



York Chapter

Minutes of the Executive Meeting

Held on Thursday May 9, 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) Tian You Si Tu, P.Eng. (Mentorship & EIT) Sharon Chen, EIT (Communications) Ed Fung, P.Eng. (Business) Marcia Lim, P.Eng. (WIE) Hannah Ehtemam, P.Eng. (GLP)</p>	<p>Absent:</p> <p>Jennifer Lu, P.Eng. (Program)</p>
<p>Committee & Chapter Members Present:</p> <p>Paraskevas Mylonas, EIT Kun Li, EIT Kermani Boroomal, EIT Anita Eisakhan, P.Eng Elven Tsui, EIT Dennis Woo, P.Eng. Masould Sanafei, EIT Sola Abolabe, P.Eng. Arthur Sinclair, P.Eng. (EC Region Councilor)</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: Business Committee, Mentorship & EIT Committee, GLP Committee move up ▪ Motioned by Gordon and seconded by Sharon ▪ Motion unanimously approved with no opposed and no abstains. <p style="margin-left: 20px;">MOTION CARRIED</p> <ul style="list-style-type: none"> ● EC Regional Councilor Arthur Sinclair, briefing PEO recent news 	7:00 pm	Decision.
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> ● Review of Minutes from Apr 11th, 2019 meeting and motion to approve minutes (not the accounting book) <ul style="list-style-type: none"> ● Motioned by Darren and seconded by Gordon ● Motion unanimously approved with no opposed and no abstains. ● MOTION CARRIED ● Minutes approved by Chair 	7:13 pm	Decision
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● Volunteer Leadership Conference (VLC) event attended ● Big Bike Team fund raise on July 20th at Vaughan. Recruiting ● PEO AGM and Order of Honour Award Gala <ul style="list-style-type: none"> ▪ May 3 & 4 ▪ Gordon Ip were inducted in Order of Honour at the rank of Officer ▪ Nancy Hill became the 97th PEO President ▪ New EC Regional Councilors are Keivan and Arthur ● National Volunteer Week April 7 -13 ● Mandatory volunteer online training reminder ● Chapter by-law on hold. Progress reported ● PEO York Alumni Committee in discussion ● ECRC on Jun 12, 2019 ● Team building for board executive in planning ● 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 	7:15 pm	Info

<p>4.0 Vice-Chair's Report</p>	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> • VLC Conference attended on May 3rd • Equity and Diversity discussed • Breakout session attended: Feedback and Tough Conversations • Breakout session attended: Accountability Systems in Volunteer Teams • EC Regional Congress on Jun 12th at PEO HQ <ul style="list-style-type: none"> • Annabelle not able to attend due to out of town work requirement and anyone interested can send Lui and Annabelle their request 	<p>7:25pm</p>	<p>Info</p> <p>Action</p>
<p>5.0 Past Chair Report</p>	<p>By Gordon Ip</p> <ul style="list-style-type: none"> • The intent of the newly formed Past Chair Advisory Committee is to provide advice, based on the 100+ years of our Past-Chair's chapter experience, to the chapter leadership for strategy and succession planning • Regulatory requirement will be an important aspect of every PEO role going forward • There were 2 member motions brought forth at the PEO AGM concerning the EIT designation that members were hoping that Council would consider <ul style="list-style-type: none"> ○ The return of the EIT naming from the current Engineering Intern to the older Engineer-in-Training. Motion did not carry as both names are not indicative of the skills and experience of EITs. ○ The privileges of EITs within PEO (eg. Right to vote for Council) be reconsidered. Motion carried for Council to consider. • 	<p>7:34 pm</p>	<p>Info</p>
<p>6.0 Financial Report</p>	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> • Walked through recent financial reports of the chapter up to end of April • Action item – Darren need to update with respect to Accrual or Cash base and NEXT MONTH to report and approve financial report • send out committee P&L to all executives for record • Send out this year committee budget amount to all executives for their preparation of activities 	<p>8:00 pm</p>	<p>Info</p> <p>Action Decision</p> <p>Action</p>
<p>7.0 Communication Report</p>	<p>By Sharon Chen</p> <ul style="list-style-type: none"> • Send out communication: Python Bootcamp, Amazon Fulfillment Centre Tours, LAP, and Big Bike • Created Instagram account for the Chapter (@peoyork) • Volunteer Appreciation BBQ, July 28th preferred <ul style="list-style-type: none"> • \$5 for adult, \$2 for kids suggested • Discount code for volunteers • Annual Volunteer BBQ instead of Volunteer Appreciation BBQ • Look into alternative locations • Call for volunteers to help on this event 	<p>8:10 pm</p>	<p>Info</p>

8.0 Certificate Committee Report	By Elmer Ting <ul style="list-style-type: none"> • Technical Tours in support CPC Event <ul style="list-style-type: none"> • Amazon Fulfillment Centre Tours • Gordon, Lui, Marcia volunteer as Chapter Host • Venue selection in progress for CPC Events • Sat and Fri are suggested as dates 	8:25 pm	Info
9.0 Program Committee Report	By Jennifer Lu (Absent) <ul style="list-style-type: none"> • Lui report on behalf <ul style="list-style-type: none"> • Python Bootcamp @ Ryerson University 	8:37 pm	Info
10.0 Women In Engineering Committee Report	By Marcia Lim <ul style="list-style-type: none"> • PEO 30x30 Awareness Session (11 April 2019) • Coffee & Tea Wed Jun 19th at Social Coffee Company • 	8:39 pm	Info
11.0 Awards & Recognitio n Committee Report	By Oliver Xiao <ul style="list-style-type: none"> • In touch with 2018 POTYA winners • Update Awards webpage • Earlier start for 2019 POTYA 	8:47 pm	Info
12.0 Education Committee Report	By Daniel Cho <ul style="list-style-type: none"> • AMD Engineering Mathletics (Oct 27, 2019) • National Engineering Month Design Challenge occurred on March 27 and participated by 40 grade 7-8 students • Engineering Entrance Scholarship Application <ul style="list-style-type: none"> • x3 \$1500 scholarship • Call for volunteer for Education Committee <ul style="list-style-type: none"> • Scholarship Application Evaluators • Math question designers, reviewers and coordinators • Design Challenge idea and technical support • Designer for poster, t-shirt, design • Video editor • Deputy Director • Monthly meeting in Newmarket 	8:48 pm	Info
13.0 GLP Committee Report	By Hannah Ehtemam <ul style="list-style-type: none"> • Working on meetings with various MPP • Looking for events held by MPPs • Take Your MPP to Work Day • Call for Volunteer to help GLP Committee, send Hannah email 	8:05 pm	Info

<p>14.0 Business Liaison Committee Report</p>	<p>By Ed Fung</p> <ul style="list-style-type: none"> ● Working on 2019 Engineering Symposium ● Artificial Intelligence and Engineers as title ● Nov 6, 2019 at Paramount Event Space ● Website in progress ● Dennis Woo – co-chair brief on progress ● Guest speakers are welcome from all members ● Contact Dennis at dwoo@kpmg.ca ● ● Guest speakers committed by Magna, Honeywell, etc ● 	<p>7:46 pm</p>	<p>Info</p>
<p>15.0 Mentorship / EIT Committee Report</p>	<p>By Tian You</p> <ul style="list-style-type: none"> ● LAP Registration Summary reported ● 2019 LAP: 30 P.Eng and 49 EIT <ul style="list-style-type: none"> ● Orientation is on May 30th ● Call for Volunteer – helping out EIT Committee. Volunteers are <ol style="list-style-type: none"> 1. Tommy 2. Oliver 3. Sharon 4. Kun ● 	<p>7:50 pm</p>	<p>Info</p>
<p>16.0 Other Business</p>	<p>Open to all attendees</p> <ul style="list-style-type: none"> ● Propose for Banner Wall for PEO York Chapter ● PEO Chapter Training <ul style="list-style-type: none"> ▪ Volunteer online training ▪ Certificate recipient subsidy is required by Lui ● Special funding – chapter can apply for new event ● Equipment List – to be update, put on sharedrive: Tommy ● Meeting Minutes 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. For approval <ul style="list-style-type: none"> ▪ Motioned by Tommy and seconded by Oliver ▪ Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	<p>8:55 pm</p>	<p>Info</p> <p>Decision</p>
<p>17.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> ● All items on agenda completed. Meeting adjourned by Lui Tai. ● Next meeting will be held on Thursday Jun 13th, 2019 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	<p>9:05 pm</p>	<p>Info</p>