



York Chapter

Minutes of the Executive Meeting

Held on Thursday Jul 9, 2020 at Virtual Meeting ~~Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario~~

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Tommy Sin, P.Eng.

Executives Present:	Absent:
Tommy Sin, P.Eng. (Secretary) Oliver Xiao, EIT (Business) Vera Zhang, EIT (Communications) Daniel Cho, EIT (Education) Tian You Si Tu, P.Eng (Mentorship) Annabelle Lee, P.Eng. (Chair) David Yan, P.Eng (Certificate) Marcia Lim, P.Eng. (Diversity) Sharon Chen, EIT (Awards) Lui Tai, P.Eng. (Past Chair) Hannah Ehtemam, P.Eng. (Vice-Chair) Anita Eisakhani, P.Eng. (GLP)	Jennifer Lu, P.Eng. (Program) Darren Verasammy, P.Eng. (Treasurer)
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Victoria Zhao Keyvan Lamees Rahim Hasan Tavana Peter Cushman	

Item	Description	Action										
1.0 Approval of Agenda	<ul style="list-style-type: none"> • Annabelle called the meeting to order. • Round of introduction of attendees • Review of agenda and motion to approve agenda • Motioned by Sharon and seconded by Oliver <ul style="list-style-type: none"> • Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	Decision.										
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> • Meeting Minutes for Aug 13, 2020 meeting are all reviewed and updated through email already • Some updates done and will post the final version • Motioned by Hannah and seconded by Sharon <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	Decision										
3.0 Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> • PEO York COVID-19 Virtual Town Hall • Speakers: <ul style="list-style-type: none"> • Marisa Sterling, P.Eng., FEC - PEO • MPP (Thornhill) Gila Martow • Trefor Armstrong, P.Eng. - Innovative Automation • Dr Hadis Zarrin - Ryerson University • Peyman Moeini, P.Eng. - Peytec • Dr Dennis Woo, P.Eng,FEC - KPMG Canada <table border="1" data-bbox="443 1083 1245 1230"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td>Sep 9</td> <td>PEO York COVID-19 Virtual Town Hall</td> <td>100</td> <td> <ul style="list-style-type: none"> - Great turnout - Great feedback from attendees - Attendees from surrounding chapters </td> <td> <ul style="list-style-type: none"> - Time Management - Part of preparation, good to have speaker's cell phone </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • EC Regional Leadership Development Workshop in October (details in Past Chair slide) • East Central Congress = Tuesday, September 29, 6pm to 9pm • We can have one additional EIT as observer • We had a Mississauga Meet and Greet - hoping for more collaboration • Chapters are permitted to publish AGM Notice in Engineering Dimensions, free of charge • This counts as the mandatory notice to all members • If chapters choose to publish in Engineering Dimensions, chapters are not required to spend chapter funds on a physical mailing • September 30th is the Engineering Dimension publication deadline in case you are planning to include your AGM notice in the November-December issue • 	Date	Past Event	Attendees	What Worked	What Didn't Worked	Sep 9	PEO York COVID-19 Virtual Town Hall	100	<ul style="list-style-type: none"> - Great turnout - Great feedback from attendees - Attendees from surrounding chapters 	<ul style="list-style-type: none"> - Time Management - Part of preparation, good to have speaker's cell phone 	Info
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<p>4.0 Vice-Chair's Report</p>	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> • PEO Business Plan Meeting: • Chapters no longer need to do audits unless it's stated in their bylaw • Chapters can amend bylaws on a yearly basis for the time being (not permanently) • No in-person meetings until announcement from PEO (expected soon) • RCC scholarship fund is now available • NEM event is not approved, online only, with up to \$500 budget (see NEM website) • Can email members to congratulate obtaining P.Eng. (memo from PEO expected soon) • Mask Design Challenge: • 3 groups signed up despite pushing back deadline • Response on social media relatively low • MPP Billy Pang as accepted to provide a short speech • Next steps? • 	<p>Info</p>
<p>5.0 Financial Report</p>	<p>By Darren Verasammy (Absent)</p> <ul style="list-style-type: none"> • August Financial Report • Business plan will be reviewed this weekend • - I will reach out with any comments or questions • - Still do not have the budget for the Programs Committee • No transactions to report since the last meeting • 	<p>Info</p>
<p>6.0 Past Chair Advisory Update</p>	<p>By Lui Tai</p> <ul style="list-style-type: none"> • EC Regional Leadership Development Workshop • All 6 Chapters in EC region will take part • PEO Vice President Darla Campbell and Regional Councilors Arthur Sinclair are interested to attend • Date in October. Need to be determined through a poll. • All executive board members are strongly recommend to attend this great networking event • Lassonde School of Engineering Capstone looking for industry advisors • 31 projects of various disciplines • Don't need to be expert in the field since they have technical advisor. Just need to provide industry feedback. • Initial eblast sent, and received 10 interested parties • Follow-up eblast to continue, with list of projects • Kick off in October, sign up now by email me Lui.peoyork@gmail.com • Order of Honour nomination • York Chapter will make at least 1 nomination • York University Sponsorship payment due 	<p>Info</p>

<p>7.0 Communications Update</p>	<p>By Vera Zhang</p> <table border="1" data-bbox="440 155 1255 268"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <table border="1" data-bbox="440 304 1255 417"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <table border="1" data-bbox="440 441 1255 525"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Use of feedback forms as a metric of event success</td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • Urge all board members to send event info earlier to Vera for eblasts • Calendar schedule in Google Drive that board members can fill in • 	Date	Past Event	Attendees	What Worked	What Didn't Worked																Date	Upcoming Event	Attendees	Event Purpose	Challenges																Discussion Items	Status	Use of feedback forms as a metric of event success		<p>Info</p>
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<p>8.0 Certificate Update</p>	<p>By David Yin</p> <table border="1" data-bbox="440 716 1255 829"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <table border="1" data-bbox="440 865 1255 978"> <thead> <tr> <th>Date</th> <th> </th> <th> </th> <th> </th> <th> </th> </tr> </thead> <tbody> <tr> <td>Oct</td> <td>DevC collab workshop series</td> <td>~50</td> <td> </td> <td> </td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <table border="1" data-bbox="440 1001 1255 1085"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Site posting for LPC update?</td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • Put on calendar on promoting this event to be held in Oct • Ask to promote this email first before DevC open the Eventbrite • Looking for an industry representative on AI for Engineer • 	Date	Past Event	Attendees	What Worked	What Didn't Worked																Date					Oct	DevC collab workshop series	~50													Discussion Items	Status	Site posting for LPC update?		<p>Info</p>
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<p>12.0 Education Update</p>	<p>By Daniel Cho</p> <ul style="list-style-type: none"> • Sponsorship on donation • Prepare for a Math competition for Grade 7-10 students • Ask for help to generate questions • 	<p>Info</p>																																		
<p>13.0 GLP Update</p>	<p>By Anita Eisakhani</p> <table border="1" data-bbox="440 869 1260 982"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td>Aug. 26</td> <td>Diversity and Inclusion</td> <td>35</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 1020 1260 1134"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 1157 1260 1234"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Collaboration event with MPP Tibollo office regarding engineering and mental health</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • • 	Date	Past Event	Attendees	What Worked	What Didn't Worked	Aug. 26	Diversity and Inclusion	35			Date	Upcoming Event	Attendees	Event Purpose	Challenges						Discussion Items	Status	Collaboration event with MPP Tibollo office regarding engineering and mental health		<p>Info</p>										
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<p>14.0 Business and Community Outreach Update</p>	<p>By Oliver Xiao</p> <table border="1" data-bbox="440 1394 1260 1514"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td>Sep 9</td> <td>PEO York COVID-19 Town-Hall</td> <td>100</td> <td>Opening remarks and Q&A Session</td> <td>Guest speakers presentation length and advertisement</td> </tr> </tbody> </table> <table border="1" data-bbox="440 1524 1260 1671"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>Sep</td> <td>COVID-19 Contact Tracing Technology</td> <td>50</td> <td>Engineering Innovation</td> <td></td> </tr> <tr> <td>Sep</td> <td>COVID-19 Economic overview and Engineering Innovation Government Tax Subsidy</td> <td>50</td> <td>Financial support to engineering businesses</td> <td></td> </tr> <tr> <td>Oct</td> <td>Concrete 101</td> <td>50</td> <td>Technical Seminar</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 1682 1260 1738"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • • 	Date	Past Event	Attendees	What Worked	What Didn't Worked	Sep 9	PEO York COVID-19 Town-Hall	100	Opening remarks and Q&A Session	Guest speakers presentation length and advertisement	Date	Upcoming Event	Attendees	Event Purpose	Challenges	Sep	COVID-19 Contact Tracing Technology	50	Engineering Innovation		Sep	COVID-19 Economic overview and Engineering Innovation Government Tax Subsidy	50	Financial support to engineering businesses		Oct	Concrete 101	50	Technical Seminar		Discussion Items	Status			<p>Info</p>
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<p>15.0 Mentorship and EIT Update</p>	<p>By Tian You Si Tu</p> <table border="1" data-bbox="440 157 1247 285"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td>2020=08-20</td> <td>Job Hunting Webinar 1</td> <td>30</td> <td>online method</td> <td>n.a</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 304 1247 432"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>2020-09-12</td> <td>Job Hunting Webinar 2</td> <td>30</td> <td>Helping member to find jobs</td> <td></td> </tr> <tr> <td>n.a</td> <td>Cocktail and Yoga Section</td> <td>n.a</td> <td>Reducing mental stress</td> <td>donation base</td> </tr> </tbody> </table> <table border="1" data-bbox="440 436 1247 520"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Many board members voice support to the Cocktail and Yoga event • • 	Date	Past Event	Attendees	What Worked	What Didn't Worked	2020=08-20	Job Hunting Webinar 1	30	online method	n.a						Date	Upcoming Event	Attendees	Event Purpose	Challenges	2020-09-12	Job Hunting Webinar 2	30	Helping member to find jobs		n.a	Cocktail and Yoga Section	n.a	Reducing mental stress	donation base	Discussion Items	Status			<p>Info</p>
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<p>16.0 Other Business Update</p>	<p>By Board Members</p> <ul style="list-style-type: none"> • Peter Cushman mentioned about motion to create an anti-racism committee • Sharon mentioned about short crash course on Eventbrite and Google Drive • Annabelle to remind board members to send time and date of event to Vera asap • • 	<p>Info</p>																																		
<p>17.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by Annabelle. • Next meeting will be held on Oct 8, 2020 at 6:30pm virtual (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	<p>Info</p>																																		