEO</li> <li>• Created Focus Group for next event: Athletics</li> <li>• Education Conference on May 13/14. Dr. Phil Sullivan will represent the Chapter at the event</li> </ul>	Info
10.0 Scholarship Committee Report (Paymon Sani)	<ul style="list-style-type: none"> <li>• Scholarship form has been updated with comments from Education team members</li> <li>• Application form is setup using the online Google forms this year.</li> <li>• New sponsors are welcome, please share new contacts if you know of organizations that are interested to support our Engineering students, thank you</li> </ul>	Info
11.0 GLP Committee Report (Daniel Liao)	<ul style="list-style-type: none"> <li>• Conservative party fund raiser on Downtown, April 29. PC MPP events are different than liberal, almost all PC MPP will show up with less price; this event was made to the front page of PEO GLP Newsletter</li> <li>• Minister of labor Kevin Flynn &amp; PEO Registrar Gerard McDonald at Sheridan College Safety</li> </ul>	Info
12.0 Business Liaison committee Report (Dennis Woo on behalf of Ed Fung)	<p>PEO YORK CHAPTER YOUTH EXPLORING OPPORTUNITIES PROGRAM (YEOP)</p> <ul style="list-style-type: none"> <li>• Purpose: To "Help Grade 11 student (age 16 or above) to accumulate work experience through a focus on a professional career with a paid or unpaid internship opportunity."</li> <li>• Feedback: <ul style="list-style-type: none"> <li>- A lot of employers have expressed concerns about Legal Liability when hiring unpaid interns.</li> <li>- With a short duration of employment (usually 4 weeks), most employers do not see the value of paying and hiring youth interns.</li> </ul> </li> <li>• Call to Action: <ul style="list-style-type: none"> <li>- Dennis woo to meet up with KPMG's HR Department to investigate.</li> <li>- Nicolas Lo to collect information from various employers at Engineering Career Fair 2016 on May 12. Students doesn't bring useable skills: reporting and run program</li> <li>- Other PEO York Executives to discuss this initiative with respective employers to seek interests in supporting the program.</li> </ul> </li> </ul>	

13.0 Mentorship / EIT Committee Report (Elmer Ting)	<ol style="list-style-type: none"> <li>1) Elmer showed EIT vs Engineers (May 5) escape room challenge</li> <li>2) Resume Boot Camp (June 11) <ul style="list-style-type: none"> <li>• learn how to write an effective resume from engineering recruiters</li> <li>• get direct feedback on your resume in 1:1 review sessions</li> </ul> </li> </ol>	Info
14.0 Other Business (ALL)	<ul style="list-style-type: none"> <li>• ASME career events Thursday May 12 10am-4pm at U of T, no one from chapter has signed up to man the booth, due to it was a weekday.</li> </ul>	Info
15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> <li>• Motion by Rick, seconded by Elmer, to adjourn the meeting. Time: 8:42 pm.</li> <li>• Next meeting will be held on <b>Thursday, June 9 at 6:30pm</b> at the <b>Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5</b></li> </ul>	Decision  Info

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