**Minutes of the Executive Meeting**

Held on May 11, 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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| Sohrab Rahmim, P.Eng.Shaya Golmakami P.Eng.Nick Najati, P.EngNema Hajazi, 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 S.Chen and seconded by I. Yan. **MOTION CARRIED**
 | 7:00 pmDecision |
| 2.0Approval of Minutes | By **Hannah Ehtemam*** Meeting Minutes for the April 11,, 2023 meeting were reviewed.
* Motion to approve minutes by S.Chen and seconded by I. Yan.
 | Decision |
| 3.0Chair’sReport | By **Hannah Ehtemam*** Joint mathletics event was held with Mohandes Society and was an overall success, should consider partnering with Mohandes Society in the future
* License presentation ceremony and Project of the year was held on April 23, 2023. Both events were a success, people were interacting with the booths setup for job hunters, on par with pre-covid events. Feedback received was very positive. H.Ehtemam noted the service provided by the AV vendor who was part of the venue was sub-par. The vendor spent a significant amount of time chatting with attendees and missed queues. The Chapter to consider another vendor in the future. M.Lim mentioned that sound could have carried if there was a neighbouring event in the next room
* HQ updates - risk assessment of having chapters and their activities. A mitigation report was prepared and sent to council. Council voted for the recommendations and 17 were approved, 5 were obtained. H.Ehtemam shared Chapter activities and their current statuses were shared with the Board. Mentorship committee has been impacted by these changes and E.Tsui will speak to HQ on next steps. Chapter event sponsorship from external sources has been suspended
* Next steps are for chapter to review the recommendations made by HQ and assess risk and impact to chapter activities.
* Financial impact due to loss of sponsorship has resulted in the chapter being able to request funds if deficit is 5-7% higher for inflation/engagement growth
* New online application process for licensure will start on May 15, 2023
* Engineers of Tomorrow (Engineer-in-residence) applications are accepted until May 31,2023
* Annual picnic planning has begun. Will be led by S.Chen and volunteers are needed. M.Lim has recommended a park in Richmond Hill (Richmond Green)
* No updates on Office 365 migration. A.Lee to assist with migration with S.Chen
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Marcia Lim*** No updates
 | Info |
| 5.0Financial Report  | By **Sharon Chen*** Quickbooks centralized account balance as of March 31, 2023: $69,889.61
* Quickbooks centralized account balance as of April 30, 2023: $55,487.50
* S.Chen/H.Ehtemam reminds all that expenses must be submitted within 60 days for timely processing
 | InfoAction |
| 6.0 Past Chair Advisory Update | By **Annabelle Lee*** No updates
 | Info |
| 7.0 Business and Community Outreach Update | By **Oliver Xiao** * Past events, Non-destructive concrete testing on May 3rd with 54 people attending. Event was well attended
* Upcoming events - 1 per week until June 17th
* Upcoming winery event on May 27th for Meet your Councillors
* Chapter website to be updated to reflect all events
* Call for dedicated volunteers as succession planning and volunteering with the committee on a regular basis is a priority
* Eblasts for a call for volunteers, potentially an open house for all committees for new volunteers
 | InfoAction |
| 8.0Licensing Update  | By **Denis Tse*** Licensing Ceremony & Award Gala
	+ Date & Time: April 23, 2023 from 5:30pm - 9:00pm (registration starts at 4:30pm)
* Location: Crystal Fountain
* Guests invited: MPP Billy Pang,MPP Logan Kanapathi Chapter Coordinators, David Kiguel (Councillor)
* Attendees: 148 (53 licensee, 33 Award representatives)
* Event was a success, very good feedback was received
* Photos are available on shared drive
* celebration and lessons learned meeting on a weekday evening
* Invoices with HQ accounts payable are submitted
* Return unclaimed licenses to HQ for safe keeping
* Planning for fall 2023 LPC, volunteers are welcomed
* A big thank you to Awards committee for support
* Reach out to D.Tse if you would like to claim your license
* H.Ehtemam inquired about posting of event photos to Chapter website. Pics to be resized for resolution.
* R.Mahmoudipour inquired about creating an SOP for this ceremony to streamline the planning process, as the last event was labour intensive. To be discussed in upcoming meeting
 | Info |
| 9.0 GLP Update | By **Reza Mahmoudipour*** 5 volunteers have been selected to fill the vacancies in the GLP committee
* Congratulatory message from MPP Kanapathy
* MPP Billy PAng sang for the audience
* ERC Councillor David Kiguel delivered marks on behalf of PEO
 | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui*** LAP registration has started and eblast were sent. There are alot of returning mentors
* LAP 2023 orientation will be held in-person on June 22,2023. E.Tsui will deliver the orientation as the HQ representative is unavailable.
 |  Info |
| 11.0 Awards Update  | By **Liza Sheppard*** 9 winners for Awards Presentation Gala jointly held April 23
* L.Sheppard reviewed the winners for each category
* 2 requests for volunteering for the chapter (1 for awards)
* Next steps: Post winners on LinkedIn
* Prepare high level schedule of activity and timelines for 2023 awards
* Stay engaged with volunteers who are interested with supporting the awards committee with getting involved with other chapter activities
* Thank you to all of the volunteers
 | Info |
| 12.0 Education | By **Sammy Distefano** NEM Design Challenge Competition 2023 occurred on Sunday, March 26, 2023 at Sir William Mulock SS* NEM event was a big success and everyone had fun
* Current assignment is Entrance scholarship. Waiting for PEO webpage to be updated
* Looking for reviewers for the entrance scholarship
* S.Distefano to work with I.Yan to upload photos from 2022 Mathletics and update website with results from the event
* Mathletics will be next priority
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Ali Sanaee*** Considering to plan and organize a diversity event with socializing and networking as main themes
* Invite foreign trained professionals, female engineers as speakers
* Looking for potential venues
* Joint meetings with other East Central region chapters such as Scarborough Chapter have reached out to York Chapter. They would like to jointly discuss 30 by 30 initiatives
* Anyone interested in getting involved with the committee should contact A.Sanaee
* M.Lim discussed joint meetings from the past
 | InfoAction |
| 13.0Communication | No updates. I.Yan currently working on eblasts and scholarship, and awards posts on LInkedIN and chapter website  |  |
| 14.0Other Business Update  | **Other Business*** New P.Eng process - see earlier slides for new process. This information needs to be more clearly communicated with the correct resources. H.Ehtemam to communicate at the next ECRC.
* S. Distefano has been researching Portable Bluetooth speakers, went to Long & McQuade and inquiring about used speakers
	+ EXMMOBILE 12 - NEW: $1069, USED: $769
	+ EXMMOBILE10 - NEW $900, USED: $600

Performing a cost/benefit analysis it was concluded that it is best for the Chapter to continue renting the speakers instead of investing the money * Cost benefit analysis for a storage unit to be done. A storage unit needs to be managed responsibly. D.Verasammy to look into costing
* Laptop bags to be purchased as needed
* O.Xiao has mentioned Chapter promotional material is starting to run low. H.Ehtemam is working on obtaining more Chapter promotional material.
* L.Sheppard inquired about the criteria for using the PEO logo on company websites for award winners from the Project of the Year. PEO York logo to be used.
* M. Lim raised the issue of a damaged big backdrop. New backdrop to be purchased and will replace the damaged backdrop. Only the frame is damaged and not the backdrop itself. S.Chen to speak with L.Tai about this
 | ActionInfoActionActionActionAction |
| 15.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 8:33 pm
* Next meeting will be held on **June 8, 2023 in person to be here for 6:30 PM.**
 | Info |