



York Chapter

Minutes of the Executive Meeting

Held on Thursday Sept 13, 2018 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Lui Tai, P.Eng.
Recorded by: Oliver Xiao, EIT

<p>Executives Present: Lui Tai, P.Eng. (Chair) Annabelle Lee, P.Eng. (Vice Chair) Abhishek Shah, P.Eng. (Treasurer) Oliver Xiao, EIT (Secretary) Fiona Leong, EIT (Certificate) Ed Fung, P.Eng. (Business) Jennifer Lu, EIT (Program) Elmer Ting, P.Eng. (EIT) Kim Keoponnreay, EIT (WIE) Daniel Cho, EIT (Education) Ayoub Amouch, EIT (Communications) Hannah Ehtemam, P.Eng. (GLP)</p> <p>Zohaib Tanveer, P. Eng. (Awards) by phone</p>	<p>Absent: Gordon Ip, P.Eng. (Past Chair)</p>
<p>Committee & Chapter Members Present: Tommy Sin, P.Eng. (Deputy Awards) Leila Emami Taba, EIT Jo Liang, EIT Sharon Chen, EIT Dipali Thakkar, EIT Matthew Xie, P. Eng. Darren Verasammy, P. Eng. Mahera Jawaid, P. Eng. Reza Mahmoudipour, 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 and motion to approve agenda <ul style="list-style-type: none"> ▪ Motioned by Elmer T. and seconded by Ed F. ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	7:15 pm 7:15 pm 7:20 pm	Info. Info. Info. Decision.
2.0 Approval of Minutes	<ul style="list-style-type: none"> ● Review of Minutes from June 14th, 2018 meeting and motion to approve minutes <ul style="list-style-type: none"> ▪ Motioned by Daniel C., seconded by Abhishek S. ▪ Motion unanimously approved with no opposed and no abstains. 	7:22 pm	Decision
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● Big Bike event was very successful <ul style="list-style-type: none"> ▪ 30 riders participated in July ▪ Raised over \$3000 for HSF ▪ 10 Executives plus Regional Councillor took part ▪ Executive Team building BBQ at Annabelle's place was very successful ● York Chapter summer BBQ event (end of July) <ul style="list-style-type: none"> ▪ Over 160 in attendance ▪ Tickets sold out in hours ▪ Regional councillor was present ▪ Special thanks to Hannah, Fiona and Zohaib for setting up the event ● iFly event <ul style="list-style-type: none"> ▪ 1st collaboration with Lake Ontario Chapter ▪ Jennifer organized the event ▪ Very successful joint event to increase ticket sales ● ECRC <ul style="list-style-type: none"> ▪ Coming up on Sept 18 at PEO headquarter ▪ Lui and Annabelle will attend ● RA request from York U. <ul style="list-style-type: none"> ▪ Collaborate and assist on initiatives on Inclusion of Women and Diverse Individuals in Engineering (WIE) ● Order of Honour <ul style="list-style-type: none"> ▪ Deadline October 12, 2018 ▪ Awards committee need to come up with a list ▪ Zohaib and Matthew can provide more info ▪ Will put York Chapter on the map if successful ● Queen's Park MPP Reception (GLP) <ul style="list-style-type: none"> ▪ Oct 24, 2018 ▪ Chair, Vice-Chair and GLP will attend ▪ Good opportunities to connect with newly elected MPPs ▪ Promote engineering ● Symposium (Business Liaison Committee) <ul style="list-style-type: none"> ▪ Committee decided to postpone the Symposium indefinitely due to municipality election. Many officials cancelled their attendance. ▪ The committee will re-think about the topic 	7:25 pm	Info
4.0 Vice-Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● Gordon Sterling Award for EIT is open to all EIT members with strong leadership in volunteering 	8:00 pm	Info
5.0 Financial Report	<p>By Abhishek S.</p> <ul style="list-style-type: none"> ● City of Vaughan \$2500 cheque for Symposium deposited ● Chapter's mail box renewed ● Chapter needs to spend half of the total allocation by the end of the year. Committees and review their event planning and schedules ● June financial report slides reviewed <ul style="list-style-type: none"> ▪ Motioned by Ayoub, seconded by Jennifer Lu. ▪ Motion unanimously approved with no opposed and no abstains 	8:05 pm 8:10 pm	Info. Decision.

6.0 Communication Report	By Ayoub Amouch <ul style="list-style-type: none"> eBlast for Symposium was sent out Will delete old email addresses of previous volunteers Big bike event photos uploaded Will update chapter website in coming weeks 	8:15 pm	Info
7.0 Certificate Committee Report	By Fiona Leong <ul style="list-style-type: none"> Fall CPC registration stated Sep 29 Hannah and Lui will confirm VIPs Lui will invite guests from other chapter Will add a personal touch to the PPT during certificate presentation 	8:25 pm	Info
8.0 Program Committee Report	By Jennifer Lu <ul style="list-style-type: none"> Upcoming event <ul style="list-style-type: none"> Structural Condition Assessment Seminar in Oct At a coffee place and will charge for attendance PEAK Presentation <ul style="list-style-type: none"> Another session this year will be in Vaughan Mid Oct Potential future events <ul style="list-style-type: none"> Collaborate with Toronto-Humber chapter in downtown Communication workshop in Nov 	8:35 pm	Info
9.0 Women In Engineering	By Kim Keoponnreay <ul style="list-style-type: none"> Attended Barrie-Muskoka Chapter monthly meeting <ul style="list-style-type: none"> They vote on individual ideas Many events They take loss on events due to poor attendance Potential KPMG event on smart city in Nov Aarik is not available due to personal unforeseen schedule changes 	8:45 pm	Info.
10.0 Awards & Recognition Committee Report	By Zohaib (on the phone) <ul style="list-style-type: none"> Will kick start Award program with Fiona's help Tommy will be the main person to look over POTYA Matthew will communicate with Tommy Tommy will update marketing materials for 2018 Award program 	8:55 pm	Info
11.0 Education Committee Report	By Daniel Cho <ul style="list-style-type: none"> There were no event from June to August One scholarship of \$1500 will be giving out this year. Submission under review currently Mathletics is coming up. Call for volunteers and questions contribution MEM Design Challenge will be in March. <ul style="list-style-type: none"> Last one was well received It is the 3rd major event Call for ideas for the next challenge Call for volunteers <ul style="list-style-type: none"> Hackathon in Dec Design challenge ideas Volunteer position for all positions 	9:10 pm	Info
12.0 GLP Committee Report	by Hannah E <ul style="list-style-type: none"> Successful summer, meet with new MPPs Met with MPP Michael Parsa Established contact with Christine Elliott Potential meeting with 2 more MPPs Upcoming PEO/OSPE Govn Relations Conference at Queen's Park on Oct 24, 2018 	9:25 pm	Info
13.0 Business Liaison committee	By Ed Fung <ul style="list-style-type: none"> Symposium is postponed indefinitely due to conflict with election 	9:30 pm	Info

14.0 Mentorship / EIT Committee Report	By Elmer Ting <ul style="list-style-type: none"> • Mock PPE Exam cancelled by PEO due to lack of support • Potential ERC event date TBD • LAP just started. Accommodated a few late sign ups 	9:31 pm	Info
15.0 Other Business	Open to all attendees <ul style="list-style-type: none"> • No other business 	9:36 pm	Info
16.0 Adjourn ment/ Next Meeting	<ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by Lui. • Next meeting will be held on Thursday Oct 11th, 2018 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	9:37 pm	Decision Info