

Minutes of the Annual General Meeting – February 24th, 2018

The Annual General Meeting of the York Chapter of the Professional Engineers of Ontario was held on February 24, 2018 at Hilton Toronto/Markham Suites Conference Centre & SPA, Markham, Ontario, chaired by Gordon Ip, P.Eng., FEC, Chapter Chair.

1.0 Call to Order

With 13 York Chapter executive board members for 2017-2018 being present, and 53 members of York Chapter in attendance, Gordon Ip, P.Eng., FEC, Chapter Chair, called the meeting to order at 4:30PM.

2.0 Appointment of Minute Taker

Fiona Leong, EIT, Awards & Recognition Director, was appointed by the Chair to be the minute taker.

3.0 Approval of Agenda

Motion to approve AGM agenda for February 24th, 2018 as presented, moved by Thomas Chong, P.Eng., seconded by Simon Hum, P.Eng. Motion approved by majority of members in attendance with no opposed.

4.0 Chair 2017-2018 Report (Gordon Ip, P.Eng.)

4:38 pm

The chair of the chapter began his remarks by thanking volunteers for their help in organizing events throughout the past year and members for their interest and participation in Chapter activities.

The chair reviewed the key CASL (Canada's Anti-Spam Legislation) issue and presented PEO's position and interpretation of the legislation. In summary, PEO has advised Chapters that commercial emails cannot be sent out to its membership without explicit consent of the member. The definition of *commercial emails* indicates that events or communications that has an attendance fee or requires payment for any activities/service cannot be sent.

Opened up the floor for committee executives to review their past year:

4.1 Committee Reports

4:41 pm

Certificate Committee – Gallant Ng, EIT

- Described the role of Certificate Director. Responsibilities include organizing 2 licensing ceremonies and the Chapter's Annual General Meeting
- Fall Certificate Presentation Ceremony had 45 license recipients with a total combined guest of 150
- This evening's winter certificate presentation ceremony has 35 license recipients



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Communications Committee – Toluope Falade, EIT

- Described the role of the communications committee. Responsibilities include maintenance of the website and distribution of emails to York Chapter members regarding events organized by all committees of the Chapter.
- Additional challenges this year included adapting the Chapter's communication model to fit in with the restrictions of CASL

WIE Committee – Hannah Ehtemam, P.Eng.

- This year, the WIE committee shifted its focus to the research of what prevents women from choosing engineering as a profession and to analyze why graduates choose not to work in the engineering field
- The committee worked with other female supporting organizations and took the lessons learned to work with a local highschool to encourage females to choose STEM fields.
- The WIE committee also collaborated with other organizations to encourage engineers to choose work in the engineering field.

Awards & Recognition Committee – Fiona Leong, EIT

- Described the role of the Awards & Recognition committee. Its aim is to recognize engineers who have made significant contributions to the engineering committee through it's volunteer recognition system and to recognize engineering advances and the work of engineers through their corporations with the Engineering Project of the Year Award
- Described the projects and winners of this evenings awards ceremony to give the audience an example of the projects and individuals who receive recognition. Also encouraged members of the audience to participate and nominate for next year.

Vice Chair Report – Lui Tai, P.Eng.

- As a leadership figure for the Chapter, the Vice chair was involved in organizing activities for York Chapter members, and also participated in multiple events throughout the year. Some events included Education committee's design challenge, the Capstone project with York University, GLP activities, etc.
- To promote York Chapter and to increase engineering presence in the community, the Vice took part in the organizing of the Engineering Symposium which has a Clean Technology theme. The aim of this symposium is to discuss smart cities, use the influence of the business community and community leaders to propel York chapter and the surrounding area to be come the next great smart city.
- Symposium is currently scheduled to take place in October and the website will be available soon.

Education Committee – Daniel Cho, EIT

- The education committee organized 3 programs this past year:
 - 1) Design Challenge
 - 2) Scholarship Program for grade 12 students
 - Collected 48 applications and provided \$4000 worth of total scholarships
 - 3) Athletics
 - The program was changed this year to include grade 7 & 8 students and grade 9 & 10

students. The program was moved to the highschool grades as it is more appropriate for these students who need to choose/decide on their post-secondary education. It also provides an introduction to engineering.

Mentorship and EIT Committee – Elmer Ting, P.Eng.

- Described the mentorship aspect and EIT aspect of the committee
- Popular events of this committee were held again this year.
 - 1) Licensure Assistance Program
This program matches EITs and engineers with the goal of helping the EITs get to licensure. The program matched 40 pairs this year.
 - 2) Held E2E Networking Session
There were 80+ attendees this year. Speakers provided tips on how to network and there was also a hands-on practice session.
 - 3) Experience Record Boot-Camp (in conjunction with PEO headquarters)
 - 4) Proactive Job Search Seminar (in conjunction with the Program Committee)
Aim of this seminar was to help early engineers with their job search.

Business Liaison Committee - Ed Fung, P.Eng.

- Described the role of the Business Liaison committee. Responsibilities include promotion York Chapter to local businesses and building engineering presence and influence in the community. It provides a direct connection with industry leaders to gain support for engineering events, including the upcoming Engineering Symposium mentioned by Lui earlier.

Program Committee – Rick Vender, P.Eng.

- Described the role of the Program Committee. Responsibilities include running events which provide meaningful knowledges and experience for engineers in their careers and in their personal lives.
- A total of 22 events were run this year.
- Note that this past year will be his last year on the York Chapter board.

Secretary – Kam Leong, P.Eng., FEC

- Described the role and responsibility of the chapter secretary as the minute taker and the booker keeper of all attendance at Chapter meetings.
- Encouraged the York Chapter members in the audience to attend the chapter meetings to discuss important initiatives that they would like to see their Chapter do.

Government Liaison Program (GLP) Committee – Daniel Liao, P.Eng.

- York Chapter gained recognition from MPP Gila Martow in the past year.
- The chapter as also mentioned by Minister Michael Chan (MPP within the York Chapter boundary) at his events.
- Daniel has been the GLP director for the past 3 years and from this point onwards, he will be passing over the torch to the new director who will face new and exciting challenges with the current year being an election year.



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Past Chair Report – Paymon Sani, P.Eng.

- This will be Paymon’s last year on the board. He thanked the executives for their support throughout the year.
- Will continue serving in the chapter under the Education committee

Chair’s report closed.

4:59 pm

5.0 Approval of the Annual General Meeting Minutes of February 11, 2017

5:00 pm

Motion to approve the AGM minutes of February 11, 2017 as submitted, moved by Thomas Chong, P.Eng., seconded by Simon Hum, P.Eng. Motion approved by majority of members in attendance with no opposed.

6.0 Treasurer 2017-2018 Report (Annabelle Lee, P.Eng – Voice recording)

5:01 pm

Gordon Ip, P.Eng., FEC., presented the auditor recording by Annabelle Lee, P.Eng., Chapter Treasurer for the treasurer report.

The report went over the increased cost for the certificate presentation ceremony run by the chapter. It also included the expenses and income of the other committees. An important item to highlight was the impact of the CASL on York Chapter’s ability to draw attendance to its events and how it affected the Chapter’s budgeting due to the restricting of not advertising events with a fee to attend.

The financial statements were audited by one of the York Chapter members, Simon Hum, P.Eng., and submitted to PEO.

Questions

- 1) Sarah Jin, P.Eng., FEC, questioned the cost of outsourced events in the financial report. Gordon Ip, P.Eng., FEC replied: The amount shown for outsourced events is due to the costs for running the website (which is hosted by a third party) and the email server being lumped into the category. Other activities from the Chapter were not outsourced to our knowledge.

Motion to approve the 2017-2018 audited financial statements agenda as presented, moved by Bernard Woo, P.Eng. and seconded by Sarah Jin, P.Eng., FEC. Motion approved by majority in attendance with no opposed.

7.0 Closing Remarks

5:05 pm

Gordon Ip, P.Eng., FEC, provided his thanks to the current executive board. Kam Leong, P.Eng., FEC, added thanks to volunteer Darren Verasammy, P.Eng., for his assistance at the past year’s Chapter meetings with handling the food sourcing.



8.0 Election of the 2018-2019 York Chapter Executive Board

5:06 pm

Nominations Committee

Matthew Xie, P.Eng.

Chair, York Chapter Nominator Committee

Ed Poon, P.Eng.

Member, York Chapter

8.1 Dissolve 2017-2018 York Chapter Executive board

There being no further activity required by the 2017-2018 York Chapter Executive Board, motion to dissolve the 2017-2018 York Chapter Executive moved by Bernard Woo, P.Eng., seconded by Elmer Ting, P.Eng. Motion approved by majority of members in attendance with no opposed.

8.2 Review of Election and Ballot Procedures

5:07 pm

The Nomination Committee Chair reviewed the candidate submission and election procedures per the current York Chapter By-Law #1.

- All full licensed P.Eng. members, current with their membership fees, from amongst the membership are eligible to run for a position on the York Chapter Executive Board. To declare their candidacy, members were required to notify, via letter or e-mail to the Nomination Committee Chair, with nomination support by 2 members of the York Chapter.
- Notification of the AGM and elections for the York Chapter Executive board were properly published in December 2016 to all members via the emailed edition of the newsletter. Additionally, the AGM and elections were also advertised, via chapter website and e-mail distribution with > 30 days notice, as required by By-Law #1.
- Nominations were due by midnight Feb. 9, 2018, two weeks prior to the AGM, as required by By-Law #1.
- Each candidate will be given 1 minutes to speak about their election platform.
- 13 executive board positions will be elected from the slate of candidates. Members select up to 13 candidates from their voting ballot. The 13 candidates with the most number of votes, plus the ex-officio position of Past-Chair from the current Chair position, will form the 14 members of the 2018-2019 York Chapter Executive Board.
- Voting will be scrutinized by two members of York Chapter, in attendance at the AGM, who are not running for an elected position.
- The 14 elected executive board members will elect the 5 Chapter Officer positions: Chair, Vice-Chair, Past-Chair (ex-officio), Treasurer and Secretary amongst themselves at a short Executive Board Meeting immediately following the adjournment of the AGM.
- Portfolio holding Director roles will be selected by the 5 Chapter Officers and announced at the March Executive Board Meeting.

8.3 2018-2019 York Chapter Board Candidates

The Nomination Committee Chair announced the following 14 candidates for the 2018- 2019 York Chapter Executive Board. Each candidate was allotted 1 minutes to speak about their election platform.



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- Daniel Cho, EIT
- Peter Cushman, P.Eng.
- Hannah Ehtemam, P.Eng.
- Ed Fung, P.Eng.
- Kim Keoponnreay, EIT
- Annabelle Lee, P.Eng. (voice recording)
- Fiona Leong, EIT
- Jennifer Lu, EIT
- Gallant Ng, EIT
- Abhishek Shah, P.Eng.
- Lui Tai, P.Eng.
- Zohaib Tanveer, P.Eng.
- Elmer Ting, P.Eng.
- Oliver Xiao, EIT

8.4 Voting

All 14 candidates were documented in pre-printed ballots. Each member can select up to 13 votes from amongst the 14 candidates. Ballots were counted by 3 P. Eng.; witnessed by Dennis Woo, P.Eng., scrutinized by Matthew Xie, P.Eng.

8.5 Announcement of the 2018-2019 York Chapter Executive Board

5:53pm

The Nominations Committee Chair was pleased to announce the members serving as the 2018-2019 York Chapter Executive Board:

- Daniel Cho, EIT
- Hannah Ehtemam, P.Eng.
- Ed Fung, P.Eng.
- Kim Keoponnreay, EIT
- Annabelle Lee, P.Eng.
- Fiona Leong, EIT
- Jennifer Lu, EIT
- Gallant Ng, EIT
- Abhishek Shah, P.Eng.
- Lui Tai, P.Eng.
- Zohaib Tanveer, P.Eng.
- Elmer Ting, P.Eng.
- Oliver Xiao, EIT

8.6 Destruction of Ballots

Motion to destroy the ballots, post the announcement of election results, moved by Matthew Xie, P.Eng., seconded by Kam Leong P.Eng. Motion approved by majority of members in



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attendance with no opposed.

9.0 Other Business

No other business items were raised by the membership in attendance.

10.0 Adjournment

There being no other business, motion to adjourn the 2018 AGM by Dennis Woo, P.Eng., seconded by Gordon Ip, P.Eng. Motion approved by majority of members in attendance with no opposed. The 2018 AGM was adjourned at 6:03pm.

Post AGM Executive Board Meeting (Election of the Chapter Officers)

6:07 pm

The following Executive Officers were elected by the 2018-2019 PEO Executive Board

- Gordon Ip, P.Eng. (Past-Chair ex-Officio)
- Lui Tai, P.Eng (Chair)
- Annabelle Lee, P.Eng. (Vice Chair)
- Abhishek Shah, P.Eng. (Treasurer)
- Note: Secretary not selected at this time.