**Minutes of the Executive Meeting**

Held on October 12, 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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| David Willison (OACETT York liaison)  Atena Mahiny P.Eng. | | | | | |

| **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 I. Yan **MOTION CARRIED** | 7:06 pm  Decision |
| 2.0  Approval of Minutes | By **Hannah Ehtemam**   * Meeting Minutes for the September 14, 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**   * Picnic was a huge success * Volunteer lists and budgets must be kept updated * Chair and Vice Chair approval is needed to spend against your budget * Chapter is over budget in certain areas. To partly compensate, a single volunteer appreciation dinner will be held * Optional attendance at another team member’s event (when not volunteering at the event) will not be compensated by the chapter. Must purchase ticket and mileage cannot be claimed if not volunteering for the event in question. * Vice-Chair mentioned to get the number of attendees ahead of time for the volunteer appreciation dinner to allocate the correct amount of funds * Volunteers can only expense mileage when attendance at the event is required (not optional or personal preference) * Mileage claim approvals >60 km at the discretion of Chair and Vice-Chair as directed at the ECRC. * D.Tse inquired about policy for reimbursement of 407 tolls.   + Chair to discuss 407 tolls reimbursement with other chapters at next ECRC. * 2024 business plan was rejected. Adjustments were made by Chair, Vice-Chair and Treasurer and submitted to HQ for approval. * ECRC updates were discussed * Google Drive is approaching capacity | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Marcia Lim**   * Reminders for mileage reimbursement. 60km/day minimum for expensing. * Expense reports must be submitted for approval and uploaded to Certify within 60 days of incurrence. | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Quickbooks centralized account balance as of September 31, 2023: $53,635.60 * $32,635.60 (55% spent YTD, 45% remaining) Assuming $20k from unsubmitted Business expenses * Note upcoming approximate expenses such as $18k for LPC, $4k from Education events * Treasurer has created another spreadsheet tracking actual spending and transactions located within the drive * Reviewed profit & loss statement (net income $-1134.53) * Events should be planned to be revenue neutral at a minimum * Minimize the number of social events | Info  Action |
| 6.0  Past Chair Advisory Update | By **Annabelle Lee**   * Google drive migration to SharePoint. Past Chair has asked for a volunteer to review all files on the drive to ensure ownership has been transferred over to PEO York Chapter for migration to new SharePoint * To be discussed further with Treasurer | Info |
| 7.0  Business and Community Outreach Update | By **Oliver Xiao**  Past events reported:   * SR&ED Program Sept 21 * Project Management Series: PMO for ETO on Sept 30th   Outreach activities:   * Re-established connection with York University on industry guides for their capstone program * Will be a panelist presenter at CSEA on Oct 14th   and Mohandes workshop re-scheduled to Oct 20th   * Working with TAC on joint transportation related Design Challenge for 2024   Upcoming events reported:   * 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 - Nov 12, 2023 5pm - 8pm (confirmed) * Estimated attendees: 150 (including 8 volunteers & 4 VIP’s) * Location: Crystal Fountain (same as previous LPC) * Reduction of overall costs due to budget constraints (volunteer headcount) * Reduce forecasted costs & projected revenue: $7k * Net spend $10k * Support required (i.e. MC’s / Program Agenda/ Eventbrite) * Recurring meetings on Tuesdays until the event date (5:30 - 6:30) * Scholarship winner and their parents will also be attending - Costs be further discussed * Photographer has confirmed his participation and cost will be the same as previous event * Admission cost has been increased by 13% * MC duties to be split | Info |
| 9.0  GLP Update | By **Reza Mahmoudipour**   * L.Sheppard shared the list of winners from last year’s award ceremony including the contact person(s) * GLP internal meeting was held on October 3, 2023 with 7 people attending * Upcoming in person meeting with Minister Lecce * 30 by 30 proposed joint event with a local company in Markham (Venture Labs). To be confirmed * Based on a major risk review, HQ has stated a ban on partnerships or third party sponsorships. Joint events with other chapters or regulatory bodies are permissible however no exchanging of money, goods, or services * Cost sharing to be discussed with HQ Chapter Office * Suggestion: Invite Minister Lecce to STEM events - need collaboration with Education Committee | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui**   * LAP 2023 LIcensing workshop was held on October 5, 2023 | Info |
| 11.0  Awards Update | By **Liza Sheppard**   * Canvassing for volunteers (availability & date/time) for Project of the Year (POTYA) * Applications form has been updated with new logo * Solicitation list being updated/cleaned up * Lessons from 2022 reviewed * Commence requests for project submissions in early November | Info |
| 12.0 Education | By **Sammy Distefano**   * Entrance scholarship   + Winner has been selected   + currently in correspondence with the winner to arrange payment of $1500 to them and take picture with big cheque * Mathletics   + Event date: Saturday December 2nd, 2023   + Location: Pierre-Elliott Trudeau High School Cafeteria   + Mathletics details webpage to be updated   + Guest speakers: AMD, Engineers, MPPs (MPP Lecce to speak) (DEI committee to present)   + Lunch for volunteers at the event   A slide about what being an engineer is all about (DEI committee to present | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanaee**   * PEO York Chapter Diversity Event bowling) with 2 guests * Date: November 8th 18:00-20:30pm. * Venue: Splitsville Richmond Hill   + 20 people, 90 minutes, $294 including HST, $5/person * Tickets selling out fast * Had a meeting with VentureLab on October 5th   + Discussed possibilities with joint event in early 2024   + Invite a high profile speaker, MPP   + VentureLab to invite female P.Eng. speakers and students * A tour of Venturelab for York Chapter for networking to be discussed * Attended PEO’s annual 30 by 30 meeting on Sept. 26th and received updates on the 30 by 30 status for 2022: * Sponsorship partnerships with third parties are not allowed. Collaboration for event to be further discussed | Info  Action |
| 13.0  Communication | * No updates * Due to cost restrictions, only 5 chapter events for the year still left. * Get POTYA (Project of the Year) winners on the website with Awards committee * Begin marketing for POTYA 2024 |  |
| 14.0  Other Business Update | **Other Business**   * Chapter storage unit - no budget in 2023, to be discussed for 2024 * Begin Capital Expenses (CapEx) tracking moving forward * York Chapter to continue to co-sponsor 6 presentations related to engineering and leadership in partnership with PEO East and West Toronto Chapters. First event was September 26th via Zoom, next event is in November date TBD * Backdrop - S.Chen has a vendor and will follow up to inquire about pricing * Volunteer signup from picnic - next steps for volunteers to complete volunteer training to get approved as a volunteer * OPEFFE - Ontario Professional Engineer Foundation for Education. Are we as a chapter interested in sharing information about the foundation? To be discussed with HQ * Discussion about the new updated licensure application process, members stated that many institutions are missing from the recognized institutions list. | Action  Info  Action  Action  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 8:59 pm * Next meeting will be held on **November 9, 2023 in person to be here for 6:30 PM.** | Info |