



York Chapter

Minutes of the Executive Meeting

Held on Thursday Nov 14, 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: Lui Tai, P.Eng. (Chair) Tommy Sin, P.Eng. (Secretary) Darren Verasammy, P.Eng. (Treasurer) Oliver Xiao, EIT (Awards) Elmer Ting, P.Eng. (Certificates) Tian You Si Tu, P.Eng. (Mentorship & EIT) Annabelle Lee, P.Eng. (Vice Chair) Daniel Cho, EIT (Education)</p>	<p>Absent: Jennifer Lu, P.Eng. (Program) Gordon Ip, P.Eng., FEC (Past Chair) Marcia Lim, P.Eng. (WIE) Ed Fung, P.Eng. (Business) Sharon Chen, EIT (Communications) Hannah Ehtemam, P.Eng. (GLP)</p>
<p>Committee & Chapter Members Present: Sicley U Hay Lao, EIT Jessica Ip, EIT Quentin Ng, EIT Jacky Lau, P.Eng. Garsi Karamafrooz, P.Eng Elven Tsui, P.Eng. Moe Langari, EIT David Yin, EIT, Victoria Zhao, EIT, Vera Zhang, EIT. Sahar Kooshmand, P.Eng Danniels Narayan, EIT Cecil Johnson, EIT Keyvan Ghazaie Alamdati, P.Eng Kun Li, EIT Reza Emdadi, P.Eng. Murat Hasoglu, EIT</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"> · Motioned by Daniel and seconded by Elmer · Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	7:00 pm	

			Decision.
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> ● Meeting Minutes for Oct 10, 2019 meeting are all reviewed and updated through email already. (update need on Tian You last name) ● Motioned by Darren and seconded by Elmer <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	7:09 pm	Decision.
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● October 18, Co-hosted the Lassonde School of Engineering Capstone kick-off meeting at York University. ● Successfully recruited 27 industry advisers, and each matched to a Capstone team. ● PEO Chapter Manager Matt Ng passed away Oct 21. <ul style="list-style-type: none"> ▪ He was a big supporter of our Chapter ▪ Many York Chapter past chairs attended his funeral ▪ PEO president, VP, many councillors and staff attended ▪ We presented a floral wreath on behalf of York Chapter at the funeral ▪ Will have a photo memorial of Matt at the CLC ● Symposium committee spent over 8 months of preparation work to make the event successful ● Big thank you to Past Chair and Symposium Chair Dennis Woo for his leadership <ul style="list-style-type: none"> ▪ 8 executive board members were on the committee ▪ Thanks to over 30 volunteers who helped on the day ▪ Engineering Symposium took place on Nov 6, with rave reviews from attendees ▪ Chapter Leadership Conference taking place this coming Saturday. Annabelle and Lui will attend. ▪ Ontario Professional Engineer Award gala in the evening 	7:15 pm	Info
4.0 Vice-Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● 30x30 Chapters Action Planning workshop <ul style="list-style-type: none"> o Marcia, Shahd, Annabelle attended (Oct 17) o 30 by 30 seeks to increase the number of newly licensed engineers who are women to 30 per cent by the year 2030 o In Ontario,18% of newly licensed engineers were women in 2018 - this percentage has stagnated for the past five years ● Volunteer Mandatory Training <ul style="list-style-type: none"> o ALL PEO volunteers are required to complete mandatory compliance training o Your completion of the legislated training courses is required by December 31, 2019 o Non-compliance with the requirement will result in suspension of volunteers from their respective role(s) until they complete the mandatory training 	7:25 pm	Info

	<ul style="list-style-type: none"> o Go to http://peo.on.ca/ o Click on “Volunteers” ● Centralization of Chapters Bank Accounts <ul style="list-style-type: none"> o Background: <ul style="list-style-type: none"> ▪ 2017: PEO’s auditor identified control issues involving Chapters ▪ 2018: PEO’s auditor identified potential HST compliance issues at chapter level ▪ March 2019: PEO’s Audit committee and Finance committee recommended that PEO have an expert assessment on the identified potential HST implications, and that PEO explore the option to centralize Chapter bank accounts ▪ October 2019: A third party HST expert/consultant confirmed that most Chapter activities have HST implications o At upcoming Council Meeting on Nov 15th: To advise Council of the decision to proceed with the centralization of Chapters bank accounts and to prohibit Chapters from generating revenues, effective not later than December 31, 2019 o Next Step: <ul style="list-style-type: none"> ▪ PEO Finance and Chapters staff will work with the Chapters to facilitate the transfer of all funds currently held separately by individual Chapters to the centralized PEO bank account. ▪ Chapters will be allocated budgeted amounts using the same method as before and will submit expense claims against their budgets and accumulated funds. o Various chapters participated in a teleconference and identified concerns regarding the centralization of chapter bank accounts and that chapters will no longer receive revenue 		
5.0 Past Chair Report	By Gordon Ip (Absent)	7:45 pm	Info
6.0 Financial Report	By Darren Verasammy <ul style="list-style-type: none"> ● Walked through Oct financial reports of the chapter ● Motion to approve the Oct Financial Report ● Motioned by Annabelle and seconded by Daniel ● Motion unanimously approved with no opposed ● MOTION CARRIED 	7:45 pm	Decision

7.0 Communicati on Report	<p>By Sharon Chen (Absent) Annabelle covered:</p> <ul style="list-style-type: none"> ● Completed website and booklet for Symposium with help of Oliver ● E-blasts for Programs and EIT/Mentorship events ● Received some but not all newsletter articles from executive board. Due NOW 	7:48 pm	Info
8.0 Certificate Committee Report	<p>By Elmer Ting</p> <ul style="list-style-type: none"> ● Next License Presentation Ceremony ● Venue on Hold, Ready to Book: <ul style="list-style-type: none"> ▪ Eagle's Nest Golf Club ▪ Major Mackenzie & Dufferin, Vaughan ▪ Sat Feb 22, 2020 	7:50 pm	Info
9.0 Program Committee Report	<p>By Jennifer Lu (Absent) Oliver covered:</p> <ul style="list-style-type: none"> ● Oct 24th Social Coffee & Tea Event, 35 people, Jose from PEO headquarter give briefing on using engineering seal ● Oct 29th Social Coffee & Tea Event on changes of Construction Act ● Buried Concrete Structure (Nov 13th) ● 20+ Engineers attended, it was a very specialized audience ● Presentation was very well received ● Upcoming Events: <ul style="list-style-type: none"> ○ Timber Structure (Nov 20th) ○ HVAC Building Permit Review (Nov 25th) 	7:56 pm	Info
10.0 Women In Engineering Committee Report	<p>By Marcia Lim (Absent)</p> <ul style="list-style-type: none"> ● 	8:02 pm	Info
11.0 Awards & Recognitio n Committee Report	<p>By Oliver Xiao</p> <ul style="list-style-type: none"> ● PEO Volunteer Service Recognition Program <ul style="list-style-type: none"> ▪ Recognizes the service that volunteers provide to the association ▪ Action required: Directors nominate volunteers who have made significant contribute to your committee <ul style="list-style-type: none"> ▪ Full Name ▪ PEO # ▪ Brief description/summary of their service ● 2019 EPOTYA is accepting submissions ● Deadline is Jan 15, 2020 ● First 5 eligible submissions received from York Chapter member will receive a \$100 gift card* ● Limited incentive opportunities left ● Will build 2019 EPOTYA sub-committee in the coming weeks to begin bigger scale promotion ● Will invite past winners to present their winning projects 	8:03 pm	Info

12.0 Education Committee Report	<p>By Daniel Cho</p> <ul style="list-style-type: none"> • Oct 27th Math Competition, 50 students, AMD sponsored • Great event and is a success • 	8:07 pm	Info
13.0 GLP Committee Report	<p>By Hannah Ehtemam (Absent)</p> <ul style="list-style-type: none"> • 	8:12 pm	Info
14.0 Business Liaison Committee Report	<p>By Ed Fung (Absent)</p> <ul style="list-style-type: none"> • <i>Thanks to all the volunteers and the organizing committee members to make it a very successful event !!</i> 	8:03 pm	Info
15.0 Mentorship / EIT Committee Report	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> • Archery Competition (October) • EITs defeated P.Engs. • 20/23 attended • Immigration Story Sharing (November) • Date: November 21, 2019, 7 p.m. to 8:30 p.m. • Location: Courtyard by Marriott Toronto Markham • Tickets: \$10 per person, 50 people Max • Registration rate is low, please share this event with your co-workers and friends • LAP Appreciation Dinner (December) • Date: December 5, 2019, 7 p.m. to 9:30 p.m. • Location: Dragon Legend • Estimated 45 people, including guides, EITs, PEO, and chapter board members (2) • \$1,800, may move to Jan 2020 to lower the cost • 	8:10 pm	Info
16.0 Other Business	<p>Open to all attendees</p> <ul style="list-style-type: none"> - 2020 Monthly Executives Meeting: - Will stay at Courtyard due to lower rental cost and flexible outside food policy - Room rental will increase from \$220 to \$225 - Courtyard will honor the same room rental price for all additional bookings for any other events - Proposed dates are: Jan 8 (Wed), Feb 13, Mar 12, Apr 9, May 14, Jun 11, Sep 10, Oct 8, Nov 12 and Dec 10 - Motioned by Oliver and seconded by Tommy - Motion unanimously approved with no opposed and no abstains. - MOTION CARRIED 	8:27 pm	Info
17.0 Adjourn ment/ Next Meetin g	<ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by Lui Tai. • Next meeting will be held on Thursday Dec 12, 2019 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	8:37 pm	Info