



York Chapter

Minutes of the Executive Meeting

Held on Thursday, November 12, 2020 at Virtual Zoom Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Sharon Chen, EIT.

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

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> • Annabelle called the meeting to order. • Review of agenda and motion to approve agenda <ul style="list-style-type: none"> ▪ Motioned by Vera 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
2.0 Approval of Minutes	<p>By Tommy Sin (Absent) (Covered by Annabelle)</p> <ul style="list-style-type: none"> • Meeting Minutes for October 15, 2020 meeting are all reviewed and updated through email already • Updates to be inputted before approval of meeting minutes in the next meeting • Motioned by Darren and seconded by David <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"> • Chapter Leaders Conference on November 21, 2020 • Agenda: <ul style="list-style-type: none"> ○ keynote speaker Dr. Mark DeVolder who will discuss organizational transformation. ○ an update and Q&A session with President Marisa Sterling, P.Eng., and a break out consultation with your Regional Councillor. • Executive board members to send Annabelle questions for Regional Councillors if they have any. • PEO is recruiting Volunteer Government Liaison Program (GLP) Representatives for each electoral district or riding in the province • Chapter AGM notice will be published in the Jan/Feb edition of Engineering Dimensions • Lui to check the number of days prior to AGM that members require notice. • Darren to send the information regarding postal publication cost to Annabelle • All license recipients who indicated their interest in attending a presentation will receive their famed certificate in the mail. This is currently in process for those licensed between Nov. 2019 and Sept. 2020. • PEO York Chapter's Volunteer Open House is Nov. 17, 2020 • Sponsors cited issues with incomplete financial information given by headquarters. Darren to follow up with HQ and arrange for direct transfer of money from sponsor to scholarship recipient and design challenge winner. 	<p style="text-align: center;">Info</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p>
4.0 Vice-Chair's Report	<p>By Hannah Ehtemam (Absent) (Covered by Annabelle)</p> <ul style="list-style-type: none"> • Children's Face Covering Design Challenge was a success <ul style="list-style-type: none"> ○ Speech from MPP Billy Pang ○ Sponsored by Lake Harbour Co. Ltd and Kinderdrop ○ Results were very close. Winner of challenge was Goods by Ginnette. • Hannah to reach out to design challenge winner to work out the plan for masks production before money is issued to them. 	Info

5.0 Financial Report	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> • No transactions were recorded this month • October financial report displayed • Lui to follow up with York University with the Capstone award money. PEO HQ cannot issue cheques but can do electronic transfer 	<p>Info</p> <p>Action</p>
6.0 Past Chair Advisory Update	<p>By Lui Tai</p> <ul style="list-style-type: none"> • PEO York Chapter Elections 2021 <ul style="list-style-type: none"> ○ Election Chair (Past Chair) to run the election process ○ Working with Certificate Director on upcoming AGM ○ Date chosen is Thursday February 25, 2021 at 6:00 pm ○ Looking for nominations to run for executive positions ○ Eligibility: a member of York Chapter (P.Eng. or EIT), endorsement by two P.Eng.s to support your nomination, plus a short write-up on how you can contribute. ○ NO EXPERIENCE NECESSARY, only willingness to learn and contribute ○ nomination must be sent by email to nominations@peoyork.com before Feb 11, 2021 	<p>Info</p> <p>Action</p> <p>Action</p>
7.0 Communications Update	<p>By Vera Zhang</p> <ul style="list-style-type: none"> • Communications committee recruited 8 volunteers. They are currently doing their PEO Volunteer Training • Newsletter is ready to go, but pending clarification of mailing costs 	<p>Info</p>
8.0 Certificate Update	<p>By David Yin</p> <ul style="list-style-type: none"> • Oct 16, 22, 23 DevC workshops had around 15 people attendance per event. It's best to split the Eventbrite in the future for the different workshop days. • Planning a online commemoration broadcast to licence recipients for Dec. 23, 2020. Need PEO, MPP, VIPs to pre-record messages. • Currently organizing 2021 PEO York Chapter Annual General Meeting for Feb. 25, 2020, including organization of online voting through polls. 	<p>Info</p>
9.0 Program Update	<p>By Jennifer Lu</p> <ul style="list-style-type: none"> • Clarifying the steps from EIT to P. Eng. Event <ul style="list-style-type: none"> ○ Event had 80 attendees ○ Great engagement with ice breaker activity ○ Need to encourage attendees to use full name for Zoom • Managing Remote Site Visits in COVID19 <ul style="list-style-type: none"> ○ 40 attendees came to the event 	<p>Info</p>
10.0 Diversity and Inclusion Update	<p>By Marcia Lim</p> <ul style="list-style-type: none"> • PEO York Chapter and Marcia selected as the lead for the east central region for 30 by 30 initiative by PEO 30 by 30 committee on the Oct. 27, 2020 30 by 30 Chapter Leads Meeting • 30 by 30 East Central Committee planning PEO 30 by 30 Employer Engagement Webinar in 2021. Still working on the details. • Marcia requests Directors/Volunteers to reach out to Employer (Return contact information for Employer Decision Makers/Operational Management/HR) for Employer Engagement Session 	<p>Info</p> <p>Action</p>

<p>11.0 Awards Update</p>	<p>By Sharon Chen</p> <ul style="list-style-type: none"> • Nov. 10, 2020 Canadian Miners Leading the Way, featuring Engineering Project of the Year Award winner Peytec <ul style="list-style-type: none"> ○ First kickoff event for 2020 awards ○ 18 attendees that were very engaged. The attendance low due to specialized topic. ○ What worked: Moderators for questions, zoom recording and uploading on Youtube ○ What didn't work: Not enough time allotted for panel questions and Q&A questions, ran long by 15 minutes • Upcoming event: Nov. 26, 2020 Alectra Drive @ Work Presented by Alectra Utilities, 2019 Engineering Project of the Year Award Winner <ul style="list-style-type: none"> ○ Second kickoff event for the project of the year awards • First awards info session planned for late November to early December. • Awards committee has sent out solicitation emails to 61 contacts for the project of the year award. 	<p>Info</p>
<p>12.0 Education Update</p>	<p>By Daniel Cho</p> <ul style="list-style-type: none"> • Scholarship winners have been finalized. • Mathletics competition is Sat. Nov. 14, 2020. Using Quizizz and zoom combination for the competition • NEM agreed to sponsor event if it's virtual - on day of event, they have their Zoom account that they want PEO York to use. • NEM event at PEO York is going to be based off of TinkerCAD - looking for volunteers to learn about this software. AutoDesk developed this software. 	<p>Info</p>
<p>13.0 GLP Update</p>	<p>By Anita Eisakhani</p> <ul style="list-style-type: none"> • Got MPP Pang for Face Covering Design Challenge. Got positive response from his office regarding his involvement. He will publish a small article in the local newspaper 	<p>Info</p>
<p>14.0 Business and Community Outreach Update</p>	<p>By Oliver Xiao</p> <ul style="list-style-type: none"> • Had to put a few events on hold due to timing and engagement from the speakers. • Renewed representation at monthly OACETT York Chapter board meeting. • Oliver suggested special provision in bylaw for online voting in COVID-19 situation only. • For meeting room booking, the Chapter has accumulated credit for 7 months of rooms – it is on soft hold for room the next 7 months (March 2021-December 2021, except July and August). 	<p>Info</p>
<p>15.0 Mentorship and EIT Update</p>	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> • Upcoming event - Nov. 14, 2020 Physical Wellness Session • Committee wants to plan a series of events <ul style="list-style-type: none"> ○ Idea: Career path planning event with Senior Engineer professionals ○ Disclaimer at beginning 	<p>Info</p>
<p>16.0 Other Business Update</p>	<p>By Board Members</p> <ul style="list-style-type: none"> • Board members to update their Zoom • Annabelle to arrange for second Zoom account 	<p>Info Action</p>

9.0 Adjournment/ Next Meeting	<ul style="list-style-type: none">• All items on agenda completed. Meeting adjourned by Annabelle.• Next meeting will be held on December 10, 2020 at 7:00pm virtually on Zoom	Info
-------------------------------------	---	------