



York Chapter

Minutes of the Executive Meeting

Held on Thursday Apr 11, 2019 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Lui Tai, P.Eng.
Recorded by: Tommy Sin, P.Eng.

<p>Executives Present:</p> <p>Lui Tai, P.Eng. (Chair) Annabelle Lee, P.Eng. (Vice Chair) Gordon Ip, P.Eng., FEC (Past Chair) Tommy Sin, P.Eng. (Secretary) Darren Verasammy, P.Eng. (Treasurer) Daniel Cho, EIT (Education) Oliver Xiao, EIT (Awards) Elmer Ting, P.Eng. (Certificates) Jennifer Lu, P.Eng. (Program) Tian You Si Tu, P.Eng. (Mentorship & EIT) Sharon Chen, EIT (Communications)</p>	<p>Absent:</p> <p>Ed Fung, P.Eng. (Business) Marcia Lim, P.Eng. (WIE) Hannah Ehtemam, P.Eng. (GLP)</p>
<p>Committee & Chapter Members Present:</p> <p>Lida Ramezani, EIT Sara Hamzavi, EIT Babak Ashraghi, P.Eng Paraskevas Mylonas, EIT Peter Cushman, P.Eng. Sam Okhovat, EIT Elven Tsui, EIT Xiaoyu (Grace) Zhao, EIT Matthew Xie, P.Eng. Sangeeta Shakeawa, EIT Changiz Sadr, P.Eng.</p>	<p>Guests from other PEO Chapters & other Attendees</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"> ▪ Change of Agenda: Mentorship & EIT Committee, move up ▪ Change of Agenda: Education Committee, move up ▪ Motioned by Sharon and seconded by Oliver ▪ Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	7:15 pm 7:17 pm 7:21 pm	Info. Info. Info. Decision.
2.0 Approval of Minutes	<ul style="list-style-type: none"> ● Review of Minutes from Jan 14th, 2019 meeting and motion to approve minutes <ul style="list-style-type: none"> ● Motioned by Oliver Xiao and seconded by Daniel Cho ● Motion unanimously approved with no opposed and no abstains. ● MOTION CARRIED ● Review of Minutes from Feb 7th, 2019 meeting and motion to approve minutes <ul style="list-style-type: none"> ● Motioned by Annabelle Lee and seconded by Gordon Ip ● Motion unanimously approved with no opposed and no abstains. ● MOTION CARRIED ● Review of Minutes from Mar 14th, 2019 meeting and motion to approve minutes (not the accounting book) <ul style="list-style-type: none"> ● Motioned by Sharon Chen and seconded by Tommy Sin ● Motion unanimously approved with no opposed and no abstains. ● MOTION CARRIED ● Meeting Minutes need one to document the 1st meeting right after the AGM election where Lui Tai was elected as Chair, Annabelle Lee was elected as Vice-Chair, Darren Verasammy, was elected as Treasurer. Oliver will prepare this meeting minutes for the next meeting. 	8:05 pm 8:13pm	Decision Action
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● York University 3 year sponsorship signed ● York University Lassonde School of Engineering Capstone Day, Friday, April 26 at York University ● Lui and Lida to attend Lassonde School of Engineering Capstone Day on Friday April 26 ● Paris volunteered to attend Lassonde Research Day on Wednesday May 1 ● Volunteer, requested – Paraskeurs Mylones signed up to volunteer ● Big Bike Team fund raise on July 20 at Vaughan ● Lui will prepare eblast to recruit team and sponsor ● Remind volunteers to take the 3 mandatory training modules for all volunteers ● PEO AGM and Order of Honour Award Gala <ul style="list-style-type: none"> ▪ May 3 & 4 ▪ Gordon Ip will be receiving Order of Honour at the rank of Officer ▪ One table of ten to celebrate Gordon's achievement in discussion ● National Volunteer Week April 7 -13 ● PEO York Alumni Committee in discussion ● Volunteer BBQ in July / August – need volunteer and start to plan & organize <ul style="list-style-type: none"> ● Oliver and Sharon will be co-chair for this event 	7:19 pm	Info

4.0 Vice-Chair's Report	By Annabelle Lee <ul style="list-style-type: none"> No update 	7:34 pm	Info
5.0 Past Chair Report	By Gordon Ip <ul style="list-style-type: none"> First Quarterly Meeting 2019 completed March 23, 2019 1st PCAC meeting for York Chapter in discussion Proposal for Leadership Conference by Gordon Changiz Sadr elaborates the Leadership Conference Series There will be charge per attendees by Changiz Sadr to conduct the conference This conference is now only at the business feasibility phase. Subject to approval of the board at the next meeting Jennifer Lu as program director to evaluate the Changiz Sadr proposal of the event Matthew Xie suggested business case study to evaluate the Changiz Sadr conference 	7:34 pm 7:40pm 7:56 pm	Info Info Action
6.0 Financial Report	By Darren Verasammy <ul style="list-style-type: none"> Walked through recent financial reports of the chapter up to end of March Action item – send out committee P&L to all executives for record Motion to approve the financial reports Motioned by Sharon Chen and seconded by Gordon Ip Motion unanimously approved with no opposed and no abstains. MOTION CARRIED Send out this year committee budget amount to all executives for their preparation of activities 	8:00 pm 8:02 pm 8:03 pm 8:04 pm	Info Action Decision Action
7.0 Communicati on Report	By Sharon Chen <ul style="list-style-type: none"> Photos for Design Challenge updated Social Media posts active for design challenge and Smart Water event Updated committee pages with new executive board members Updated slider on Front Page to include Big Bike and Certificate Photo National Volunteer Week posts 	8:35 pm	Info
8.0 Certificate Committee Report	By Elmer Ting <ul style="list-style-type: none"> CPC Event Due to the high cost of CPC event ticket, Certificate committee would like to hold technical tours in order to subsidize and reduce cost for CPC participants Goal to raise fund from technical tours in order to cover some expense of the CPC 	8:38 pm	Info
9.0 Program Committee Report	By Jennifer Lu <ul style="list-style-type: none"> Future events <ul style="list-style-type: none"> Python Bootcamp @ Ryerson University looking at May 2019 Collaboration with Ryerson University Business Career Hub <ul style="list-style-type: none"> Toastmaster for possible future event in June 	8:43 pm	Info

10.0 Women In Engineering Committee Report	By Marcia Lim (Absent, attending 30 by 30 event) <ul style="list-style-type: none"> No update 	8:46 pm	Info
11.0 Awards & Recognition Committee Report	By Oliver Xiao <ul style="list-style-type: none"> POTYA planned tasks Past years winners Update Awards webpage Earlier start for 2019 POTYA Suggestion by Gordon to re-evaluate the scheme of POTYA to be more fair Suggestion by Elmer to do press release of past year POTYA winners Suggestion by Oliver to have past year winners to hold seminars Volunteer recognition program Call for nomination to be recognized at Fall CPC Suggestion by Matthew to procedure of Order of Honor nomination 	8:47 pm	Info
12.0 Education Committee Report	By Daniel Cho <ul style="list-style-type: none"> AMD Engineering Mathletics (Oct 27, 2018) National Engineering Month Design Challenge occurred on March 27 and participated by 40 grade 7-8 students Scholarship Application Eblast for scholarship application 	8:30 pm 8:34 pm	Info Action
13.0 GLP Committee Report	By Hannah E. (Absent) <ul style="list-style-type: none"> No update 	8:14 pm	Info
14.0 Business Liaison Committee Report	By Ed Fung (Absent) Lui Tai report: <ul style="list-style-type: none"> Working on 2019 Engineering Symposium Artificial Intelligence and Engineers as title Nov 6, 2019 at Paramount Event Space Guest speakers committed by SAP, Dell and Magna Targeting Hydro One, AMD, Telus, Alectra, Microsoft, GM, Johnson Control, Honeywell Elmer suggest to update the website on 2019 Engineering Symposium For budget purposes, combine Business with Symposium budget this year 	8:57 pm 9:00 pm	Info Action
15.0 Mentorship / EIT Committee Report	By Tian You <ul style="list-style-type: none"> LAP <ol style="list-style-type: none"> Deadline for registration: May 10, 2019 Upcoming Events <ol style="list-style-type: none"> ERC Interview training Accelerated Mentoring 2-3 social events Issues regarding to EIT membership Send survey to find out reasons. Articulate the benefits. Work with PEO's EIT coordinator 	8:15 pm 8:24 pm	Info Action
16.0 Other Business	Open to all attendees No other business	9:03 pm	Info

17.0 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 May 9th, 2019 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario)	9:05 pm 9:06 pm	Decision Info
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