**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** |
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| Ulf Boehlan 90230558David WillisonSohrab RahimiMatthew Yeung 100540535Alireza Siaddam 100540485 |

| **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 S. Chen **MOTION CARRIED**
 | 7:04 pmDecision |
| 2.0Approval 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 |
| 3.0Chair’sReport | 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
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Marcia Lim*** No Updates
 | Info |
| 5.0Financial 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)
 | InfoAction |
| 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  | InfoAction |
| 8.0Licensing 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
 | InfoAction |
| 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
 | InfoAction |
| 13.0Communication | * 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
 |  |
| 14.0Other 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
 | ActionInfoActionActionAction |
| 15.0Adjournment/ 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 |