



York Chapter

Minutes of the Executive Meeting

Held on Thursday, Sep 8, 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.

Executives Present: Gordon Ip, P.Eng. (Chair) Patrick Yeung, P.Eng. (Vice-Chair) Sarah Jin, P.Eng. (Secretary) Dennis Woo, P.Eng. (Past-Chair) Ed Fung, P.Eng. (Business Liaison Director) Daniel Liao, P.Eng. (GLP Director) Elmer Ting, P.Eng. (Mentorship & EIT Director) Lui Tai, P.Eng. (Education Director) Russ Couprie, P.Eng. (Certificate Director) Fiona Leong, EIT (Awards & Recognition Director) Paymon Sani, P.Eng. (Scholarship Director)	Absent: Annabelle Lee, P.Eng. (Treasurer) Rick Vender, P.Eng. (Program & WIE Director)
Committee & Chapter Members Present: Andrew Chung, EIT Ahmad Jafari, P.Eng. Kenneth Koo, P. Eng. Kam Leong, P. Eng. Nicholas Lo, P. Eng. Kambiz Mosaddegh, EIT Gallant Ng, P. Eng. Morgan Nikbakhsh, EIT Terence Tsang, P. Eng. Darren Verasammy, P. Eng. Matthew Xie, P. Eng.	Guests from other PEO Chapters Franz Newland, P. Eng., York University

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> Gordon called the meeting to order. Time: 7:05 pm. Round of introduction of attendees Motion to approve agenda was motioned by Russ and seconded by Elmer. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision
2.0 Approval of Minutes	<ul style="list-style-type: none"> Reviewing Minutes from May 12. Time: 7:10 pm. Motion to adopt minutes was moved by Lui and seconded by Elmer. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision

<p>3.0 Chair's Report (Gordon Ip)</p>	<ul style="list-style-type: none"> • Chapter Issue – Discussion & Action Items <ul style="list-style-type: none"> - East Central Councilor comment on York chapter late for activity report - Action: Chair and Vice Chair should have full access to Eventbrite to get list of events (Gordon, Patrick & Annabelle) • RCC Special Funding <ul style="list-style-type: none"> - \$12,000 Chapter Special Projects remaining for rest of 2016 - \$6,500 Education Committee for rest of 2016 - \$234/riding • GLP Policy Clarifications Letter • Chapter Leaders Conference – November 19th • PEO Special Dates (Next Slide) 	<p>Info</p> <p>Note</p>
<p>4.0 Vice-Chair's Report (Patrick Yeung)</p>	<ul style="list-style-type: none"> • TD Bank Sponsorship status- TD (at Kennedy Road and 7) replied saying that they are unable to support York Chapter in 2016. • They shall put in a budget this October, trying for 2017 fiscal year. • Heart and Stroke Bike 	<p>Info</p>
<p>5.0 Financial Report (Gordon on behalf of Annabelle Lee)</p>	<ul style="list-style-type: none"> • Review of estimated expenses until the end of the year Includes modification to budget made from last meeting, the Chapter should end the year in good terms • The elimination of mailing out the newsletter reduces cost significantly • balance sheet, P&L and Budgets vs. Actual, <p>Motion to approve Balance Sheet and P&L was motioned by Paymon and seconded by Patrick. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</p>	<p>Info</p> <p>Note</p> <p>Decision</p>
<p>5.1 Communication Report (Gordon on behalf of Annabelle Lee)</p>	<ul style="list-style-type: none"> • Annual Newsletter • Each committee, please submit a few paragraph and pictures highlighting various events this year DUE: Oct 13, 2016 • Seeking volunteers to help proofread and for general feedback • PEOYORK.COM email will disappear, contact Annabelle to help restore from server provider 	<p>Info</p> <p>Decision</p>
<p>6.0 Certificate Committee Report (Russ Couprie)</p>	<p>Fall ceremony scheduled for Sat, Sept 24</p> <ul style="list-style-type: none"> - Venue: Hilton Toronto / Markham Suites @ 8500 Warden Ave - 65 Certificate recipients invited - Confirmed attendees: 34 certificate recipients (6 unavailable, 3 undecided, 22 no response) 3 Scholarship recipients 85 total guests ... and counting ~110 guests required to meet the venue's minimum revenue threshold per the contract 	<p>Info</p>
<p>7.0 Program Committee Report</p>	<ul style="list-style-type: none"> • Very busy; No Report 	<p>Info</p>
<p>7.1 Women In Engineering</p>	<p>No report</p>	<p>Info.</p>
<p>8.0 Awards & Recognition Committee Report (Fiona Leong)</p>	<ul style="list-style-type: none"> • Preparing Engineering Project of the year • Matthew Xie approached Huawei and other business to submit applications 	<p>Info</p>

<p>9.0 Education Committee Report (Lui Tai)</p>	<ul style="list-style-type: none"> • Held celebration dinner for committee volunteers (typical before summer, as a team building event) • Most committee members had summer break • Focus Group worked on next Event “Mathletics” • Reviewed and modified questions based on feedbacks we received from past years. • Preparation to get into full swing after our committee meeting next week • Matthew Xie: call for volunteers (advisors) for York University 4th year student projects. Professor Franz Newland introduced the program, Matthew expect email blast on Sep. 9 	<p>Info</p>
<p>10.0 Scholarship Committee Report (Paymon Sani)</p>	<ul style="list-style-type: none"> • Received 48 applications from bright students at York Region • Selected top 3 candidates, thank you team a) Jane Illarionova: Vaughan Secondary School, Track 1 at UofT b) Claire Del Fatti: Father Bressani CHS, Chemical Engineering at UofT c) Jonathan Chung: Unionville High School, Mechatronics at UofW) • Candidates and their friends and family are attending the Fall CPC event • Currently looking for new sponsors for 2017 	<p>Info</p>
<p>11.0 GLP Committee Report (Daniel Liao)</p>	<ul style="list-style-type: none"> • Thornhill MPP Participates in successful “TAKE YOUR MPP TO WORK DAY” Event 	<p>Info</p>
<p>12.0 Business Liaison committee Report (Ed Fung)</p>	<ul style="list-style-type: none"> • Explaining the intention of setting up “Business Liaison committee Report” • Concerning high rate of teen suicide, establish “PEO YORK CHAPTER YOUTH EXPLORING OPPORTUNITIES PILOT PROGRAM (YEOPP)” <ol style="list-style-type: none"> 1) Help Grade 11/12 student (age 16 or above) to accumulate work experience through a focus on a professional career with a paid or unpaid internship opportunity 2) Background: <ol style="list-style-type: none"> a) A lot of corporate of Government employers have expressed concerns about Legal Liability when hiring uppaid interns b) With a short duration of employment (usually 4 weeks), most employers do not see the value of paying and hiring youth interns 3) Recommendations: <ol style="list-style-type: none"> a) PEO York chapter to subsidize the internship for up to \$500 per student; b) Start with Tier 2 employers to get the program off the ground; c) Planning for summer of 2017 d) Identify qualified Youths (max. 3) form PEO York Chapter members e) PEO York Executives to discuss this initiative with respective employers to seek interest in supporting the program <p>Motion to move this program and apply special funding from PEO HQ, motioned by Ed Fung and seconded by Russ. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</p> 	<p>Info Decision</p>
<p>13.0 Mentorship / EIT Committee Report (Elmer Ting)</p>	<ul style="list-style-type: none"> • Resume Boot Camp (June 11), <ol style="list-style-type: none"> a) learn how to write an effective resume from engineering recruiters b) get direct feedback on your resume in 1:1 review sessions • Licensure Assistance Program Orientation (June 21) <ol style="list-style-type: none"> a) 22 pairs of Guides and EITs matched b) Training, Networking and Orientation Session • EIT vs. engineer (Archery Tag, August 11) • Accelerated Mentoring (Sat. Oct. 15) <ol style="list-style-type: none"> a) Speed Mentoring b) Networking Lunch c) Career Seminar 	<p>Info</p>

14.0 Other Business (ALL)	<ul style="list-style-type: none"> • Call for volunteers • MCC will be vacant after Nov. 2016; we are looking for new venu 	Info
15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> • Motion by Patrick, seconded by Russ, to adjourn the meeting. Time: 9:10 pm. • Next meeting will be held on Thursday, Oct. 13 at 6:30pm at the Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5 	Decision Info

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