**Minutes of the Executive Meeting**

Held on January 16, 2025 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Marcia Lim, P.Eng.

Recorded by: Darren Verasammy, P.Eng.

| **Executive Attendance** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | In person |  | Online | Matthew Yeung, P.Eng. (Mentorship & EIT) | |
|  | In person |  | Online | Marcia Lim, P.Eng. (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, P.Eng (Education) | |
|  | In person |  | Online | Elven Tsui, P.Eng. (Business and Community Outreach) | |
|  | In person |  | Online | Denis Tse, P.Eng. (Communications and Marketing) | |
|  | In person |  | Online | Ali Sanaee, P.Eng. (Diversity, Equity and Inclusion) | |
|  | In person |  | Online | Alireza Siadatan, P.Eng.(Certificate) | |
|  | In person |  | Online | Reza Mahmoudipour, P.Eng. (GLP) | |
|  | In person |  | Online | Oliver Xiao, P.Eng. (Vice-Chair) | |
|  | In person |  | Online | Liza Sheppard, P.Eng. (Awards) | |

| **Chapter Attendees & other Guest Attendees** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Ulf Boehlau 90230558  King Tung 100213232  Haitham Kayyali 100102399 | | | | | |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0  Approval of Agenda | * M. Lim called the meeting to order * Action of meeting attendees was conducted. * Review of meeting agenda and motion to approve meeting agenda * Motion by S.CHen seconded by A.Lee   **MOTION CARRIED** | 7:07 pm  Decision |
| 2.0  Approval of previous meeting minutes | By **Marcia Lim**   * Approval of Meeting Minutes for the December 12,, 2024 meeting motioned by R.Mahoubidour seconded by S,Chen   **MOTION CARRIED**   * Round table introduction for all attendees | Decision |
| 2.5  Health and Safety  /Quality Share | By **Marcia Lim**  Topic: Wildlife Interactions (Hibernation Season)  Quality share for March: TBD | Info |
| 3.0  Chair’s  Report | By **Marcia Lim**  Pending events/activities:   * Volunteer open house, council speeches and information session for PEO York Chapter board of director Nominations - date TBD (early February) * Update Chapter bylaws (waiting on HQ release, of Chapters manual for guidance) * Website updates by Headquarters * PEO Council elections - voting starts January 27, 2025. Voting closes February 24, 2025 @ 10 am EST   Need board members and volunteers to assist with volunteer attraction, board candidates solicitation and PEO Council all candidates meet & greet  Q: What is Chapter binder?  A: Contains bylaws and guidance for consistency between each Chapter while giving enough autonomy for each Chapter  Moving forward, Chapter will have at least 2 strategy sessions and onboarding for all new executives | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Oliver Xiao**   * No updates | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Thank you for submitting expenses * Updated Quickbooks balance as of November 30, 2024 is $42,352.42 (net 55% spent) * Gross expense $73,043.09 (49% of planned gross expense of the year) * Quickbooks centralized bank account as of December 31, 2024:   + Note December income was not included   + **Balance: $14,486.23 (net - 84% spent)**   + Gross expense $99,909.28 (65% of planned gross expense)   Q: If underspending occurs relative to last year, will that have a negative impact on the funding received for the upcoming year?  A:Budgets will exist for each Chapter, however all funding for the east central region is in a pool and can be utilized by the Chapter if deemed necessary and approved from HQ. The chapter typically runs more events than other chapters and have typically not been refused additional funding in the past when requested.   * Reviewed updated P&L statement for November (Net income -$19,868.08) * Reviewed P&L statement for December (Net income -$26,866.19) * Shared 2025 Fiscal Strategy   + Track and submit expenses/invoices ahead of time   + Submit expenses in sufficient time (within 60 days)   + Directors are to hold all volunteers accountable to submitting expenses and have more frequent check-ins   + What support do you want from the Treasurer in terms of tracking committee budgets   + Use a credit card and not gift cards for paying for Chapter incurred expenses   Q: Would it make sense for each committee to get a monthly report from Quickbooks showing income/expenses and running budgets as per past?  A: Yes it would make sense, also a statement could suffice as well. | Info  Action |
| 6.0  Past Chair Update | By **Annabelle Lee**   * AGM 2025   Date: March 1, 2025  Time: 9am-12pm  Venue: Delta Hotels Toronto, Markham  Start reaching out to volunteers on your team and encourage them to think about becoming an executive  Call for candidates for 2025-2026 Executive Board - procedure was shared  Q: Are there restrictions to who you can use as a referee for nomination?  A: No, it can be any P.Eng licensed in Ontario including others who are running for the Board.  Q: Are there any professional restrictions on running for the Board?  A: No, you do not have to have an engineering background.  Q: Is there a limit to the number of new committees?  A: number of committees is based on what is agreed upon 2 months prior to AGM. Newly elected Board will decide what committees will run this upcoming year.  Q: How can you maintain a close relationship with Chapter in a capacity less than a Board director?  A:Other chapters have directors at large positions. Or could be a Deputy Director. Or also be a normal volunteer | Info |
| 7.0 Business & Community Outreach | By **Elven Tsui**   * Currently no updates   More technical presentations are coming in February 2025  Q: Can you book and pay for hotel bookings?  A: Use invoicing as reasonably possible to pay for hotel bookings to help with accurate financial reporting | Info  Action |
| 8.0  Licensing Update | By **Alireza Siadatan**   * No updates   Begin planning for Spring LPC (looking for volunteers) | Info |
| 9.0  Awards Update | By **Liza Sheppard**  Ongoing meetings being held   * Website and social media updated * 12 intents to submit have been received   6 submissions received   * submissions extended to 24th January 2025   Tentative dates   * Submissions package to prelim judges - Jan 31 * Receive packages back - Feb 14 or 17 (2 weeks) * Finalists presentations - March 15 (end of march break) or March 22   Judges   * Preliminary judges (5 confirmed) * Finalists judges (1 confirmed so far)   Finalists presentation event location is TBD. Possible locations in Markham were investigated | Info |
| 10.0  GLP Update | By **Reza Mahmoudipour**  What happened:   * Volunteer has resigned and a position for Aurora-Oak Ridges-RIchmond HIll is open * Email sent to Minister Paul Calendra (Minister of Municipal Affairs and housing) to invite him to our next LPC * What is planned * position for Aurora-Oak Ridges-RIchmond HIll is open * Check your postal code to see if you are eligible | Info |
| 11.0 Mentorship and EIT Update | By **Elven Tsui** (for **Matthew Yeung)**  Distributing electronic certificates for LAP progrma   * Upcoming events * Table tennis EIT vs P.Eng - Feb 8th, 10AM to 12PM   Final event for this year as Director has stepped down from the position as he has relocated.  Thanks to all volunteers for their efforts this year. | Info |
| 12.0 Education | By Marcia Lim (for **Iris Yan)**  Next event: 2025 Design Challenge   * On March 22nd, 2025 at Bayview Secondary School, Richmond Hill * Venue has been booked * Looking for new and refreshing ideas for the 2025 Design Challenge * Volunteers are needed | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanee**   * Had a meeting with Agnes Lan, P.Eng. * Proposed topic for diversity event: “The Power of Diversity in Business” * AFter the holidays break I made contact with Nosa Omoziku, P.Eng. * Proposed to have a meeting related to black engineers   Q: What is going on with 30 by 30?  A: An annual meeting is being held | Info  Action |
| 14.0  Communication and Marketing | By **Denis Tse**   * Newsletter is now available on the website. Thank you to all directors for your contributions * Website issues have been resolved and is functioning normally * Add your emails for events to the eblast spreadsheet for processing and execution   Reminder: Ensure York is your primary chapter to ensure that you receive chapter communications  Select yes on the Consent to receive emails otherwise you will not receive chapter emails.  Synchronizing with Campaigner website   * + Members can enter their preferred email address and PEO license number to be added to the mailing lists   Q: Will we continue to have a separate website and maintain it?  A: HQ will providing hosting and layout design, no timelines given but once we migrate, the current chapter website will shut down  Q: Can we integrate features from our current website to the new website  A: Yes, you can add additional personalized features including links |  |
| 15.0  Other Business Update | Should we hold an election/open house/meeting councillors on February 15th?  Should it be held virtually?  Motion: Cancel next board meeting on February 13th and switch to Open House/meeting candidates/information session for prospective Board members (Motion by M.Lim, Seconded by L.Sheppard)  **(Motion Carried)** | Action:  Info  Action |
| 16.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by M. Limat 8:44pm * The next executive meeting will be held in **March TBD in person and online at this location at 6:30 PM.** | Info |