



York Chapter

Minutes of the Executive Meeting

Held on Thursday March 8, 2018 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Lui Tai, P.Eng.
Recorded by: Fiona Leong, EIT.

<p>Executives Present: Lui Tai, P.Eng. (Chair) Elmer Ting, P.Eng. Hannah Ehtemam, P.Eng Fiona Leong, EIT Ed Fung, P.Eng. Annabelle Lee, P.Eng. (Vice Chair) Gallant Ng, EIT Daniel Cho, EIT Kim Keoponnreay, EIT Abhishek Shah, P.Eng (Treasurer) Oliver Xiao, EIT Jennifer Lu, EIT Zohaib Tanveer</p>	<p>Absent: Gordon Ip, P.Eng. (Past Chair)</p>
<p>Committee & Chapter Members Present: Aarik Subsamanyam, EIT Bernard Woo, P.Eng. Tommy Sin, P.Eng. Zain Yassi, P.Eng Reem Alsaegh, EIT Darren Verasammy, P.Eng Ayoub Amouch, EIT Matthew Xie, P.Eng., FEC Eugen Dabu, P.Eng. Tolulope Falade, P.Eng.</p>	<p>Guests from other PEO Chapters Rick Vender, P.Eng. Leo Nataj</p>



Item	Description	Time	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● Lui Tai called the meeting to order. ● Assignment of 2018-2019 Director positions <ul style="list-style-type: none"> ▪ Discussed roles of each of the committees and polled interest from the executive board as to which committees they would like to run. ● Round of introduction of attendees ● Review of agenda and motion to approve agenda <ul style="list-style-type: none"> ▪ Motioned by Zohaib T and seconded by Daniel Cho. ▪ Motion unanimously approved with no opposed and no abstains. MOTION CARRIED <p>Note: Remove financial statements from future meeting minutes</p>	7:05 pm 7:05 pm 7:30 pm 7:30 pm	Info. Info Info Decision
2.0 Approval of Minutes	<ul style="list-style-type: none"> ● Reviewing Minutes from Feb 8th, 2018 meeting and motion to approve minutes <ul style="list-style-type: none"> ▪ Motion to adopt minutes with corrections was moved by Elmer Ting and seconded by Hannah E. ▪ Motion unanimously approved with no opposed and no abstains. MOTION CARRIED. 	7:30 pm	Decision
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● Promoted /revisited the idea of deputy for committee directors ● Commended York Chapter on meeting "30 by 30" initiative in current state of chapter board. ● Dream Big Screening <ul style="list-style-type: none"> ▪ Previous organizer was able to do the event for <\$3k ▪ Daniel Cho to connect with contact to try and organize it for York Chapter this year ● Introduced new ideas to get member participation E.g. iFly, CN Tower Climb, Treetop Trekking, as ideas for new program events ● CPC feedback <ul style="list-style-type: none"> ▪ Make event more entertaining, more 'highlights' ▪ Ideas – E.g. PPT to showcase new P.Eng licensees, inspiration videos from recipients? Etc. ▪ More focus on P.Eng licensees for the evening ● Promoted collaboration with other chapters ● Highlighted new board with younger members/executive representation ● Currently visiting the idea of creating an "Advisory board"/ "Chairman's Club" to get the participation of past chairs/volunteers. 	7:32 pm	Info Info Info Action Info Info Info Info
4.0 Vice-Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● Reminded executives to begin year-end hand over for committees from previous executive board ● Reviewed administrative tasks for Secretary role for new board ● Asked executives to review list of chapter assets to see what additional assets are needed and understand what we already have ● Reminded volunteers and executives to do the PEO Online Leadership Modules from PEO HQ 	7:48 pm	Info

5.0 Financial Report	<p>By Annabelle Lee on behalf of 2017-2018 executive board</p> <ul style="list-style-type: none"> ● Reviewed options for paying vendors <ul style="list-style-type: none"> ▪ (1) Pay out of pocket ▪ (2) Ask vendor to issue invoice to the Chapter and the Chapter will pay the vendor. This method will need a net 30 payment ● Will distribute electronic expense report template to new team. <ul style="list-style-type: none"> ▪ Suggest to use an app that converts photos to a document to remove backgrounds of photos taken for electronic submission ● Mileage expense is only for travel >50km from residence ● Treasurer will hold key to the Chapter mailbox ● Reviewed proposed 2018-2019 committee budget allocation <ul style="list-style-type: none"> ▪ Allotment remaining should be <50% by fiscal year end to not affect next year's allotment amount ● Approval of Financial report, Motion by Daniel Cho, seconded by Lui. All in favor. <ul style="list-style-type: none"> ▪ MOTION UNANIMOUSLY APPROVED WITH NO OPPOSED AND NO ABSTAINS. MOTION CARRIED. 	7:50 pm 7:54 pm 7:56 pm	Info Action Info Info Info Info Decision
5.1 Communication Report	By Tolulope Falade on behalf of 2017-2018 executive board No Comments, no updates. Working on transition to next executive,	7:58 pm	Info
6.0 Certificate Committee Report	By Lui Tai on behalf of 2017-2018 executive board <ul style="list-style-type: none"> ● PC happened on Feb 24, 2018 ● Recapped event with Helena Jaczek, Noubar T, Thomas Chong, Darren as MC, Award Winners as Keynotes (POTYA) 	7:58 pm	Info
7.0 Program Committee Report	By Jennifer Lu <ul style="list-style-type: none"> ● Reviewed Construction Lien Act event on Feb 28; great attendance ● Mar 7 event "Growing your Own Consulting Business/Firm" had a full house of 80 ● Would like to be able to post Program related pictures online ● Annabelle Suggest to Tweet events ● Victor Siano - Pacific Rim Engineered Productions reached out and wants to hold an event about his products (he is reaching out to multiple chapters) ● Rick provided feedback on past events using the boat cruise. Thinks it's ok to do it with York chapter and not have to organize it for all chapters ● Discussed ideas for future presentations <ul style="list-style-type: none"> ▪ Add team building events into the topics as well ● Board commented that Snacks are available for expensing. Previous events use to charge and cover food. Need to consider CASL when setting up events 	7:59 pm	Info
7.1 Women In Engineering	By Kim Keoponnreay <ul style="list-style-type: none"> ● Attended Waterfront Toronto Public Consultation Event ● Smart City event in the planning. May be a lead into a possible presenter for Eng Symposium ● Has been consulting Rick, Jennifer and Hannah for guidance on running events ● Reached out to the Society of WIE Toronto and will attend their on how to support WIE ● Mar 8 - attended event "Leading with Purpose: International Women's Day Lunch hosted by Futurpreneur Canada ● Is in process of working with 3 potential speakers for events; hope to connect into the symposium. 	8:06 pm	Info.

8.0 Awards & Recognition Committee Report	By Fiona Leong <ul style="list-style-type: none"> ● 2017-2018 Engineering Project of the Year wrapped up with the February CPC. Need to perform follow-up activities: <ul style="list-style-type: none"> ▪ Deliver remaining certificates/trophies ▪ Write up website articles for winning companies ▪ Follow-up with companies for additional certificates ● Need to brief Zohaib on Awards Committee for 2018-2019 year ● Elmer T suggested for next year's POTYA to display slides of non-winning projects (non-keynotes) to give them more publicity at the event 	8:12 pm	Info
9.0 Education Committee Report	By Daniel Cho <ul style="list-style-type: none"> ● Recapped Design Challenge from last year which was boat making. And promoted this year's task which is making an instrument. 1 more week for registration and expecting more people to register. <ul style="list-style-type: none"> ▪ Annabelle Suggest to do an e-blast. ▪ Daniel will be getting a list of past schools/participants to canvas registration. ▪ Lui suggested contacting the school board to have them send out the information to the schools. Need to watch out and avoid march break 	8:14 pm	Info
10.0 GLP Committee Report	By Hannah E <ul style="list-style-type: none"> ● Working with Daniel Liao to get list of politicians (VIP) for the Symposium. Trying to get sponsors. ● Hannah will check w/ Daniel for VIP for design challenge 	8:17 pm	Info Action
11.0 Business Liaison committee	By Lui Tai on behalf of Ed Fung <ul style="list-style-type: none"> ● Ed working on symposium w/ group of dedicated volunteers ● Symposium website is being worked on. Was unable to use old website from 2016. There is an individual working on it ● Symposium is being postponed to after the election and therefore there has been difficulty on getting politicians to commit to participation. Will be postponed until after the summer (Oct 3, 2018). Venue is ok to postponed, no penalty. 	8:19 pm	Info
13.0 Mentorship / EIT Committee Report	By Elmer Ting <ul style="list-style-type: none"> ● Presented Twitter pg on the LAP appreciation dinner which was held the last week of Feb ● Article about this event will be in Eng. dimensions magazine 	8:22 pm	Info
14.0 Other Business	Open to all attendees <ul style="list-style-type: none"> ● Matthew Xie <ul style="list-style-type: none"> ▪ York Chapter Capstone project needs a judge; would like someone from the chapter for April 26, 2018 	8:27 pm	Info
15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> ● Meeting adjourned by Annabelle Lee, seconded by Abhishek Shah ● Next meeting will be held on Thursday, April 12th, 2018 at 6:30pm (meeting place Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	8:40 pm	Decision Info

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Minutes of the Special Executive Board Meeting

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Meeting Chaired by: Lui Tai, P.Eng.
Recorded by: Fiona Leong, EIT.

Executives Present:	Absent:
Lui Tai, P.Eng. (Chair) Elmer Ting, P.Eng. (Mentorship & EIT Director) Hannah Ehtemam, P.Eng (GLP Director) Fiona Leong, EIT (Certificate Director) Ed Fung, P.Eng. (Business Liaison Director) Annabelle Lee, P.Eng. (Vice Chair) Gallant Ng, EIT (Communications Director) Daniel Cho, EIT (Education Director) Kim Keoponnreay, EIT (WIE Director) Abhishek Shah, P.Eng (Treasurer) Oliver Xiao, EIT (Secretary) Jennifer Lu, EIT (Program Director) Zohaib Tanveer (Awards & Recognition Director)	Gordon Ip, P.Eng. (Past Chair)

Item	Description	Time	Action																												
1.0 Committee Director Assignments	Decide on assignment of 2018-2019 executive board committee. <ul style="list-style-type: none"> Using assignment of Chair, Vice Chair, Treasurer and Past Chair positions from the AGM held in February 2018. Other committee assignments as discussed and shown below Final committee/officer assignment: <table border="1" data-bbox="329 1339 1209 1549"> <tbody> <tr> <td>Chair</td> <td>Lui Tai</td> <td>Vice Chair</td> <td>Annabelle Lee</td> </tr> <tr> <td>Secretary</td> <td>Oliver Xiao</td> <td>Past Chair</td> <td>Gordon Ip</td> </tr> <tr> <td>Treasurer</td> <td>Abhishek Shah</td> <td>EIT/Mentorship</td> <td>Elmer Ting</td> </tr> <tr> <td>Awards</td> <td>Zohaib Tanveer</td> <td>GLP</td> <td>Hannah Ehtemam</td> </tr> <tr> <td>Communications</td> <td>Gallant Ng</td> <td>Certificate</td> <td>Fiona Leong</td> </tr> <tr> <td>WIE</td> <td>Kim Keoponnreay</td> <td>Programs</td> <td>Jennifer Lu</td> </tr> <tr> <td>Business Liaison</td> <td>Ed Fung</td> <td>Education</td> <td>Daniel Cho</td> </tr> </tbody> </table>	Chair	Lui Tai	Vice Chair	Annabelle Lee	Secretary	Oliver Xiao	Past Chair	Gordon Ip	Treasurer	Abhishek Shah	EIT/Mentorship	Elmer Ting	Awards	Zohaib Tanveer	GLP	Hannah Ehtemam	Communications	Gallant Ng	Certificate	Fiona Leong	WIE	Kim Keoponnreay	Programs	Jennifer Lu	Business Liaison	Ed Fung	Education	Daniel Cho	8:45 pm	Decision Draft
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2.0 Adjournment	Meeting adjourned, motioned by Lui T , seconded by Fiona Leong <ul style="list-style-type: none"> Next executive board meeting to motion and adopt the draft committee board assignments 	9:00 pm	Decision																												

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