**Minutes of the Executive Meeting**

Held on June 8, 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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| Liban Hassan P.EngNima Hejazi P.EngDavid Sanz P.EngShaya Golmakani P.EngPeter Vert P.EngUlf Boehlan, P.EngOliver Chen, EITNanda Lwin 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 R. Mahmoui and seconded by Liza **MOTION CARRIED**
 | 7:01 pmDecision |
| 2.0Approval of Minutes | By **Hannah Ehtemam*** Meeting Minutes for the April 11, 2023 meeting were reviewed.
* Motion to approve minutes by O. Xiao and seconded by I. Yan.
 | Decision |
| 3.0Chair’sReport | By **Hannah Ehtemam*** Fill in the volunteer list and send it to the Secretary ASAP. Chairs are responsible for filling it out correctly otherwise names won’t be passed onto HQ and credit will not be given. Any volunteer that has worked with the chapter since the beginning of the year is eligible for the list.
* ECRC (east central regional council) is coming up on June 17th. IF you have to raise issues for ECRC speak to the Chair ahead of time.
* Send your expenses to the Treasurer immediately.
* Banners have being ordered with the design created by a designer, please share your thoughts on the potential design
* Annual picnic is coming. S.Chen is leading the event and needs volunteers for organizing. Venue is currently being selected
* Migration to Office 360. Tool is being tested to automatically migrate from google to Office. S.Chen to follow up with A.Lee before end of the summer
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Marcia Lim*** Reminders for mileage reimbursement. 60km/day minimum for expensing
* Submit expense reports on time which is within 60 days. After will take more time for approval
* Summer break for July and August
 | Info |
| 5.0Financial Report  | By **Sharon Chen*** Quickbooks centralized account balance as of April 30, 2023: $55,487.50
* Quickbooks centralized account balance as of May 31, 2023: $53,207.09 (27% of budget spent YTD)
* 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 reported:* Secret Sauce to your career success on May 18th
* 4th PM essentials for P.Eng on May 20th (last one before summer), 1-2 sessions possible in the fall
* Level 2 session upcoming
* 1st annual Meet your Councillors on May 27th
* Role of the P.Eng in Ontario Land Development on May 31st
* Building systems Commissioning on June 1st

Upcoming events reported:* Performing sustainable concrete repairs - June 15th
* PM series PMO for ETO - June 17th
* Metrolinx: Delivering New connections - June 29th
* Predicting Equipment Failures with AI - July 20th
* 2023 York Chapter - Summer Open House - July 27th
 | InfoAction |
| 8.0Licensing Update  | By **Denis Tse*** No updates
* slowly handing out licenses to outstanding recipients
* beginning planning for fall LPC
 | Info |
| 9.0 GLP Update | By **Reza Mahmoudipour*** 5 new volunteers have completed their training and officially commenced their roles as government liaison representatives in their respective electoral districts
* New and old committee volunteers to meet to share their experiences within 2 weeks
* Letter has been drafted to MPP Caroline Mulroney to establish a connection with her
* Could cross-connect with POTYA of the year winners, or take your MPP to work today
 | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui*** LAP registration to be held June 22, 2023 from 6:30 to 8:30pm
* Upcoming events for P.Eng. vs EIT’s
	+ Bowling July 8, 2023
	+ Table tennis social event July 15, 2023
 |  Info |
| 11.0 Awards Update  | By **Liza Sheppard*** No major updates
* Preparing schedule of activities and timelines for 2023 awards
* Engage volunteers in planning for annual plan
 | Info |
| 12.0 Education | By **Sammy Distefano** * Entrance scholarship
	+ all forms and posters including social media are published
	+ Application deadline is June 30th, 2023
	+ Looking for reviewers (only have 1 out of 10 signed up)
	+ 2-3 week commitment in July for volunteers
	+ S.Distefano to create a schedule for the review process of scholarships
	+ Video and written essay portion to each submission
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Ali Sanaee*** Meeting held May 31st via teams with Scarborough chapter to touch base on 30 by 30 initiative and what can both chapters do together
* M.Lim presented the past history for 30 by 30 initiative Current status is based on PEO reporting metrics.
* V.Lan (Scarborough Chapter) suggested organizing events to promote 30 by 30 with York Chapter such as BBQ or Niagara winery trip
* Considering Pro Bowling in Richmond Hill event (minimum 15 people requirement), for estimated 20 people that comes to$600 which is within $1500
 | InfoAction |
| 13.0Communication | * Welcome first Communication Committee Volunteer - Arnulfo Ibarra
* Upcoming 4 events in June and July - overall events are selling well
* Average 43% opened the email for concrete series
* Average 52% opened the email for Metrolinx email
* New eblast procedure, email outlining procedure has been sent to board members. Procedure was presented in the meeting
 |  |
| 14.0Other Business Update  | **Other Business*** Getting Chapter storage - D.Verasammy (Maybe Self Storage on Newkirk in Richmond Hill)
* Laptop bags - D.Verasammy has donated a bag
* Backdrop - S.Chen to coordinate with L.Tai for pricing regarding fixing broken backdrop frames instead of replacing the entire backdrop
* Master volunteer list to be created
* Update to P.Eng application process seminar, linkedin post to advertise to our EIT’s in York Chapter
 | ActionInfoActionActionAction |
| 15.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 8:07 pm
* Next meeting will be held on **September 14 , 2023 in person to be here for 6:30 PM.**
 | Info |