**Minutes of the Executive Meeting**

Held on November 9, 2023 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Hannah Ehtemam, P.Eng.

Recorded by: Darren Verasammy, P.Eng.

| **Executive Attendance** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | 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 90230558  Harpreet Singh 100576593  Terrence Leung | | | | | |

| **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 L. Sheppard and seconded by E.Tsui **MOTION CARRIED** | 7:02 pm  Decision |
| 2.0  Approval of Minutes | By **Hannah Ehtemam**   * Meeting Minutes for the October 12, 2023 meeting were reviewed. * Motion to approve minutes by M.Lim and seconded by O. Xiao | Decision |
| 3.0  Chair’s  Report | By **Hannah Ehtemam**   * Annual newsletter - Committee Chairs are to send committee highlights to the Communications Chair. Samples of previous years articles are available on the shared drive. * Chapters Leaders Conference (CLC) York Chapter is part of the planning committee * CLC takes place on November 18th, 2023 * Send event photos with names, tags, name of event to gain recognition * Executive Appreciation Dinner is December 9, 2023 * Volunteer Appreciation Dinner is December 16, 2023. Teams of volunteers need to sign up for participation on a first come, first serve basis. * Check your budgets regularly and **do not spend against your budget** * Volunteers cannot expense mileage for sub-committee meetings without pre-approval from Chapter Chair and Vice- Chair to approve reasonable requests. * Review policies and procedures before approaching Chapter Officers for approval | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Marcia Lim**   * No Updates | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Quickbooks centralized account balance as of October 31, 2023: $47,871.83 * $32,635.60 (62% spent YTD, 38% remaining) Assuming $20k from unsubmitted Community and Business expenses * Update actual attendance numbers for all events on budget actuals spreadsheet for year-end reporting * Expenses and invoices must be submitted for approval by December 1, 2023 * Expenses after December 8th must be submitted urgently * Must provide an estimate to HQ for expenses from Dec 8 - Jan 6 * All 2023 expenses and invoices after Dec 8th to Jan 1st must be submitted for chapter approval by January 1st, 2024 * Certify approver will change from J.Hamilton to York Treasurer (S.Chen) * November 2nd actuals on the drive | Info  Action |
| 6.0  Past Chair Advisory Update | By **Annabelle Lee**   * AGM is Saturday February 10th, 2024 at 9am at Sheraton Parkway Toronto North * Need to inform members of the date and if they are interested to run for election via:   + Engineering Dimensions   + Eblast   + Chapter Newsletter | Info |
| 7.0  Business and Community Outreach Update | By **Oliver Xiao**  Past events reported:   * How to successfully manage Eng. Project Teams Oct 19th   Outreach activities:   * Panelist presenter at CSEA on Oct 14th * Co-presenter at Mohandes workshop on Oct 20th   Upcoming events reported:   * PM essentials for Professional Engineers Nov 11th * Net zero/decarbonization Nov 23rd * Global Certification and Compliance Nov 30th * 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) * Attendees: 131 (including 8 volunteers & 5 VIP’s) * Location: Crystal Fountain (same as previous LPC) * Reduction of overall costs due to budget constraints (volunteer headcount) * Reduce forecasted costs $13,800 & projected revenue: $5400k * Net spend $~8400k * planning is on track | Info |
| 9.0  GLP Update | By **Reza Mahmoudipour**   * Headquarters has confirmed not violating sponsorship regulations if we avoid using the host’s event in the event title. This approach should comply with regulations * Collaboratively working towards making February 22nd a firm date for 30 by 30 event at VentureLab location * MPP Pang has confirmed his attendance at License Presentation Ceremony * A meeting with MPP Parsa was scheduled on November 8th * Upcoming meeting planned with Minister Lecce, scheduled between Dec 1st and 8th * GLP training is scheduled for November 18th, 2023 with 6 attendees | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui**   * LAP 2023 Appreciation Dinner is on December 5, 2023 at 6:30pm | Info |
| 11.0  Awards Update | By **Liza Sheppard**   * Official kick-off the Project of the Year (POTYA) * 8 members, including 4 new volunteers * Awards information on website (updated) * Submissions are due January 19, 2024 * Other promotion avenues via LinkedIn and e-blast | Info |
| 12.0 Education | By **Sammy Distefano**   * Mathletics 2023   + Event date: Saturday December 2nd, 2023 (9:30 - 6pm)   + Location: Pierre-Elliott Trudeau High School Cafeteria   + Mathletics details webpage to be updated   + Guest speakers: AMD, Engineers, MPPs (MPP Lecce to speak) (D&EI committee to present)   + Lunch for volunteers at the event * Volunteers need to register to indicate which session(s) they are attending * Minister Lecce is interested in speaking at the event. Will confirm 1 week prior to event * Scholarship recipient will attend the morning session to receive big cheque and give brief acceptance speech * T-shirts are ready for pickup * Track down existing audio visual equipment for the event as volunteers are in possession of these items * A 3rd projector is needed. Possibly rent one and check with venue to use the main screen | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanaee**   * PEO York Chapter Diversity Event bowling) with guests: Alessandro Pellerito, Marcia Lim, Maryam Sepheri * Date: November 8th 18:00-20:30pm. * Venue: Splitsville, Richmond Hill   + 20 people, 90 minutes, $294 including HST, $5/person * Tickets sold out * Ongoing discussion with VentureLab on possibly having an event with GLP inviting Minister Caroline Mulroney to speak about the importance of the engineering profession and participation of women in engineering in line with 30 by 30 initiative | Info  Action |
| 13.0  Communication | * No updates * Volunteer recruitment is in progress. Follow up email was sent after Chapter Picnic for interested volunteers |  |
| 14.0  Other Business Update | **Other Business**   * York Chapter to continue to co-sponsor 6 presentations related to engineering and leadership in partnership with PEO East and West Toronto Chapters. Second event is November 28th via Zoom. York members to be invited. * Volunteer appreciation dinner is confirmed for December 16th, new volunteers do not need to complete module 5, but need to complete the privacy training * Executive appreciation dinner date to be finalized on November 10, 2023 | Action  Info  Action  Action  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 8:25 pm * Next meeting will be held on **December 14, 2023 in person to be here for 6:30 PM.** | Info |