



York Chapter

Minutes of the Executive Meeting

Held on Thursday March 11, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Shahd Elshafei, EIT.

Executives Present:	Absent:
Annabelle Lee, P.Eng. (Chair) Hannah Ehtemam, P.Eng. (Vice-Chair) Darren Verasammy, P.Eng. (Treasurer) David Yan, P.Eng. (Certificate) Lui Tai, P.Eng. (Past Chair) Oliver Xiao, P.Eng. (Business and Community Outreach) Sharon Chen, EIT (Education) Tian You Si Tu, P.Eng. (Mentorship & EIT) Reza Mahmoudipour (GLP) Elven Tsui, P.Eng (Communications) Jennifer Lu, P.Eng (Program) Shahd Elshafei (Secretary) Anita Eisakhani, P.Eng. (Awards)	Marcia Lim (Diversity) - Excused PEO 30 by 30
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Mohammed Hussain Samya Kazmi Fatima Niroomand Keyvan Yulim Lee David Sanz Sahar Kooshmand Damelis Narayan Joyce He	Lamees Rahim (OACETT Rep)

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● Annabelle called the meeting to order at ● Round of introduction of attendees ● Review of agenda and motion to approve agenda ● Motioned by Elven and seconded by Darren <ul style="list-style-type: none"> ● Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	7pm Decision
2.0 Approval of Minutes	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> ● Meeting Minutes for February 18, 2021 meeting are all reviewed and updated through email already ● Minor updates were made to the minutes ● Motioned by David and seconded by Darren <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"> ● Provided an overview of East Central Congress. ● York Chapter Plan and Action to: <ul style="list-style-type: none"> ○ increase number of women obtaining PEng licences ○ increase number of graduates obtaining PEng licences ○ increase number of international graduates obtaining PEng licences ○ increase in regulatory activity ● York Chapter to assist in regulatory work to assist PEO in governance shift through: <ul style="list-style-type: none"> ○ Mentorship program ○ Educate through workshops to break down process of licensure by current P.Eng holders ○ Workshops targeting international graduates/professionals to bridge the gap when applying for licensure ○ Incentives ○ Encouraging more high schoolers to study engineering ● Administrative tools to be shared on google drive ● Congress and reference documents available to public to review, Chair highly recommends reading it <p>www.chapters.peo.on.ca</p>	Info

4.0 Vice-Chair's Report	By Hannah Ehtemam <ul style="list-style-type: none"> ● Working with Business Committee to coordinate guideline presentations with input from industry and/pr academia ● Starting initiative to contact EITs regarding help/follow up on path to licensing 	Info
5.0 Financial Report	By Darren Verasammy <ul style="list-style-type: none"> ● Objective this year is to continue to work with HQ on implementing new system ● Streamlining invoice and expense submission to HQ 	Info
6.0 Past Chair Advisory Update	By Lui Tai (absent) <ul style="list-style-type: none"> ● No report 	Info
7.0 Mentorship and EIT Update	By Tian You Si Tu <ul style="list-style-type: none"> ● Changes to EIT and Mentorship programs <ul style="list-style-type: none"> ○ LAP previously opened only to people at the end of their licensure process ○ Hosting mentorship program/workshops for recent EITs ○ Hosting mentorship program/workshops for international graduates; prep for technical exam and applying for licensure 	Info
8.0 Communications Update	By Elven Tsui <ul style="list-style-type: none"> ● No updates ● coordinate with each committee to advertise events 	Info
9.0 Certificate Update	By David Yin <ul style="list-style-type: none"> ● AGM coming up on 2021-02-25, 6-8 PM. ● Separate UPC by setting up two events; one in Oct & one in Feb 	Info
10.0 Program Update	By Jennifer Lu <ul style="list-style-type: none"> ● Currently planning a session on mandatory PEAK program with Jose Vera 	Info
11.0 Diversity and Inclusion Update	By Sharon Chen on behalf of Marcia Lim <ul style="list-style-type: none"> ● PEO 30 by 30 requires backing from employers through LAP <ul style="list-style-type: none"> ○ Engagement session to begin in May (TBC) ○ Suggestions to include women with career-gap into LAP ○ Suggestions to provide a system that also target women with career-gap 	Info

12.0 Awards Update	By Sharon Chen (outgoing director), Anita Eisakhani (incoming director) <ul style="list-style-type: none"> ● Engineering Project of the Year Awards competition was held on Feb. 27, 2021 <ul style="list-style-type: none"> ○ Online event, recorded and uploaded finalist presentations to Youtube ○ Team of 6 volunteers worked very well to manage the logistics, reacted well to change and pivoted through challenges during the event. ○ 43 attendees ○ Time restraints tight for judges, requires assessing for future 	Info
13.0 Education Update	By Sharon Chen <ul style="list-style-type: none"> ● Meeting with Daniel on 29th March to work on upcoming education events 	Info
14.0 GLP Update	By Anita Eisakhani on behalf of Reza Mahmoudipour <ul style="list-style-type: none"> ● Forming a new GLP team of volunteers ● In the process of organizing a virtual 'Bring Your MPP to work' 	Info
15.0 Business and Community Outreach Update	By Oliver Xiao <ul style="list-style-type: none"> ● Collaboration event with OACETT in the summer ● Technical presentation speaker for OACETT York Chapter AGM ● Collaborating with Hannah, Reza and Jennifer to arrange a PEng Licence workshop 	Info
16.0 Other Business Update	<ul style="list-style-type: none"> ● Oliver: slow PEO application review process. What can be done to improve this? ● Hannah: call for volunteers to form a body to assist EITs with actions pending on their application preventing them from obtaining their PEng 	Info
17.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> ● All items on agenda completed. Meeting adjourned by Annabelle ● Next meeting will be held on April 8, 2021 at 7:00 PM 	8:30pm Info