



York Chapter

Minutes of the Executive Meeting

Held on Thursday, December 14, 2017 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Gordon Ip P.Eng.

Recorded by: Ed Fung, P.Eng.

Executives Present:	Absent:
Lui Tai, P.Eng. (Vice Chair) Tolulope Falade, P.Eng. (Communication Director) Elmer Ting, P.Eng. (Mentorship & EIT Director) Ed Fung, P.Eng. (Business Liaison Director) Gordon Ip, P.Eng. (Chair) Paymon Sani, P.Eng. (Past Chair) Annabelle Lee, P.Eng. (Treasurer) Gallant Ng, EIT (Certificate Director) Rick Vender, P.Eng. (Program Director) Hannah Ehtemam, EIT (WIE Director) Daniel Cho, EIT (Education Director)	Kam Leong, P.Eng. (Secretary) Daniel Liao, P.Eng. (GLP Director) Fiona Leong, EIT (Awards & Recognition Director)
Committee & Chapter Members Present:	Guests from other PEO Chapters
Peter Cushman, P.Eng Jennifer Lu, EIT Kim Keoponnreay, EIT Aarik Subsamanyam, EIT David Sanz, P.Eng Bernard Woo, P.Eng. Oliver Xiao, EIT AKM Saiduz Zaman, P.Eng Ayoub Amouch, EIT Pumitru LiuBezni, EIT Mark Gaetano, P.Eng Hamid Hemati, P,Eng Solomon Ko, P.Eng Eugen Dobu, P.Eng	

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● GORDON IP called the meeting to order. Time: 7:00pm. ● Round of introduction of attendees ● Motion to approve agenda was motioned by LUI TAI and seconded by DANIEL CHO. 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 November 9 Time: 7:15 pm. ● Motion to adopt minutes with corrections (advised not to include FINANCIAL information in minutes going forward) was moved by Tolulope Falade and seconded by ANNABELLE LEE. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	Info. Decision
3.0 Chair's Report (Gordon Ip)	<ul style="list-style-type: none"> ● PEO 2018-2020 Strategic Plan Brief Overview Discussion: How can chapters help? ● Chapter Executive Elections for 2018-2019 Nomination Committee (Chaired by Matthew Xie) Call for Candidates ● Year End Activities Year End Bank Balance Submission Activity Report Expenses 	Info

<p>4.0 Vice-Chair's Report (Lui Tai)</p>	<ul style="list-style-type: none">● 2018 Engineering Symposium Planning to make a deposit to secure the venue at the Paramount Conference Centre on April 26, 2018. Calling for volunteers to help out. ● Engineers Canada Award Nominations for the awards are open from November to January each year.	<p>Info</p>
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<p>5.0 Financial Report (Annabelle Lee)</p>	<ul style="list-style-type: none"> ● Annabelle presented the financial report. Reminded executives to submit expense reports and deposit cheques before December 31st. ● Advised not to include financial info in minutes. ● Approval of Financial report, Motion by RICK VENDER, seconded by PAYMON SANI. All in favor 	<p>Info</p>
<p>5.1 Communication Report (Tolulope Falade)</p>	<ul style="list-style-type: none"> ● Annual Newsletter 2017 Annual Newsletter - sent out last week . See stats below 	<p>Info</p>

	<table border="1"> <thead> <tr> <th>Metric</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Sent</td> <td>6,624</td> <td>6,972</td> </tr> <tr> <td>Delivered</td> <td>6,577 (99.3%)</td> <td>6,945 (99.6%)</td> </tr> <tr> <td>Bounced</td> <td>47 (.71%)</td> <td>27 (0.39%)</td> </tr> <tr> <td>Opened</td> <td>1809 (27.3%)</td> <td>2,427 (34.8%)</td> </tr> <tr> <td>Clicked</td> <td>138 (2.1%)</td> <td>50(0.27%)</td> </tr> </tbody> </table>	Metric	2016	2017	Sent	6,624	6,972	Delivered	6,577 (99.3%)	6,945 (99.6%)	Bounced	47 (.71%)	27 (0.39%)	Opened	1809 (27.3%)	2,427 (34.8%)	Clicked	138 (2.1%)	50(0.27%)	
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6.0 Certificate Committee Report (Gallant Ng)	<ul style="list-style-type: none"> ● Approved to confirm the reservation for CPC/AGM on February 24th at the Hilton Markham. ● As of today, 44 new P.Eng will be invited to receive their certificates at this event. 	Decision																		
7.0 Program Committee Report (Rick Vender)	<ul style="list-style-type: none"> ● Completed four events since last meeting. <ul style="list-style-type: none"> ○ Advances in Battery Electric Power for Mining Machinery Propulsion ○ Delay & Impact Claims – Extras & Scope Change ○ Environmental Records of Site Condition ○ Elliot Lake’s Algo Mall Collapse ● Upcoming Joint Program/EIT Event <ul style="list-style-type: none"> ○ Proactive Approach to Job Hunting (Presented by Rick) ● Jennifer Lu organizing events in January & February 	Info																		
7.1 Women In Engineering (Hannah Ehtemam)	<ul style="list-style-type: none"> ● Expressed concerns regarding limited funding of WIE events. ● OSPE supports Engineers Canada's goal of raising the percentage of newly licensed engineers that are women to 30% by the year 2030. 	Info.																		

<p>8.0 Awards & Recognition Committee Report (Fiona Leong)</p>	<ul style="list-style-type: none"> ● Absent but email report below <ul style="list-style-type: none"> ○ Need assistance with soliciting applications. Currently low on applications, similar to previous years. ○ Softcopy of brochure available for distribution if needed. 	<p>Info</p>
<p>9.0 Education Committee Report (Daniel Cho)</p>	<ul style="list-style-type: none"> ● Design Challenge <ul style="list-style-type: none"> ○ Date: Thursday March 22nd 2018 from 15:00 - 22:00 ○ Location: Sir William Mulock SS, Newmarket ○ Volunteers welcome ● Next Monthly Committee Meeting <ul style="list-style-type: none"> ○ January 8th, 2018 ● Daniel will consider advertising education committee meeting date on EventBrite. 	<p>Info</p>
<p>10.0 GLP Committee Report (Daniel Liao)</p>	<ul style="list-style-type: none"> ● Absent – no report 	

<p>11.0 Business Liaison committee (Ed Fung)</p>	<ul style="list-style-type: none"> ● Ed reported a list of potential attendees at our upcoming Engineering symposium <ul style="list-style-type: none"> ○ Environment Technology Symposium - ○ Companies shown interest ○ Toromont CAT ○ Windfall Ecology Centre ○ Mowat Centre ○ ONEIA (Ontario Environment Industry Association) ○ Toronto Inspection Ltd ○ Ministry of Environment and Climate Change ○ City of Vaughan 	<p>info</p>
<p>13.0 Mentorship / EIT Committee Report (Elmer Ting)</p>	<ul style="list-style-type: none"> ● EIT vs Engineers Badminton : December 17, 2017 ● Proactive Approach to Job Hunting <ul style="list-style-type: none"> ○ Jan 6, 2018 ○ https://peoyork2018proactivejobhunt.eventbrite.com ● Discuss a number of key strategies that will help make you successful which include: <ul style="list-style-type: none"> ○ Marketing Yourself ○ Networking ○ LinkedIn ○ Resume and Cover letter preparation ○ Personal preparation and interviewing techniques 	<p>Info</p>
<p>14.0 Other Business (ALL)</p>	<p>– No other business</p>	
<p>15.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> ● Meeting adjourned by GORDON IP Time: 8:40 pm. ● Next meeting will be held on Wednesday, January 10 at 6:30pm (meeting place Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	<p>Decision Info</p>

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