



York Chapter

Minutes of the Executive Meeting

Held on Thursday May 10, 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. (EIT) Fiona Leong, EIT (Certificate) Annabelle Lee, P.Eng. (Vice Chair) Kim Keoponnreay, EIT (WIE) Jennifer Lu, EIT (Program) Gordon Ip, P.Eng. (Past Chair) Gallant Ng, EIT (Communications) Daniel Cho, EIT (Education)</p>	<p>Absent: Zohaib Tanveer (Award) Hannah Ehtemam, P.Eng (GLP) Ed Fung, P.Eng. (Business) Abhishek Shah, P.Eng (Treasurer) Oliver Xiao, EIT (Secretary)</p>
<p>Committee & Chapter Members Present: Darren Verasammy, P.Eng. Aarik Subramanyam, EIT Howie Ng, P.Eng. Sue Matty, P.Eng Svetlana Bass, P.Eng. Tikran Gharakhunian, P.Eng. Olusola (Sola) Abolade, P.Eng. Bernard Woo, P.Eng Joe Chang, P.Eng. Tommy Sin, P.Eng. Ayoub Amouch, EIT (Deputy Communications) David Chow, EIT</p>	<p>Guests from other PEO Chapters</p>

Item	Description	Time	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● Lui Tai called the meeting to order. ● Round of introduction of attendees ● Review of agenda with all those in attendance. Motion to approve the agenda deferred until arrival of quorum. ● Review of agenda and motion to approve agenda <ul style="list-style-type: none"> ▪ Motioned by Fiona Leong and seconded by Daniel Cho. ▪ Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	7:05 pm 7:05 pm 7:07 pm 8:35 pm	Info. Info. Info. Decision.
2.0 Approval of Minutes	<ul style="list-style-type: none"> ● Review of Minutes from April 12th, 2018 meeting and motion to approve minutes <ul style="list-style-type: none"> ▪ Motioned by Gordon Ip, seconded by Annabelle Lee ▪ Motion unanimously approved with no opposed and no abstains. 	8:42pm	Decision
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● PEO AGM and Leadership conference attended by Lui and Annabelle back on Apr 20/21, 2018 <ul style="list-style-type: none"> ▪ Topics reviewed at conference included succession planning, treating PEO as a business unit as the approach. Keynote presentation available for distribution to those who are interested ▪ Attended the Order of Honor Gala. Lui explained what the order of honor is (e.g. those who has volunteered for 10 years, and has gone above and beyond to promote and contribute to the profession in the chapter; nominees must not know) <ul style="list-style-type: none"> ● Canvassed for candidates from York Chapter for Order of Honor recognition/nomination ● Note by Gordon Ip that Order of Honor is not the same as the OSPE award ● Described what the capstone project partnership is between York University and York Chapter <ul style="list-style-type: none"> ▪ Lui was judge at the event on April 27th and was very impressed by the students and their focus on creating environmentally friendly, community focused designs and to think ahead for the future. Project that won was one where it made a VR of a blind person so that normal, visually-abled people can experience and understand the environment of a blind person ▪ Encouraged chapter members to participate in this capstone project in the future. Explained high level overview of process and time commitment of an industry advisor ● Business Planning for 2019 due in June. Abhishek will be sending out packages soon. ● Provided summary of CASL review from the AGM. <ul style="list-style-type: none"> ▪ A motion was made by the Kingston chapter member for council to review the CASL by-law and the motion was approved ● Promoted Big Bike Event and asked for a volunteer to help co-organize (co-captain) ● Summer BBQ - this year open to all members (eblasted event) ● Team building event will be announced at the next meeting 	7:08 pm 7:16 pm 7:24 pm	Info Info. Info.
4.0 Vice-Chair's Report	<ul style="list-style-type: none"> ● Nothing to report by Annabelle Lee 	7:33 pm	Info

5.0 Financial Report	By deputy secretary (Fiona Leong for this meeting) on behalf of Abhishek S. <ul style="list-style-type: none"> ● By Lui: Executives are requested to complete their 2019 Business Planning package ● Financial report slides reviewed but was not motioned for approval. April 2018 financial report will be reviewed again at the June 2018 meeting when Abhishek is present to provide a detailed explanation of the information and to answer any questions, as applicable. 	7:33 pm	Info Decision.
6.0 Communication Report	By Ayoub Amouch <ul style="list-style-type: none"> ● Updated 2018 Winter CPC photos and website regarding executive board members ● Eventbrite access given to Kim ● Received training from Annabelle on website, eblast, etc. 	7:38 pm	Info
7.0 Certificate Committee Report	By Fiona Leong <ul style="list-style-type: none"> ● Announced Fall 2018 CPC date as September 29th, 2018. Event to be held at Ascott Parc in Vaughan, Windsor & Parkview rooms ● Cost of ~\$72pp + tax, which is slightly less than Hilton's charge ● Asked executives to help pay attention to adjoining room layout and wide but shallow dining room as a further discount was negotiated if the Winter 2019 CPC is held at the same venue. The same room is being considered for the AGM which will remove room rental costs for the AGM portion 	7:40 pm	Info
8.0 Program Committee Report	By Jennifer Lu <ul style="list-style-type: none"> ● Mining event had lower attendance but the positive is that there were more EITs/new grads attending the event ● Millennial Mindset event <ul style="list-style-type: none"> ▪ Really would like Michelle to host this event, however it is expensive. Need to find a way to setup/communicate charging for the event ▪ Need Chair and Vice chair support on how to create promotional text/notice to charge for event ● Provided details about PEAK rep doing an event to explain the program <ul style="list-style-type: none"> ▪ Jennifer to check if Arden (PEAK rep) has budget to pay for event ▪ Gordon detailed that PEO will be asking the chapters to help organize more events and education on enforcement. May want to put additional budget to account for such events in the future 	7:45 pm	Info
9.0 Women In Engineering	By Kim Keoponnreay <ul style="list-style-type: none"> ● May 9, 2017 - First WIE Event w/ 60% attendance <ul style="list-style-type: none"> ▪ Topic about Self- Awareness ▪ Planning to setup future events to promote networking and collaboration ▪ Purposely didn't advertise the event as WIE only because didn't want to discourage non-female participants. However only ~10 women attended the event. Will look for other methods to encourage more female participants in events going forward ● Would like more direction from PEO/OSPE on how to achieve 30 by 30 so that York Chapter's WIE committee can align their program accordingly ● Next event is still in the works under budget considerations ● Conference of the Canadian Society of Mechanical Engineers is asking PEO to participate in event at the end of May and to setup a booth. They may be interested in York Chapter's eng. Symposium. 	7:52 pm	Info.

10.0 Awards & Recognition Committee Report	By Lui Tai on behalf of Zohaib <ul style="list-style-type: none"> ● Zohaib (Awards Committee Chair) has moved to Mississauga due to a new job opportunity, and is therefore actively seeking a deputy in York Chapter <ul style="list-style-type: none"> ▪ Will try to attend chapter meetings as available and as feasible ● Fiona and Lui provided a description of what the Awards and Recognition committee is and does ● Interested volunteers asked to contact Zohaib @ awards@peoyork.com 	7:52 pm	Info
11.0 Education Committee Report	By Daniel Cho <ul style="list-style-type: none"> ● Had March's national engineering design challenge <ul style="list-style-type: none"> ▪ This year's challenge was to make a string instrument and play "Mary had a little lamb". Music played is evaluated by engineers. ● Future upcoming events - Scholarships - has 3x \$1500 this year and application will be open within the next 2 weeks. Applications is ~300 words and reviewed ● Oct 27 is Mathletics competition for gr 7 & 8, and then gr 9 & 10 ● Canvassed volunteer opportunity for education committee - need help to fundraise for scholarship and mathletics, to evaluate scholarship applications, event coordinator needed, need deputy ● Question by member - What is the difference between engineer in residence vs engineer in classroom: <ul style="list-style-type: none"> ▪ Daniel, Lui, Gordon and Annabelle provided explanation in detail. Summary is: Engineer in the classroom = chapter initiative, Engineer in residence = PEO initiative 	8:09 pm	Info
12.0 GLP Committee Report	No report provided by Hannah E	8:22 pm	Info
13.0 Business Liaison committee	By Lui Tai on behalf of Ed Fung <ul style="list-style-type: none"> ● Working on the symposium with symposium committee ● Website is working but still requires update ● Topic changed from Clean Tech to Smart City ● Partnering with city of Vaughan's Chamber of Commerce 	8:22 pm	Info
14.0 Mentorship / EIT Committee Report	By Elmer Ting <ul style="list-style-type: none"> ● LAP is starting off <ul style="list-style-type: none"> ▪ 6 month period of mentorship regarding the licensure process, including application etc. ▪ Current signoff is low compared to last year - mentees = 25-30 currently, currently guides qty should allow a 1:1 pairing ● Mock PPE exam to be near end of July to help prepare for next round of actual PPE exam on Aug 11 ● ERC Interview event to include Mock interview, to be scheduled in the fall ● Budget permitting will organize networking "fun" events for EIT vs Engineers ● Accelerated Mentoring <ul style="list-style-type: none"> ▪ Changing up event a bit and inviting Engineer Award Winners (EIT winners and Young Engineers winners) instead of industry reps in hopes that their experience will be more relevant to the new engineers 	8:25 pm	Info
15.0 Other Business	Open to all attendees <ul style="list-style-type: none"> ● Gordon Ip <ul style="list-style-type: none"> ▪ Chapters being asked to put more effort into regulator type functions therefore our chapter should consider our event and budgeting strategy and become involved in business function ▪ Budget template from PEO HQ was updated to reflect additional budgeting for this "core activity" which is optional in hopes to 	8:37 pm	Info

	<p>encourage chapter's to participate in more regulatory events and promotion</p> <ul style="list-style-type: none"> • Lui Tai <ul style="list-style-type: none"> ▪ Discussed "Dream Big" event, and has a lead to get a discount for screening rental ▪ Ok to advertise event through the school ▪ Jennifer and Daniel Cho to lead event organization. Will try to avoid March, summer probably better 	8:40 pm	<p>Info</p> <p>Action</p>
16.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by Lui Tai. • Next meeting will be held on Thursday June 14th, 2018 at 6:30pm (meeting place Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	8:46 pm	Decision Info