**Minutes of the Executive Meeting**

Held on January 11, 2024 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 90230558Matthew XieNima Hejazi 100188724David Sanz 90502899 |

| **Item** | **Description** | **Action** |
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| 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 L.Sheppard and seconded by D.Tse

**MOTION CARRIED** | 7:03 pmDecision |
| 2.0Approval of Minutes | By **Hannah Ehtemam*** Meeting Minutes for the October 12, 2023 meeting were reviewed.
* Motion to approve minutes by R. Mahmoudipour and seconded by E. Tsui

**MOTION CARRIED** | Decision |
| 3.0Chair’sReport | By **Hannah Ehtemam*** Volunteer Appreciation dinner took place on December 16, 2023
* AGM: February 10, 2024
* Newsletter: Individual parts have been collected, draft has been proofread and will be ready for AGM
* GLP to invite Counselors to AGM
* A.Lee to stay on as Past Chair for next 2 years
* For AGM, Past Chairs Advisory Committee (PCAC) to draft a motion to have a alternate for Past Chair position as a contingency plan in case current Past Chair is not able to fulfill their duties
* Virtual Meeting with the Executive Board to be scheduled on January 18, 2024 to gain consensus on how to address the backup Past Chair. To be discussed further
* Discuss with PCAC for best approach on how to address unprecedented situation of Chair unable to serve in the role of Past Chair due to joining PEO Council
* Backup plans for Directors were discussed.
* Volunteer training - volunteers cannot serve the chapter until their training is complete. Directors to follow up with volunteers with outstanding training
* Reminder about adhering to the business plan regarding activities. Any activity outside of a committee business plan must get approval from at least 2 out of 3 Chapter Officers before proceeding
* Everyone must purchase ticket for attendance to Chapter events unless directly volunteering at the event
* Mileage claims must be reasonable: 1 bucket for all members
* 407 Tolls: No budget in the business plan for reimbursement
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Marcia Lim*** No Updates
 | Info |
| 5.0Financial Report  | By **Sharon Chen*** Please update actual attendance numbers for all events on budgets.
* Moving forward: Add expense report title and reason in Certify report in “Reasons” field as a double-check for each submission
* As of December 31 2023, $-2935.52 in Quickbooks
* As of December 31 2023, total in 2023 spent was $74,458.52, (4% overrun of $72,523 budget)
* Lessons learned for all chapter members to submit all expenses and invoices in a timely manner to have a clear picture of the chapter finances
* Using accruals to forecast moving forward
* Clear communication with each Directors will be key in helping ensure financial health of the Chapter
* Contingency (such as adjusting for inflation) is not included in the budget. Headquarters has acknowledged that inflation increases operating costs
* Ensure forecasting of costs and constantly keep track of committee budgets
* Procedure to document mileage policy is in progress
 | 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 to nominations@peoyork.com by January 27, 2024
	+ Endorsed by 2 P.Eng’s
	+ Include a brief description why you wish to run for election

Secretary to finalize previous AGM meeting minutes for review at the current AGMChair to reach out to the Past Chair to inquire about adding another member to the nomination committee as a contingency plan  | Info |
| 7.0 Business and Community Outreach Update | By **Oliver Xiao** Upcoming eventsJanuary 21 - Building commissioning for transit eventFebruary 3 - Project Management  | InfoAction |
| 8.0Licensing Update  | By **Denis Tse*** Reviewed processes on how to make things better. 3 issues were found
* Issue 1: Recipients not receiving LPC invitations
	+ root cause(s) email goes to Spam folders or server issues
	+ Resolution: engage PEO to perform mail communications, Work with York Chapter Communication Committee
* Issue 2: Old certificates in the inventory back to 2018
	+ Resolution: Asking for a list of outstanding certificates from HQ
	+ Last round of Communication with recipients
	+ Should outstanding certificates be returned to HQ or get destroyed to avoid inventory costs
* Issue 3: Costs are too high for recipients
	+ Resolution: Limit # of volunteers
	+ Budget needs to be increased
	+ Councilors
	+ Host event during non-peak season
	+ Consider Lunch vs. Dinner
* Ask past recipients for their feedback post-event via survey
* Showcase the benefits of attending the event to justify the cost of attending the event
* Send links to past LPC’s to showcase the benefits
 | Info |
| 9.0 GLP Update | By **Reza Mahmoudipour*** What happened:
	+ Meeting with Minister Lecce has been rescheduled until next year
	+ GLP has a new volunteer position for Aurora-Newmarket riding
 | Info |
| 10.0 Mentorship and EIT Update | By **Elven Tsui*** Kick-off social event for 2024
	+ Bowling event on January 27, 2024
	+ At Richmond Hill Pro Bowl
* Chair 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
* Update the name of the event to be more inline with regulatory activities
 |  Info |
| 11.0 Awards Update  | By **Liza Sheppard*** Volunteers have been diligently following up
* received 1 submission so far
* Submissions close on January 19, 2024
* Submission package to preliminary judges - January 26
* Receive packages back - February 9th
* Finalists presentations - Saturday March 9th
* Awards - Sunday April 21
* Looking for preliminary judges (1 so far)
* Finalists judges (Potentially 2 so far)
* Extend the deadline by 1 week for submissions
 | Info |
| 12.0 Education | By **Sammy Distefano** * No updates
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Ali Sanaee*** Connected with Rick Vender to assist in getting in touch with high profile female P.Eng to potentially contribute as guest speakers or in some other capacity:
	+ Annette Bergeron
	+ Sharon Barney
 | InfoAction |
| 13.0Communication | * Newsletter is being assembled for AGM
* Advertising for 3 events prior to AGM is ongoing
* Need assistance with preparing presentation slide deck for AGM
* Secretary to send out AGM slide deck template to be populated

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| 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 Chapter members to be invited.
* Updating the Chapter bylaws for the next Board (last update was 2014)
* Frame for Chapter backdrop replacement has arrived
* Replacement for 2nd projector. Next board to discuss
* Inquiry about migration from google drive to Office 365. A consultant is to be hired to assist with transition.
* Microsoft Teams has an option to be used in place of personal cell numbers to protect privacy and security of Chapter Directors for placing phone calls on behalf of the Chapter
* York University is requesting York Chapter to have a booth at their Lassonde Engineering School Declaration week event. York Chapter does not have the resources to attend the event but event will be shared with HQ
* Reschedule and repurpose February executive meeting to a closed meeting to assign roles for the new board. Proposed dates are February 15 and 21
 | ActionInfoActionActionAction |
| 15.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **H. Ehtemam** at 9:15pm
* Next meeting will be held on **March 14, 2024 in person to be here for 6:30 PM.**
 | Info |