**Minutes of the Executive Meeting**

Held on December 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 90230558  David Willison  Sohrab Rahimi  Matthew Yeung 100540535  Alireza Siaddam 100540485 | | | | | |

| **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 S. Chen **MOTION CARRIED** | 7:04 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 D.Tse and seconded by I. Yan | Decision |
| 3.0  Chair’s  Report | By **Hannah Ehtemam**   * Executive appreciation dinner was held on December 9, 2023 * Volunteer Appreciation dinner will take place on December 16, 2023 * H. Ehtemam is now East Central Regional Councillor Elect * A. Lee will continue in the role as Past Chair for the next 2 years * Volunteer training is still outstanding with some volunteers and executives. Training must be completed by the volunteer/executives before any volunteering can take place and be credited by PEO * Reminders:   + update volunteer list regularly, to ensure volunteers get credit for their time and energy spent   + Submit expenses in a timely manner   + Check your budgets regularly   + Mileage claims at the discretion of Chair and Vice-Chair. Submit claims >60km, if <60km and drop off/pick up on behalf of the chapter can be claimed with approval from Chair and Vice Chair | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Marcia Lim**   * No Updates | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Thanks for submitting expenses on time. Reminder to submit any expenses ASAP in a timely manner. * Year end cut offs and important dates were reviewed * Last day to submit 2023 accruals for chapter approval is January 5, 2024 * As of November 30, $34,275.98 in Quickbooks * As of December 12, balance is $21,080.38 (71% spent, 29% remaining) * Forecasted EOY balance $3k remaining (96% spent, 4% remaining) | Info  Action |
| 6.0  Past Chair Advisory Update | By **Annabelle Lee**   * AGM is Saturday February 10th, 2024 at 9am at Sheraton Parkway Toronto North * Nominations are now open for 2024-2025 Executive Board   + Submit nominations by January 27, 2024   + Endorsed by 2 P.Eng’s   + Include a brief description why you wish to run for election | Info |
| 7.0  Business and Community Outreach Update | By **Oliver Xiao**  Past 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 * 28 events completed this year   Upcoming events reported:   * Electrical Engineering in Public Transportation Jan 25th, 2024 * 2 potential events in February   New volunteers are welcome | Info  Action |
| 8.0  Licensing Update | By **Denis Tse**   * Fall LPC 2023 - Nov 12, 2023 5pm - 8pm was a success * Attendees: 131 (including 8 volunteers & 5 VIP’s) * Location: Crystal Fountain (same as previous LPC) * Registration was very healthy for the event * Reduce forecasted costs $13,800 & projected revenue: $5400k * Net spend $~8500k | Info |
| 9.0  GLP Update | By **Reza Mahmoudipour**   * What happened:   + MPP Pang attended LPC on OCtober 3rd   + Meeting with Minister Parsa on November 8th to educate and provide PEO updates   + Meeting with MinisterCalendra on November 17th to educate and provide PEO updates   + GLP training took place on November 18th * What is planned:   + Planning for “Ministers in the Lab” day, potential name of event has changed to suit PEO requirements   + Upcoming meeting with Minister Lecce, scheduled for either December 21st or 22nd | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui**   * LAP 2023 Appreciation Dinner was held on December 5, 2023 at 6:30pm * PEO HQ staff were able to able to attend as well * Thank you to all volunteers for helping out this year and keep up the good work for 2024 * Kick-off social event for 2024   + Bowling event on January 20, 2024 (TBD)   + Richmond Hill Pro Bowl * H. Ehtemam mentioned that as a Chapter, we are a regulator first and therefore should limit social and networking events to 1-2 events per quarter and/or also incorporate regulatory (ex. EIT to P.Eng, mandatory CPD) topics 3-4 slides in a event * People are asking about where to find more information on the new licensing process. Looking for presenters to hold sessions to help orientate new members or existing EIT’s | Info |
| 11.0  Awards Update | By **Liza Sheppard**   * Ongoing meetings are being held * 5 potential submissions so far * Submissions close on January 19, 2024 * On-going promotion through the PEO York website, LinkedIn, and e-blasts to chapter members * Looking for preliminary judges (end January/early February) | Info |
| 12.0 Education | By **Sammy Distefano**   * Mathletics 2023   + Had a big turn out, everyone had fun, and the event was overall well received   + Competition results and photos shared on mathletics webpage   + Feedback and suggestions for improvement were noted and will be implemented for next year   + More awareness for this event was suggested as feedback | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanaee**   * Draft about the event involving Venture Labs was sent on November 11, 2023, seeking input from Chair, Vice-Chair * Connected with public college Professors who are female and P.Eng * Sent the newsletter article for committee | Info  Action |
| 13.0  Communication | * Meeting rooms have been booked for monthly Executive meetings for 2024. Check dates against holidays or celebrations * Members can register for January and February 2024 as its prior to AGM |  |
| 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 February 28th 2024 via Zoom. York members to be invited. * Volunteer appreciation dinner is confirmed for December 16th, * Hotel where the executive meeting is held has changed owners as of Dec 31, 2023. Price for room rental has increased from $250 to $275 per meeting * Project Of The Year Awards - Using a webpage or LinkedIn posts to showcase past winners. Follow up with HQ to ensure compliance | Action  Info  Action  Action  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 8:15 pm * Next meeting will be held on **January 11, 2024 in person to be here for 6:30 PM.** | Info |