



**York Chapter**

**Minutes of the Executive Meeting**

Held on Thursday April 8th, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Shahd Elshafei, EIT.

<b>Executives Present:</b> Annabelle Lee, P.Eng. (Chair) Hannah Ehtemam, P.Eng. (Vice-Chair) Darren Verasammy, P.Eng. (Treasurer) David Yin, 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) Marcia Lim (Diversity) Jennifer Lu, P.Eng (Program) Elven Tsui, P.Eng (Communications) Shahd Elshafei (Secretary)	<b>Absent:</b> Anita Eisakhani, P.Eng. (Awards)
<b>Committee &amp; Chapter Members Present:</b> Keyvan Ghazaie Alamdari	<b>Guests from other PEO Chapters &amp; other Attendees</b> Lamees Rahim (OACETT Rep)

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>Annabelle called the meeting to order.</li> <li>Round of introduction of attendees</li> <li>Review of agenda and motion to approve agenda</li> <li>Agenda motioned by Sharon and seconded by Oliver               <ul style="list-style-type: none"> <li>Motion unanimously approved with no opposed and no abstains.</li> </ul> </li> </ul> <p><b>MOTION CARRIED</b></p>	7pm  Decision

2.0 Approval of Minutes	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>● Meeting Minutes for March 11, 2021 meeting are all reviewed and updated through email already</li> <li>● Minor updates were made to the minutes at the meeting</li> <li>● Motioned by Hannah and seconded by Marcia <ul style="list-style-type: none"> <li>▪ Motion unanimously approved with no opposed and no abstains.</li> </ul> </li> </ul> <p><b>MOTION CARRIED</b></p>	Decision
3.0 Chair's Report	<p>By <b>Annabelle Lee</b></p> <ul style="list-style-type: none"> <li>● Discussed potential ways to engage fresh graduates, internationally trained professionals and female engineers in Canada with PEO and achieving their P.Eng <ul style="list-style-type: none"> <li>○ Existing: LAP program</li> <li>○ Potential: <ul style="list-style-type: none"> <li>▪ Hosting P.Eng application process workshops more frequently (every quarter) with a high ratio of volunteer P.Engs to members</li> <li>▪ Information sessions on the LAP program, benefits of joining PEO</li> <li>▪ Engagement with employers to encourage licensing, parity and inclusion</li> </ul> </li> </ul> </li> </ul>	Info
4.0 Vice-Chair's Report	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>● Event with Marissa Sterling (PEO President) around meeting PEO mandate. In particular with: <ul style="list-style-type: none"> <li>○ transparency through allowing access of RCC and other meeting minutes on the PEO website</li> <li>○ standardizing templates for all chapters</li> <li>○ providing critical personnel's contact information and their roles at PEO HQ from each chapter (executive board members &amp; volunteers) for PEO's reference</li> </ul> </li> </ul>	Info
5.0 Financial Report	<p>By <b>Darren Verasammy</b></p> <ul style="list-style-type: none"> <li>● Chapter is moving to saving all backups on Google Drive for record.</li> <li>● Executive board to ensure both receipts and expense forms signed upon approval are uploaded</li> </ul>	Info
6.0 Past Chair Advisory Update	<p>By <b>Lui Tai</b></p> <ul style="list-style-type: none"> <li>● Capstone Sponsorship 2021, potentially renewing for 2022</li> <li>● Oliver successfully formed a relationship between OACETT and the chapter</li> </ul>	Info
7.0 Mentorship and EIT Update	<p>By <b>Tian You Si Tu</b></p> <ul style="list-style-type: none"> <li>● Introducing two series of events:</li> </ul>	Info

	<ul style="list-style-type: none"> <li>o Core series: LAP, possible categorizing LAP specific advertisement to raise awareness to graduates, women and internationally trained professionals (ITP)</li> <li>o Non-core series: technical development</li> </ul>	
8.0 Communications Update	<p>By <b>Elven Tsui</b></p> <ul style="list-style-type: none"> <li>● Approached previous terms volunteers and submitted to Awards Director (Sharon/Anita)</li> <li>● Applying for Volunteer Service Recognition</li> <li>● Updated committee page on chapter website</li> </ul>	Info
9.0 Certificate Update	<p>By <b>David Yin</b></p> <ul style="list-style-type: none"> <li>● Virtual LPC in the fall and, potentially, an in-person LPC in the winter</li> <li>● Distributed past certificates</li> </ul>	Info
10.0 Program Update	<p>By <b>Jennifer Lu</b></p> <ul style="list-style-type: none"> <li>● Upcoming events: <ul style="list-style-type: none"> <li>o PEAK Program with Jose Vera in May 2021</li> <li>o Resume workshop with Malvern Newcomer Services Collaboration in May 2021</li> </ul> </li> </ul>	Info
11.0 Diversity and Inclusion Update	<p>By Sharon Chen on behalf of <b>Marcia Lim</b></p> <ul style="list-style-type: none"> <li>● PEO 30 by 30: <ul style="list-style-type: none"> <li>o individualized employer engagement to increase collaboration/cooperation for the initiative</li> <li>o motivating females and ITP to apply for licensure by communicating existing barriers that hinder their commitment to the process</li> </ul> </li> <li>● Collaborating with TRCA, ACCESS Employment and Humber College to improve reach and increase inclusivity</li> </ul>	Info
12.0 Awards Update	<p>By <b>Sharon Chen (outgoing director), Anita Eisakhani (incoming director, absent)</b></p> <ul style="list-style-type: none"> <li>● Past events: Awards Committee meeting, finalist spotlight for engineering project of the year awards on LinkedIn</li> <li>● Future: Wed. April 21, 2021 - Engineering Project of the Year Awards ceremony</li> <li>● Discussed following-up with previous winners about their licensing progress</li> </ul>	Info
13.0 Education Update	<p>By <b>Sharon Chen</b></p> <ul style="list-style-type: none"> <li>● Feedback of the previous Hackathon event</li> <li>● Three scholarships funded by HQ for this year</li> </ul>	Info
14.0 GLP Update	<p>By <b>Reza Mahmoudipour</b></p> <ul style="list-style-type: none"> <li>● Concluding committee volunteers</li> <li>● Goal to invite MPP (Stephen Lecce) for Engineering Award of the Year event</li> </ul>	Info

15.0 Business and Community Outreach Update	By <b>Oliver Xiao</b> <ul style="list-style-type: none"> <li>● Past: OACETT event a success</li> <li>● Future: Children Face Masks Donation, Technical Presentation (with OACETT), Software Design/Hackathon</li> </ul>	Info
16.0 Other Business Update	<ul style="list-style-type: none"> <li>● Darren: Co-hosting climate event with Mississauga chapter</li> <li>● Sharon: purchasing a zoom add-on</li> </ul>	Info
17.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> <li>● All items on agenda completed. Meeting adjourned by <b>Annabelle</b></li> <li>● Next meeting will be held on <b>May 13th 2021 at 7:00 PM</b></li> </ul>	9:42 pm Info