**Minutes of the Executive Meeting**

Held on September 14, 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** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Ulf Boehlan, P.Eng  Stephen Black, P.Eng  Karen Peneranda | | | | | |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0  Approval 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 O. Xiao and seconded by M.Lim **MOTION CARRIED** | 7:07 pm  Decision |
| 2.0  Approval 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 R. Mahmoudipour. | Decision |
| 3.0  Chair’s  Report | By **Hannah Ehtemam**   * 2024 Business plan was submitted * Budget review in progress. Must submit all expenses ASAP * Replenishment of Chapter merchandise upon review of the budget * Banners have been finalized and will be printed by end of september * ECRC scheduled for September 19, 2023. Chapter is able to bring an additional board member * Keep volunteer lists up to date * Planning an activity not in the business plan must be pre-approved by the Chair and Vice-Chair with budget, cost per person, and expected revenue * Annual picnic is ready for September 17, 2023. Registration is closed with ~110 registrants * Still need volunteers * Migration from Google Drive to Office 365. Help is needed by board members. All documents need to have their ownership transferred to PEO York * Volunteer requested to review Google drive to ensure ownership of files has been fully transferred to Office 365 | Info  Action  Action  Action |
| 4.0  Vice-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 * Tracking expenses is key to ensure we remain within our budget and for accountability * Phishing emails/Spam 101 tips and protocol * Multi factor authentication has been enabled to login * GLP volunteers have a PEO York email account for correspondence * Awards is concerned about sending correspondence from a official address to remain professional * Does the chapter need to purchase additional Office licenses to be able to have more chapter email addresses? Further discussion is needed | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Quickbooks centralized account balance as of June 30, 2023: $54,081.34 * Quickbooks centralized account balance as of July 31, 2023: $54,898.10 * Quickbooks centralized account balance as of August 31, 2023: $54,361.07 * $42,361.01 (42% spent YTD, 58% remaining) Assuming $12k from unsubmitted Business expenses * S.Chen/H.Ehtemam reminds all that expenses must be submitted within 60 days for timely processing * Certify process is changing. Approver for Certify expense reports at HQ will change names, otherwise the process will remain the same. Procedure will be updated for Chapter volunteer use | Info  Action |
| 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:   + Project Management Series: PMO for ETO on June 17th   + Metrolinx: Delivering new connections on June 29th   + Predicting equipment failures with AI on July 20th   + 2023 York Chapter Summer open house on July 27th   + Concrete series Concrete curing and protection on August 10th   + LCC solutions for infrastructure projects on Sept 7th * Outreach activities:   + Attended OACETT annual picnic on Sept 9   + Will give presentation to Mohandes (Iranian Engineering Society) on Oct 13   Upcoming events reported:   * SR&ED Program Sept 21 * PM essentials for Professional Engineers Sept 30 * How to successfully manage Eng. Project Teams Oct 19th * PM essentials for Professional Engineers Nov 11th * Net zero/decarbonization Nov 23rd * Intelligent Transportation Systems Dec 7th * PM for P.Engs - Engineer to Order (ETO) process Dec 9th | Info  Action |
| 8.0  Licensing Update | By **Denis Tse**   * Fall LPC 2023 - soft hold for OCt 22, 2023   alternate date would be Nov 19, 2023  venue remains the same (Crystal Fountains)   * Price remains the same * Feedback on food options (vegetarian/kids meals) and Sounds * Influx of emails who wants to attend LPC * Volunteers needed to support the upcoming LPC. Commitment of 2 hours/week for 6 weeks * D. Tse will follow up with HQ to inquire about number of attendees | Info |
| 9.0  GLP Update | By **Reza Mahmoudipour**   * New volunteers have settled into their roles * A kick off meeting with new volunteers was held * in person meetings with Minister Mulroney and Minister Lecce at his BBQ event * Upcoming meeting scheduled with Minister Lecce (Date TBD) * Minister Mulroney expressed interest in the 30 by 30 program and indicated a willingness to attend an upcoming event * Committee recommends L. Sheppard reach out to the winners of last years Awards ceremony to inquire about hosting an MPP in their company and present their project(s) | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui**   * Several social events held during the summer * bowling (july 8th, 2023) * table tennis (july 15, 2023) * chess competition (july 29, 2023) * Golf simulation (august 12,2023) * Hiking (aug 5 2023 & sept 2, 2023) * archery | Info |
| 11.0  Awards Update | By **Liza Sheppard**   * High level schedule for 2023 awards * Kick off: within next couple of weeks, weekly recurring meetings after * Commence requests for submissions: early november * info session: mid December * Close submissions: mid January * Finalists Presentations: early March * Awards event (with LPC): late April * From Julie Hamilton (PEO Chapter Coordinator) * PEO getting ready to introduce digital recognition badges, with congratulatory letters from CEO being directly sent to recipients * Physical pins will also be presented * Remaining (or unclaimed) might be sent to Chapter Recognition Directors for presentation at June and September congresses * Awards committee is looking for volunteers | Info |
| 12.0 Education | By **Sammy Distefano**   * Entrance scholarship   + Applications have been received and evaluated   + Winner has been selected   + currently in correspondence with the winner to arrange payment of $1500 to them * Mathletics   + Early planning stages; to take place in early December   + currently looking at potential venues for booking   + monthly/weekly meetings to commence first week of October 2023   + Committee to meet sooner rather than later to accomplish as much ahead as possible   Scholarship winner could be presented in person at the LPC or Mathletics | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanaee**   * PEO York Chapter Diversity Event (bowling) with 2 guests * Date: October 19th 18:00-21:30pm. * Is there a conflict with other events? Move event to November 8th to avoid scheduling conflict * Venue: Splitsville Richmond Hill   + 20 people, 90 minutes, $294 including HST, $5/person * Reach out to Rick Vender to tap into his experience * PEO Annual 30 by 30 meeting on September 26th at 19:00 via Zoom   + new updated metrics will be shared by PEO | Info  Action |
| 13.0  Communication | * Eblasts have been successfully scheduled and sent * Tickets have been selling well for events * Website has been updated to show upcoming events * Upcoming events selling on eventbrite * Scheduling conflict on October 19th. A. Sanee will move his Diversity Bowling event to November 8th to compensate * E-blast schedule user guide * Can a procedure be established to remove the selection of the different email lists. further discussion is needed |  |
| 14.0  Other Business Update | **Other Business**   * Getting Chapter storage - 5x8, or 5x10 an indoor space * York Chapter to co-sponsor 6 presentations related to engineering and leadership in partnership with East and West Toronto Chapters. First event is September 26th via Zoom * Backdrop - S.Chen has a vendor and will follow up to inquire about pricing * Master volunteer list was submitted at the end of August. Volunteers that make the final list should be invited for appreciation dinners * For the second straight year York Chapter is part of the Chapters Leaders Conference (CLC) for 2023. Focus will be on volunteer retention | Action  Info  Action  Action  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 8:55 pm * Next meeting will be held on **October 12, 2023 in person to be here for 6:30 PM.** | Info |