**Minutes of the Executive Meeting**

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

Meeting Chaired by: Hannah Ehtemam, P.Eng.

Recorded by: Darren Verasammy, P.Eng.

| **Executive Attendance** |
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|  | In person |  | Online | Hannah Ehtemam, P.Eng. (Chair)  |
|  | In person |  | Online | Marcia Lim, P.Eng. (Vice-Chair) |
|  | In person |  | Online | Annabelle Lee, P.Eng. (Past Chair) |
|  | In person |  | Online | Sharon Chen, P.Eng (Treasurer) |
|  | In person |  | Online | Darren Verasammy, P.Eng. (Secretary) |
|  | In person |  | Online | Iris Yan, EIT (Communications) |
|  | In person |  | Online | Oliver Xiao, P.Eng. (Business and Community Outreach) |
|  | In person |  | Online | Denis Tse, P.Eng. (Certificate)  |
|  | In person |  | Online | Ali Sanaee, P.Eng. (Diversity, Equity and Inclusion)  |
|  | In person |  | Online | Salvatore Distefano, EIT (Education)  |
|  | In person |  | Online | Reza Mahmoudipour, P.Eng. (GLP)  |
|  | In person |  | Online | Elven Tsui, P.Eng. (Mentorship & EIT) |
|  | In person |  | Online | Liza Sheppard, P.Eng. (Awards) |

| **Chapter Attendees & other Guest Attendees** |
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| Amy Jones, P.Eng.Balendran Surendran, P.Eng.Chloe Cao, EITDavid Sanz, P.Eng.Paul Irimpan, EITSohrab Rahimi, P.Eng.Suboohi Obaid, P.Eng.Tian You Si Tu, P.Eng. |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0Approval of Agenda | * H. Ehtemam called the meeting to order.
* Round of introduction of meeting attendees was conducted.
* Review of agenda and motion to approve agenda
* Unanimous Motion by E.Tsui and seconded by R.Mahmoudipour. **MOTION CARRIED**
 | 7:00 pmDecision |
| 2.0Approval of Minutes | By **Hannah Ehtemam*** Meeting Minutes for the February 9, 2023 meeting were reviewed.
* Motion to approve minutes by O. Xiao and seconded by S.Chen.
 | Decision |
| 3.0Chair’sReport | By **Hannah Ehtemam*** The 2023-2024 board members were elected after the annual general meeting (AGM) on February 25, 2023.
* The AGM received great feedback and questions from participants. There were more candidates for election than last year.
* All chapter volunteers and directors must read and sign code of conduct, confidentiality agreement. Directors must upload a copy of these documents for themselves to the shared drive.
* Directors to ensure volunteers sign confidentiality agreement and code of conduct and check over their forms prior to submission.
* First-time directors to meet with the previous committee director to understand upcoming tasks and committee functionality and responsibilities.
* Executive onboarding meeting is scheduled for April 8, 2023 from 9 am to 12 pm at the Wood office Richmond Hill (Vogel Road). All directors are required to attend and the session will be recorded.
* All directors to review the 2023-2024 business plan and understand what events were planned and your committee’s respective budgets. Directors to speak to Chair or Treasurer if there are any questions or concerns.
* Directors must send an email to chair, vice-chair, and treasurer for approval for any expenses beyond budget and/or business plan.
* All directors to read and understand communications procedures and fill out terms of usage forms for eventbrite and social media.
* Directors to use the expense register for logging expenses. Expense submission training will be included in upcoming onboarding meeting.
* S. Chen to update the procedure with the updates provided in February 2023 and share with the team.
* Chapter migration to MS 365 is underway. All mail will remain with webmail and inmotionhosting, while the chapter board drive will be migrated to sharepoint.
 |  InfoActionAction |
|  4.0Vice-Chair’s Report | By **Marcia Lim*** Executive Board Training will provide the standards and procedures that are required for all executives moving forward.
* Expense approvals: Chair, Vice-Chair and/or Treasurer will approve expenses once a week. Expense to be submitted no later than 5 pm the Friday of each week for approval by EOD Monday of the following week
* In progress: Process for volunteer activity tracking to HQ.
* In progress: Develop framework for standardization of general chapter guidelines documents on mileage reimbursements, volunteer appreciation spending allotments etc. (promote consistency between committees, assist less experienced directors)
 | Info |
| 5.0Financial Report  | By **Darren Verasammy*** S. Chen is the new treasurer
* The current policies and procedures remain unchanged.
* New board members are encouraged to visit the expenses and invoices folder on the drive to download forms and read the expense procedure.
* Quickbooks centralized account balance as of February 28, 2023: $76,002.11
 | Info |
| 6.0 Past Chair Advisory Update | By **Annabelle Lee (Absent)*** No updates
 | Info |
| 7.0 Business and Community Outreach Update | By **Oliver Xiao** * Concrete Repair and Protection Basics on March 8th, 2023, was 80% attended. The reception by attendees was very warm.
* There are many upcoming events planned between March and May 2023, including project management essentials, meet your PEO councillors, and role of an engineer in land development.
* Engineers can contact O.Xiao if they are interested in presenting as a speaker at the events.
 | InfoAction |
| 8.0Licensing Update  | By **Denis Tse*** The annual general meeting on February 25, 2023 was not as well attended due to snow day, only 30 attendees on top of candidates.
* T. Si Tu submitted invoice to HQ for invoice payment of AGM.
* PEO HQ cannot process a cost estimate (because it is not final) only a final invoice. It is recommended that D. Tse provide the venue for deposits for $500 or less to avoid a 2nd round of approvals from head office. Head office does not want personal expenditures over $500 from volunteers.
* T.Si Tu to forward updated recipient list to D.Tse
* D. Tse is receiving recipients from other chapters to attend upcoming York licence presentation ceremony (LPC).
* 60 licence recipients are expected for the next LPC.
* Details for the upcoming LPC:
	+ Date and time: April 23, 2023 (TBD)
	+ Type: Dining serving
	+ Location: Crystal Fountain
	+ Cost: $90/person, $1,400 for AV
	+ Set up: Podium, Projector, Screen, Wireless Mic, Registration Tables, Booths for Awards
	+ Attendees: approx. 175 (22 tables)
* D. Tse to finalize the layout of the room and ask for availability and cost of 2 side screens. D. Tse to make final decision on venue.
* It is ideal to start set up of the event at 10am for event to start around 5-5:30pm dinner service, to be out by 8:00-8:30pm
* D. Tse to ensure that ambient noise from other events does not disturb the event.
* D. Tse to limit speakers/volunteers to 5 to maximize the amount of members to attend the events. Volunteers to sign up ASAP to reserve their spot.
 | InfoActionAction |
| 9.0 GLP Update | By **Reza Mahmoudipour*** Quarterly meeting of GLP chairs and representatives occurred. The key points were:
	+ There are still discrepancies on the PEO website about acceptable Canadian experience.
	+ Starting May 15, 2023, new applicants will receive a decision within 6 months of submitting a completed license application.
	+ 1 year of Canadian experience may be waived.
	+ prospective applicants must demonstrate the required academic and experience qualifications before applying
	+ The minimum engineering work experience will remain 48 months.
* GLP committee lost four volunteers due to different reasons. R. Mahmoudipour plans to recruit additional volunteers through e-blast. There are vacancies on the committee.
* Interested volunteers to send R.Mahmoudipour their resume, from which verification of their address or postal code is required in order to be assigned to a MPP.
* H.Ehtamam explained the mandate of Government Liasion Program to the new volunteers at the meeting.
* D. Tse confirmed that the LPC date is April 23, 2023.
 | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui*** Table tennis tournament was a success with lots of fun had by all, turnout was good.
* Upcoming events include Demystifying the PEO Licensure Requrements, occuring twice this year (April 1 and June 2023)
* Reminder for all directors take photos of your events with dates, names, to be used in AGM presentation and social media updates.
* Existing EIT’s to remain until licensure, until change is formalized continue to operate under status quo
* After May 17th, EIT process to change. E. Tsui to follow up with Julie Hamilton at headquarters for direction on the current P.Eng criteria.
 |  InfoActionAction |
| 11.0 Awards Update  | By **Liza Sheppard*** Finalist presentation for the project of the year awards competitions will occur this Saturday March 11, 2023.
* The panel consists of 4 judges. 14 companies will participate in the 4 award categories.
* Winners will be recognized at the next LPC on April 23, 2023. Winning teams will get 4 invites for 1st place and 4 for 2nd place for each category.
 | Info |
| 12.0 Education | By **Sammy Distefano*** NEM Design Challenge Competition 2023 will occur on Sunday, March 26, 2023 at Sir William Mulock SS
* Time: 10:00AM - 4:00PM
* Venue is secured, eventbrite is up. Floor plan for the event developed. T-shirts and prizes were selected.
* 16 student teams will participate.
* H. Ehtemam encouraged D. Stefano to start thinking ahead and getting prizes branded with PEO logo for future prizes at events similar to design challenge. Mindspace is a vendor for PEO branded gear
* Chapter to consider investing in a bluetooth speaker for events (larger one). S.Distefano to explore pricing.
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Ali Sanaee*** No update
 | Info |
| 14.0Other Business Update  | **Other Business*** 4 Laptop bags are to be purchased, D.Verasammy to explore his ownership and donate unused laptop bags if possible.
* Banner design: J.Liang reached out to 3 firms for pricing (must have a valid HST number) only 1 firm has HST number. The quoted cost was $800-$1200 for banner template.
* H. Ehtemam asked where the new podium banner (with new logo)?
* Board to reconcile all banners for future events
* do not use banners or materials with old PEO logo to maintain consistency
* S. Chen to share email signature template.
* O. Xiao to order new name tags and business cards.
* I. Yan to forward emails to the relevant directors if they are received about specific events.
* Headquarters gets the email distribution list from emails input into their website. York, as a chapter, cannot add anyone to the distribution list.
* What is the headquarters refund for each LPC attendee? York chapter would need support if we are allowing people from other chapters to attend our LPC.
* D.Tse to follow up with headquarters regarding refund for LPC.
 | ActionActionActionActionActionActionActionAction |
| 15.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 8:44 pm
* Next meeting will be held on **April 13, 2023 in person to be here for 6:30 PM.**
 | Info |