

Minutes of the Executive Meeting

Held on February 9, 2023 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Hannah Ehtemam, P.Eng.

Recorded by: Sharon Chen, P.Eng.

Executive Attendance

<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Hannah Ehtemam, P.Eng. (Chair)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Marcia Lim, P.Eng. (Vice-Chair)
<input type="checkbox"/>	In person	<input type="checkbox"/>	Online	Annabelle Lee, P.Eng. (Past Chair)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Darren Verasammy, P.Eng. (Treasurer)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Sharon Chen, EIT (Secretary)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Jo Liang, EIT (Awards)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Oliver Xiao, P.Eng. (Business and Community Outreach)
<input type="checkbox"/>	In person	<input type="checkbox"/>	Online	Tian You Si Tu, P.Eng. (Certificate)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Denis Tse, P.Eng. (Diversity, Equity and Inclusion)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Salvatore Distefano, EIT (Education)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Reza Mahmoudipour (GLP)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Elven Tsui, P.Eng. (Mentorship & EIT)

Chapter Attendees & other Guest Attendees

Sohrab Rahimi, P.Eng.
 Susan Vahizadeh, P.Eng.
 David Sanz, P.Eng.
 Reza Khorsandi, P.Eng.
 Vir Alvaran
 Bo Dang
 Ali Sanaee, P.Eng.
 Arif Khan

16 total attendees



Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> H. Ehtemam called the meeting to order. Round of introduction of meeting attendees was conducted. Review of agenda and motion to approve agenda <ul style="list-style-type: none"> Unanimous Motion by D. Verasammy and seconded by M. Lim. <p>MOTION CARRIED</p>	7:00 pm Decision
2.0 Approval of Minutes	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> Meeting Minutes for the December 8, 2022 meeting were reviewed. Motion to approve minutes by O. Xiao and seconded by J. Liang. 	Decision
3.0 Chair's Report	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> Continuing professional development (CPD) <ul style="list-style-type: none"> Chapter events cannot advertise PEAK at all Each engineer is responsible for determining whether the event or seminar applies as PEAK for the individual. Each event to have the disclaimer "Each license holder should determine whether this event is relevant to their practice. Only practice relevant activities are appropriate for Peak continuing knowledge hours. O. Xiao suggests that each director who hosts an event states the disclaimer regarding PEAK. Expenses <ul style="list-style-type: none"> All expenses must be submitted to HQ with 60 days of incurring the expense. York chapter to have quarterly meetings with treasurer to go over chapter expense Reimbursement of expenses in late January 2023 will occur in February 2023. York Chapter executives to only charge under York Chapter Operations - Allotment funded on Certify. Mileage claims are considered allotment funded. Mileage claims must be 60 km+ for a single event. The claim must indicate where you came from and went. Use \$0.61 per km for mileage expenses. LPC <ul style="list-style-type: none"> The cutoff for licensees attending event is that they must be licensed two months before event for LPC There is a backlog of licenses so Chapter office said to expect bigger event for LPC HQ provided information regarding ordering P.Eng. frames for members who are interested. York Chapter to provide this information only when asked by members. EIT Program Suspended <ul style="list-style-type: none"> No EIT program as of July 1, 2023 Current EITs will remain EIT until they obtain their P.Eng. Council is discussing how that will impact the chapters <ul style="list-style-type: none"> New structure is in the works Chapter operations to continue as per status quo until further information is provided 	Info Action



	<ul style="list-style-type: none"> ○ HQ states that for now programs for EITs are ok to continue, such as mentorship and EIT ● E-blasts <ul style="list-style-type: none"> ○ Do not email all contacts, this includes those who have unsubscribed ○ All members email list has all members regardless of unsubscribe status ○ Email only to all EIT and all P.Eng. ● Inviting VIPs and costs <ul style="list-style-type: none"> ○ Regional Councillor is ok to invite ○ Expenses for inviting Councillors at large and LGA councillors will be taken out of the chapter's funding. ○ H. Ehtemam indicated that the chapter should not invite any PEO dignitaries above Regional Councillor level. ○ R. Mahmoudipour to cc chair and vice chair on outgoing information regarding invitation of PEO councillors or dignitaries for future events. ● PEO Council Elections <ul style="list-style-type: none"> ○ Voting closes on the February 21, 2023 at 10AM ○ Chapter are non-partisan. Executive board members must not publicly display their support for a candidate because it is considered speaking on the chapter's behalf. The chapter must remain impartial. ● PEO York Annual general meeting <ul style="list-style-type: none"> ○ The AGM will occur on February 25, 2023 ○ H. Ehtemam encouraged members to encourage their network to run for a position on the Board of Directors ○ Updates to follow from Annabelle ● Microsoft 365 Business Basic <ul style="list-style-type: none"> ○ S. Chen initiated the migration to MS 365 Business Basic and provided a tutorial on how to log into Teams 	
4.0 Vice-Chair's Report	<p>By Marcia Lim</p> <ul style="list-style-type: none"> ● Board to update process for reporting active volunteers to HQ. The new process should have transparency and documentation for volunteer record reporting for both volunteer and executive. <ul style="list-style-type: none"> ○ File in the system to show and communicate that people who are on there vs not ○ Volunteer Record should be a public spreadsheet or registry. ○ S Chen, A. Lee, M. Lim, and J. Liang to meet to discuss the transparency procedure for volunteer record. ● Develop standardization of documentation 	Info
5.0 Financial Report	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> ● Chapter allotment was increased to \$72,523 ● Some of our LAP events are not covered ● In the last fiscal year of 2022, the chapter spent \$66,956. ● Two sets of records - centralized account and Quickbooks records internal to the chapter. 	Info
6.0 Past Chair Advisory Update	<p>By Annabelle Lee (Absent), delivered by Hannah Ehtemam</p> <ul style="list-style-type: none"> ● Who is eligible to run for election? <ul style="list-style-type: none"> ○ Be a member of good standing with PEO and have no criminal record 	Info



	<ul style="list-style-type: none"> • Submission <ul style="list-style-type: none"> ◦ Send nomination to nominations@peoyork.com by Feb 11, 2023 ◦ Include recommendations by two professional engineers that you are a member of good standing ◦ Include a short description why you want to run for election and which position you intend to run for • On election day at the AGM <ul style="list-style-type: none"> ◦ Each candidate will provide a short speech on why they are running and if elected how they will serve the Chapter • T. Si Tu to work with A. Lee on the the voting process 	
7.0 Business and Community Outreach Update	<p>By Oliver Xiao</p> <ul style="list-style-type: none"> • Past event <ul style="list-style-type: none"> ◦ January 19 - Fire protection engineering event <ul style="list-style-type: none"> ▪ Almost full room, 39/45 attendance ◦ January 28 - Engineering management Seminar - Sold out event <ul style="list-style-type: none"> ▪ 29/30 attendees - full house ◦ February 5 - PEO Council Elections Candidates Meeting <ul style="list-style-type: none"> ▪ 8 of 12 candidates present ▪ 50 attendees in total ▪ Great questions and engagement, should continue the format forward for annual • Upcoming events <ul style="list-style-type: none"> ◦ March 8, 2023 - Concrete Repair Presentation Series ◦ March 25 - Project Management seminar <ul style="list-style-type: none"> ▪ 3rd repeat of the popular seminar ▪ Asking speaker if there is a level 2 to this webinar ▪ 12 people on the waitlist ◦ April 11 - Traffic engineering <ul style="list-style-type: none"> ▪ To be published next week ◦ O. Xiao asked members for ideas and potential speakers for technical presentations. 	Info
8.0 Licensing Update	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> • AGM 2023 <ul style="list-style-type: none"> ◦ February 25, 2023 at 9 AM ◦ 80 Attendees are expected ◦ T. Si Tu is finalizing the invoice • Licensing ceremony <ul style="list-style-type: none"> ◦ Date and time: April 29 or May 6, choosing between these two dates ◦ Type: Served dining so that Project of the Year awards recipients can deliver speech ◦ Proposed Location: Crystal Fountain - proposed location \$75-80 per person, all included. 3 course venue ◦ T. Si Tu also open to other venue options ◦ T. Si Tu will receive the list of licensees from Julie shortly. He is expecting 55 licensees, expecting 60 from Julie. He is expecting 40-45 guests, totalling 150 people for the next LPC. ◦ J. Liang indicated date change and price change to discuss a subcommittee meeting 	Info



9.0 GLP Update	<p>By Reza Mahmoudipour</p> <ul style="list-style-type: none"> • R. Mahmoudipour to confirm the exact date of licensing ceremony with T. Si Tu. • R. Mahmoudipour initiated contact with the MPPs to secure the VIP speaker for LPC. 	Info
10.0 Mentorship and EIT Update	<p>By Elven Tsui</p> <ul style="list-style-type: none"> • Upcoming Events: <ul style="list-style-type: none"> ◦ Bowling event on Feb 18, 2023 - Tickets are sold out ◦ Table Tennis Event on Mar 4, 2023 - Sales have started ◦ Demystifying the PEO Licensure Requirements: Academic and Experience <ul style="list-style-type: none"> ■ Similar to 1st LAP sub-event and it will be hosted twice this year. One will be held April 1, 2023 (9:00 am - 12:00 pm) and the second one will be sometime in June 2023. <ul style="list-style-type: none"> • Gordon Ip and Matthew Xie will be the speakers for this event. 	Info Action
11.0 Awards Update	<p>By Jo Liang</p> <ul style="list-style-type: none"> • After 7 months of hard work, received 21 applications for the 2022 Project of the year awards, a 90% increase from the previous award year. The number of applications are evenly distributed across all categories. • All applications undergoing preliminary judging • Timeline is Feb. 17, 2023 for finalist announcements • J. Liang is working with O.Xiao to finalize the venue for the finalist presentations. • Awards ceremony will occur with LPC in April or May 2023 	Info
12.0 Education	<p>By Sammy Distefano</p> <ul style="list-style-type: none"> • NEM Design Challenge Competition 2023 - Wind Turbine Design <ul style="list-style-type: none"> ◦ Tentative date: Sunday, March 26th @ Sir William Mulock SS Cafeteria from 10:00AM - 4:00PM) ◦ S. Distefano submitted permit application for venue, waiting to hear back ◦ Eventbrite is setup ◦ Once venue is secured, poster will be published and distributed • S. Distefano is looking for volunteers to do: t-shirt design, event presentation, prizes for the event. 	Info
13.0 Diversity, Equity and Inclusion Update	<p>By Denis Tse (Absent)</p> <ul style="list-style-type: none"> • No updates 	Info
14.0 Other Business Update	<p>Other Business</p> <ul style="list-style-type: none"> • Any spending above the business plan must be approved by the chapter officers. • HQ approval is required for any individual expense above \$500 • Chair approval required for budgetary spending for the invitation of PEO dignitaries because the Chair must provide responses 	Action



York Chapter

	<p>to any questions regarding the budget and the chapter's financial health. If the chair is not there, there will be a delegate.</p> <ul style="list-style-type: none">• J. Liang and T. Si Tu to come up with an agenda to print for AGM.• Past Chair A. Lee to provide instructions to nominees and board members on how long to speak.	Action Action
15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none">• All items on agenda completed. Meeting adjourned by H. Ehtemam at 8:40 pm• Next meeting will be held on March 9, 2023 in person to be here for 6:30 PM.	Info