

### Minutes of the Executive Meeting

Held on April 13, 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 type="checkbox"/>	In person	<input checked="" type="checkbox"/>	Online	Marcia Lim, P.Eng. (Vice-Chair)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Annabelle Lee, P.Eng. (Past Chair)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Sharon Chen, P.Eng (Treasurer)
<input type="checkbox"/>	In person	<input type="checkbox"/>	Online	Darren Verasammy, P.Eng. (Secretary)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Iris Yan, EIT (Communications)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Oliver Xiao, P.Eng. (Business and Community Outreach)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Denis Tse, P.Eng. (Certificate)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Ali Sanaee, P.Eng. (Diversity, Equity and Inclusion)
<input type="checkbox"/>	In person	<input type="checkbox"/>	Online	Salvatore Distefano, EIT (Education)
<input type="checkbox"/>	In person	<input checked="" type="checkbox"/>	Online	Reza Mahmoudipour, P.Eng. (GLP)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Elven Tsui, P.Eng. (Mentorship & EIT)
<input type="checkbox"/>	In person	<input checked="" type="checkbox"/>	Online	Liza Sheppard, P.Eng. (Awards)

#### Chapter Attendees & other Guest Attendees

Sohrab Rahmim, P.Eng.

Stephen Black, P.Eng.

Vir Alvaran, CET

Kenneth Tam, EIT



Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>H. Ehtemam called the meeting to order.</li> <li>Round of introduction of meeting attendees was conducted.</li> <li>Review of agenda and motion to approve agenda <ul style="list-style-type: none"> <li>Unanimous Motion by O. Xiao and seconded by E. Tsui.</li> </ul> </li> </ul> <p><b>MOTION CARRIED</b></p>	7:00 pm  Decision
2.0 Approval of Minutes	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>Meeting Minutes for the March 9, 2023 meeting were reviewed.</li> <li>Motion to approve minutes by D. Tse and seconded by I. Yan.</li> </ul>	Decision
3.0 Chair's Report	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>Executive board procedure training occurred on April 8, 2023. Executives to refer back to the recordings and training slide deck on the shared drive for guidance on communications, finance, and Eventbrite procedures.</li> <li>Executive directors to upload confidentiality agreements and code of conduct to shared drive and also to send it to PEO HQ.</li> <li>Directors to ensure that all volunteers in committees must go through the mandated PEO training.</li> <li>Canadian Society of Iranian Engineers and Architects (AKA Mohandes) reached out to the chapter in 2022 to help with an event similar to our Mathletics competition <ul style="list-style-type: none"> <li>The event Scheduled for April 29, 2023</li> <li>Sharon Chen to provide keynote</li> <li>Oliver, Ali, Sohrab, and Marcia Lim volunteered to attend</li> </ul> </li> </ul>	Info  Action  Action  Action
4.0 Vice-Chair's Report	<p>By <b>Marcia Lim</b></p> <ul style="list-style-type: none"> <li>Executive Board Training will provide the standards and procedures that are required for all executives moving forward.</li> <li>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</li> <li>Volunteer activity tracking to HQ - it will be the responsibility of each director to provide a listing of active volunteers on a quarterly basis. Listings will be consolidated and reviewed by Officers prior to submission to HQ.</li> <li>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).</li> </ul>	Info
5.0 Financial Report	<p>By <b>Sharon Chen</b></p> <ul style="list-style-type: none"> <li>Quickbooks centralized account balance as of February 28, 2023: \$74,141.58</li> <li>Quickbooks centralized account balance as of March 31, 2023: \$69,889.61</li> </ul>	Info  Action

6.0 Past Chair Advisory Update	By <b>Annabelle Lee</b>	Info
	<ul style="list-style-type: none"> <li>No updates</li> </ul>	
7.0 Business and Community Outreach Update	By <b>Oliver Xiao</b>	Info
	<ul style="list-style-type: none"> <li>March 25th Project Management Essentials seminar               <ul style="list-style-type: none"> <li>Level 2 seminar is coming up.</li> </ul> </li> <li>April 5th - Role of an Engineer in Ontario Municipal Government               <ul style="list-style-type: none"> <li>Event was full house and the speaker provided an insightful presentation.</li> </ul> </li> <li>April 11th - Traffic Engineering presentation - GTA congestion               <ul style="list-style-type: none"> <li>Great turnout and questions, lots of engagement, a lot of challenging questions</li> </ul> </li> <li>Upcoming events:               <ul style="list-style-type: none"> <li>Non-Destructive Concrete Testing May 3rd</li> <li>Communication Skills for Engineers May 18th</li> <li>Project Management Essentials May 20th</li> <li>Meet Your Councillors May 27th</li> <li>Role of an Engineer in Land Development May 31st</li> </ul> </li> <li>O. Xiao is looking to ease down the frequency of events around July to August, picking up in September.</li> <li>O. Xiao will be extending the invitation to East Central Councillors.</li> <li>O. Xiao is calling for volunteers and succession planning for the committee to address:               <ul style="list-style-type: none"> <li>Event Attendees Registration</li> <li>Event Speaker Outreach                   <ul style="list-style-type: none"> <li>A lot of the events are civil focus, looking to diversify the event content. O. Xiao wants them to gain experience as well.</li> </ul> </li> <li>Deputy Committee Chair</li> <li>Succession Planning                   <ul style="list-style-type: none"> <li>Want volunteers to succeed committee that are not existing board members</li> </ul> </li> </ul> </li> <li>O. Xiao is looking for a deputy committee chair to lead the committee for this year and onwards.</li> <li>H. Ehtemam suggested that O. Xiao to send out formal eblast with estimated level of effort to call for volunteers. O. Xiao to do an open house and interviews.</li> </ul>	Action
8.0 Licensing Update	By <b>Denis Tse</b>	Info
	<ul style="list-style-type: none"> <li>Licensing Ceremony &amp; Award Gala               <ul style="list-style-type: none"> <li>Date &amp; Time: April 23, 2023 from 5:30pm - 9:00pm (registration starts at 4:30pm)</li> <li>Location: Crystal Fountain</li> <li>Guests invited: MPP Billy Pang, Chapter Coordinators, East Central Regional Councillor</li> <li>Attendees: 120 as of Apr 13</li> <li>Confirmed: Photography, Agenda, Eventbrite, AV</li> <li>In Progress: Decor, Programs, Printing, Presentations</li> </ul> </li> <li>Event is in good shape. Committee held weekly meetings for the event planning.</li> <li>Deadline to register for the event is April 14, 2023.</li> </ul>	
9.0 GLP Update	By <b>Reza Mahmoudipour</b>	Info
	<ul style="list-style-type: none"> <li>Two Ebasts were sent out, and we received several applications to volunteer for the GLP committee for the ridings with</li> </ul>	



	<p>vacancies. The results were narrowed down and will be finalized next week.</p> <ul style="list-style-type: none"> <li>• A congratulations video was received from MPP Kanapathy for the licence presentation ceremony</li> <li>• MPP Pang was invited to our LPC in a meeting in Queens Park.</li> </ul>	
10.0 Mentorship and EIT Update	<p>By <b>Elven Tsui</b></p> <ul style="list-style-type: none"> <li>• Demystify the licensure interview event on April 1, 2023 was successful. The event included a mock interview. The attendees gave great feedback for the event and found it very informative</li> <li>• Upcoming Events: <ul style="list-style-type: none"> <li>○ Licensure assistance program (LAP) 2023 Registration will start in May 2023.</li> <li>○ LAP 2023 Orientation will be held in June 2023. It will be in-person. Exact Date is TBD. <ul style="list-style-type: none"> <li>■ E. Tsui to contact PEO HQ (Tracey) regarding showing up.</li> </ul> </li> <li>○ E. Tsui is planning Job Interview Seminar</li> </ul> </li> </ul>	<p>Info</p> <p>Action</p> <p>Action</p>
11.0 Awards Update	<p>By <b>Liza Sheppard</b></p> <ul style="list-style-type: none"> <li>• Finalist presentation for the project of the year awards competitions occurred this Saturday March 11, 2023.</li> <li>• The panel consisted of 4 judges. 14 companies participated in the 4 award categories.</li> <li>• Winners will be recognized at the next LPC on April 23, 2023. Winning teams get 4 invites for 1st place and 4 for 2nd place for each category.</li> <li>• There were 4 1st place winners and 5 2nd place winners.</li> <li>• In person meeting on March 28, 2023 <ul style="list-style-type: none"> <li>○ 11 volunteers attended to capture lessons learned, brainstorm improvements and changes.</li> </ul> </li> <li>• Preparations are ongoing <ul style="list-style-type: none"> <li>○ Registration requests have been sent out</li> <li>○ Revised draft agenda</li> <li>○ Booths for winner</li> <li>○ Agenda</li> </ul> </li> </ul>	<p>Info</p>
12.0 Education	<p>By <b>Sammy Distefano (Absent), Delivered by Sharon Chen and Marcia Lim</b></p> <ul style="list-style-type: none"> <li>• NEM Design Challenge Competition 2023 occurred on Sunday, March 26, 2023 at Sir William Mulock SS</li> <li>• 16 teams of 4 students from the base materials.</li> <li>• The keynote speaker for this event was a competitor in the engineering project of the year awards</li> <li>• A lesson learned was to execute the planning much earlier. Even though there are three months to plan, most of the planning occurred in the last month. Volunteers, including S. Chen, were very pressured to get it together.</li> <li>• H. Ehtemam to reach out to S. Distefano to discuss event planning.</li> </ul>	<p>Info</p> <p>Action</p>
13.0 Diversity, Equity and Inclusion Update	<p>By <b>Ali Sanaee</b></p> <ul style="list-style-type: none"> <li>• A. Sanaee opened discussion for ideas for an event, including the idea to plan a joint 30 by 30 event together with another subcommittee.</li> <li>• Promote a prominent P.Eng. to tell her journey to become a P. Eng. and her career any experience</li> <li>• Followed by a Q&amp;A networking sessions afterwards</li> <li>• H. Ehtemam suggested that the speaker speak to how they</li> </ul>	<p>Info</p>



	<p>bring diversity to the community. Other focus of areas include:</p> <ul style="list-style-type: none"><li>○ Foreign trained engineers</li><li>○ Sexual orientation and ethnic background</li></ul> <ul style="list-style-type: none"><li>● A. Sanaee to consider more than one speaker, such as a panel, for the events.</li><li>● Idea for an event is a diversity panel of 3 individuals with pre-prepared questions that are challenging in nature<ul style="list-style-type: none"><li>○ Then open Q&amp;A</li><li>○ What's your experience and DEI</li></ul></li><li>● The mandate of the committee is to improve diversity at different levels, ethnicity, age, gender, foreign educated - to become licensed engineers to be champions for diversity.</li><li>● H. Ehtemam suggested including diversity moments/minutes in all our events.</li></ul>	Action
14.0 Other Business Update	<p><b>Other Business</b></p> <ul style="list-style-type: none"><li>● 3 firms have reached out to chapters about the new professional engineering process now that the EIT program is now discontinued. Response must come from PEO HQ.</li><li>● From a chapter perspective, it is important to keep the connection with the firms with those requests. However, it is important to get the response from HQ and see if York Chapter can tag along with them to lunch and learn with PEO HQ.</li></ul>	
15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"><li>● All items on agenda completed. Meeting adjourned by <b>H. Ehtemam</b> at 8:44 pm</li><li>● Next meeting will be held on <b>May 11, 2023 in person to be here for 6:30 PM.</b></li></ul>	Info