

York Chapter

Minutes of the Executive Meeting

Held on Thursday Jan 16, 2020 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Lui Tai, P.Eng.
Recorded by: Tommy Sin, P.Eng.

Executives Present:	Absent:
Lui Tai, P.Eng. (Chair) Tommy Sin, P.Eng. (Secretary) Oliver Xiao, EIT (Awards) Elmer Ting, P.Eng. (Certificates) Sharon Chen, EIT (Communications) Daniel Cho, EIT (Education) Marcia Lim, P.Eng. (WIE) Ed Fung, P.Eng. (Business) Hannah Ehtemam, P.Eng. (GLP)	Gordon Ip, P.Eng., FEC (Past Chair) Annabelle Lee, P.Eng. (Vice Chair) Jennifer Lu, P.Eng. (Program) Darren Verasammy, P.Eng. (Treasurer) Tian You Si Tu, P.Eng. (Mentorship & EIT) (cover by call)
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Sarah Jin PEng Jiamng Liang EIT Keyan Ghazair Alamdan PEng Abhishek Shah PEng Chengcheng Xu	

Item	Description	Time	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● Lui Tai called the meeting to order. ● Round of introduction of attendees ● Review of agenda and motion to approve agenda <ul style="list-style-type: none"> ▪ Motioned by Sharon and seconded by Daniel ▪ Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	7:00 pm	Decision.
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> ● Meeting Minutes for Nov 14, 2019 meeting are all reviewed and updated through email already. (update need on Tian You last name) ● Motioned by Daniel and seconded by Tommy <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	7:07 pm	Decision.

<p>3.0 Chair's Report</p>	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● 2019 was a very successful year for York Chapter ● Held over 50 events for the public and our members ● Contribution from every committee ● Officially started PCAC and CCC committees ● Successful Engineering Symposium praised by Councillors ● Collaboration with many neighbouring chapters: ● Thornhill Willowdale, invited and attended LPCs ● Simcoe Muskoka, gave and received presentations ● Scarborough, attended education events, invited to give presentation ● East Toronto, invited to give presentation ● Volunteer mandatory training was to be completed by December 31, 2019 ● List of completed volunteers is published by PEO, and can be found at https://peo.on.ca/sites/default/files/2020-01/ComplianceTrainingReport-Dec312019.pdf ● For those that did not complete the training, you will receive further email from PEO on what the next step is ● Centralized banking is in place, all expense claims must be submitted through the “certify” app ● email peoapcertify@peo.on.ca ● All activities are sorted into the following groups: ● Core activities (AGM, executive meetings, website maintenance, regulatory seminars etc) ● Optional activities (PEO functions, network event, seminars, science fairs) ● Other activities (Education, GLP, LAP, NEM) ● Centralized banking is in place, all expense claims must be submitted through the “certify” app ● email peoapcertify@peo.on.ca ● All activities are sorted into the following groups: ● Core activities (AGM, executive meetings, website maintenance, regulatory seminars etc) ● Optional activities (PEO functions, network event, seminars, science fairs) ● Other activities (Education, GLP, LAP, NEM) ● Chapter Election at AGM, PCAC to discuss details ● PEO Elections ● All members are encouraged to vote, since member turnout is traditionally very low, your vote have more meaning ● Voting online is easy. Make sure your voice is heard ● 	<p>7:09 pm</p>	<p>Info</p>
-----------------------------------	--	----------------	-------------

4.0 Vice-Chair's Report	By Annabelle Lee (Absent) •	7:33 pm	Info
5.0 Past Chair Report	By Gordon Ip (Absent) Covered Sarah Jin • 2020 PEO York Board Elections •	7:34 pm	Info

<p>6.0 Financial Report</p>	<p>By Darren Verasammy (Absent)</p> <ul style="list-style-type: none"> ● December Financial Report - Overview <ul style="list-style-type: none"> ▪ 1. 2020 Budget Allocations – Currently under review. Budgets will be shared with the Executive team once the review is completed. ▪ 2. New procedure for submitting invoices ▪ Begin with an overview of the new process ▪ End with an example ▪ 3. December Financial Report ● 2. Submitting Invoices – Overall Process <ul style="list-style-type: none"> ▪ 1. To submit an invoice to be paid by PEO directly, you must identify what type of activity and the committee(s) involved. ▪ 2. Refer to the list (example to follow) which identifies what category (i.e. core/optional/other) the activity belongs to. If your event is unlisted or if you're not sure, ask the Treasurer, Vice-Chair, or Chair for assistance. ▪ 3. Send a short email to the Treasurer (treasurer@peoyork.com) outlining the purpose of the invoice(s) with the correctly filled out invoices attached. ▪ 4. The Treasurer will review the invoice(s) and the classification to ensure the request is accurate and complete before sending to PEO headquarters. If anything is incorrect/missing, your request will be rejected and sent back to you for correction. ▪ 5. Upon verification, the Treasurer will email PEO on your behalf with the invoice and business purpose of your invoice. PEO will then issue and mail a cheque directly to the vendor. ▪ We are about to issue our annual Chapter newsletter. Our Communications Director hired a company to print off the paper copies to be mailed to our members. Here is the invoice for the services rendered: ▪ Next, identify the type of activity as defined by PEO. Here is an excerpt of the list: ▪ Send the Treasurer a short email outlining the purpose of the invoice. Don't forget to attach all invoices!!!! Here is a sample email: ▪ Upon approval, the Treasurer will email PEO on your behalf ▪ The Treasurer will be notified when the cheque has been issued. The transaction will then be recorded and the budget of that committee will be updated. (Recommend switching to an accrual based accounting system) ▪ ● Walked through Dec financial reports of the chapter ● Motion to approve the Nov Financial Report (not enough officer quorum to vote) ● Motioned by Sharon and seconded by Marcia ● Motion unanimously approved with no opposed and Gordon abstains. ● MOTION CARRIED 	<p>7:45 pm</p>	<p>Info</p>
-------------------------------------	---	----------------	-------------

<p>7.0 Communication Report</p>	<p>By Sharon Chen</p> <ul style="list-style-type: none"> ● Eventbrite Account now centralized - New procedure ● Execs send request to communications director as before ● Communications send request to head office to create eventbrite event (without content) ● 2 business day lead time for head office ● Communications director populates event content ● Other chapter executives access events through a joint sub-account ● Proposing that certificate email gets own subuser account for certificate events for ease of access to information ● All events must now charge HST as well. ● Newsletter and AGM notice (Quantity: 4780) ● Mimic to print and release to Canada Post by next Wed. 2,514.24 to print (invoice paid), \$3,240.84 for postage (\$5,755.08 total) ● Electronic newsletter released ● AGM eventbrite and social media posts are posted ● Awards social media posts ● 	<p>8:05 pm</p>	<p>Info</p>
<p>8.0 Certificate Committee Report</p>	<p>By Elmer Ting</p> <ul style="list-style-type: none"> ● 2020 AGM ● Eagle's Nest Golf Club ● The Nest Room (2nd Floor) ● ● Registration 1:30 - 2:00 pm ● AGM and Elections: 2:00 - 4:00 pm ● Registration Required: ● https://peoyork2020-agm.eventbrite.ca ● Winter Licence Presentation Ceremony ● and EPOTYA ● Eagle's Nest Golf Club ● Registration 5:00 - 6:00 pm ● ● https://peoyork2020-winterlpc.eventbrite.ca 	<p>8:18 pm</p>	<p>Info</p>
<p>9.0 Program Committee Report</p>	<p>By Jennifer Lu (Absent)</p> <ul style="list-style-type: none"> ● Upcoming Events: ● Week of February 10th: 17 Point Diagnostic - Adding Value to your Business ● Workshop and panel discussion with John Hotson ● Week of February 24th: Introducing human-centric in engineering industry with Akendi ● Engage internal and external stakeholders, it will bridge the gap between client insights and actionable designs. 	<p>8:45 pm</p>	<p>Info</p>

<p>10.0 Women In Engineering Committee Report</p>	<p>By Marcia Lim</p> <ul style="list-style-type: none"> ● WIE Committee Social Event scheduled for ● for early March (bowling) ● ● Speed Mentoring event focusing on Women-In-Engineering - planned for early April ● ● PEO 30 X 30 Action Plan Regional Awareness Session - Chapter member engagement - planned underway, collaborative efforts with other Chapters (push to May) ● Internationally Trained Engineers (ITE) - Resources Available towards Licensure as a P.Eng. for ITE - (Second annual event - late June) ● ● 	<p>8:49 pm</p>	<p>Info</p>
<p>11.0 Awards & Recognition Committee Report</p>	<p>By Oliver Xiao</p> <ul style="list-style-type: none"> ● POTYA updates – received 10 applications so far ● 	<p>8:50 pm</p>	<p>Info</p>
<p>12.0 Education Committee Report</p>	<p>By Daniel Cho</p> <ul style="list-style-type: none"> ● Design Challenge upcoming 	<p>9:06 pm</p>	<p>Info</p>
<p>13.0 GLP Committee Report</p>	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> ● Quarterly GLP Meeting: ● Uncertainty surrounding future of GLP program ● Politicians explaining their appreciation of the program to build relationships and understand issues facing the engineering profession ● GLP academy discussions ● Upcoming LPC and POTYA: ● Coordinating with offices of Hon. Caroline Mulroney MPP York-Simcoe, Minister of Transportation, Minister of Francophone Affairs (expect a formal response next week) ● PEO get recognition by MP, MPP on PEO liaison program ● Working on inviting politicians to the LPC ● 	<p>9:08 pm</p>	<p>Info</p>
<p>14.0 Business Liaison Committee Report</p>	<p>By Ed Fung</p>	<p>9:10pm</p>	<p>Info</p>

<p>15.0 Mentorship / EIT Committee Report</p>	<p>By Tian You Covered by Call</p> <ul style="list-style-type: none"> ● Story of the Year 2019 (January 2020) ● Interview will be held at Wood next week ● video will be post on our social media by the end of this month ● Thornhill Chapter will host a immigration event by the end of this month, and they want to invite Crossey Engineering (Sponsor of our event) to join the event. ● Upcoming events ● Accelerated Mentoring Seminar (March or April 2020) ● LAP (May 2020) ● Engineering Design Workshop 1 (June 2020) ● Engineers vs. EITs (July 2020) ● ARC & ERC Seminar (August 2020) ● Engineering Design Workshop 2 (September 2020) ● Engineers vs. EITs (October 2020) ● Immigration Story Sharing (November 2020) ● 	<p>9:11 pm</p>	<p>Info</p>
<p>16.0 Other Business</p>	<p>Open to all attendees</p> <p>-</p>	<p>9:19 pm</p>	<p>Info</p>
<p>17.0 Adjourn ment/ Next Meeting</p>	<ul style="list-style-type: none"> ● All items on agenda completed. Meeting adjourned by Lui Tai. ● Next meeting will be held on Feb 13, 2020 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	<p>9:20 pm</p>	<p>Info</p>