**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** |
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| Ulf Boehlan, P.EngStephen Black, P.EngKaren Peneranda |

| **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 O. Xiao and seconded by M.Lim **MOTION CARRIED**
 | 7:07 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 R. Mahmoudipour.
 | Decision |
| 3.0Chair’sReport | 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
 |  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
* 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 |
| 5.0Financial 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
 | 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:
	+ 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
 | InfoAction |
| 8.0Licensing Update  | By **Denis Tse*** Fall LPC 2023 - soft hold for OCt 22, 2023

alternate date would be Nov 19, 2023venue 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 | InfoAction |
| 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
 | InfoAction |
| 13.0Communication | * 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
 |  |
| 14.0Other 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
 | ActionInfoActionActionAction |
| 15.0Adjournment/ 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 |