



York Chapter

Minutes of the Executive Meeting

Held on Thursday Feb 13, 2020 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

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

<p>Executives Present: 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) Tian You Si Tu, P.Eng. Gordon Ip, P.Eng., FEC (Past Chair) Annabelle Lee, P.Eng. (Vice Chair)</p>	<p>Absent: Jennifer Lu, P.Eng. (Program) Darren Verasammy, P.Eng. (Treasurer) Hannah Ehtemam, P.Eng. (GLP)</p>
<p>Committee & Chapter Members Present: Hunt Zhong EIT Sahar Kooshmand PEng Vera Zhang EIT Sarah Jin PEng Andy Ambanloc PEng Daniel Dong EIT Elven Tsui PEng</p>	<p>Guests from other PEO Chapters & other Attendees</p>

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 ● TianYou requested to present earlier <ul style="list-style-type: none"> ▪ Motioned by Sharon and seconded by Annabelle ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	7:04 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 Sharon and seconded by Daniel <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	7:13 pm	Decision.
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● PEO Council Elections 2020 ● Vote before February 21 ● Mandatory volunteer training must be completed by now ● Centralized banking already in place, our bank is closed ● All expense claims must be submitted through Certify ● Engineering Dimensions Survey closes Feb 21 ● York Chapter AGM on February 22, a new Board will be formed ● A look back ● ● 	7:15 pm	Info
4.0 Vice-Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● Feb 26 the East Central Congress Meeting 	7:42 pm	Info
5.0 Past Chair Report	<p>By Gordon Ip</p> <ul style="list-style-type: none"> ● <u>PEO York Chapter Board 2020-2021 Elections</u> ● 18 Candidates for 13 Elected Board Positions ● Focus your 3 minute speech on ● Quick Introduction on Who Are You? [1 Minute] ● Highlight 1 Key Accomplishment for PEO or Chapter this Past Year [1 Minute] ● Highlight 1 Key Thing You Want to Accomplish for PEO York Chapter [1 Minute] ● Possibly 1 or 2 recorded speeches 	7:44 pm	Info

	<ul style="list-style-type: none"> ● <u>AGM Agenda Proposed:</u> ● 1:00-1:30pm Registration & New Process for Ballot Distribution [AGM Committee] ● 1:30-2:30pm PEO York Chapter 2019-2020 Board AGM [Lui Tai, Chair] ● 2:30-4:00pm Elections and Candidate Speeches [Gordon Ip, Nomination Committee] ● 4:00-4:30pm Counting of Votes [Nomination Committee Scrutineers] ● 4:30-5:00pm Announcement of Results. Elected Board Elects 5 Officers ● <u>Need Confirmation</u> ● Speakers and Microphone for Speeches ● I will bring iPad and Bluetooth speaker for video speeches. Can we project onto screen? ● 		
6.0 Financial Report	<p>By Darren Verasammy (Absent) covered by Annabelle</p> <ul style="list-style-type: none"> ● 2020 Budget Allocations – Budgets will be shared with the new Executive team once the board has been elected (you can continue your activities in the meantime). ● 2. The Chapter TD account is now officially closed!!! We are officially centralized ● 3. Reminder: Procedures for submitting invoices ● Personal expenses (reimbursement through Certify) ● PEO pays invoice (email to chapterinvoices@peo.on.ca) ● 4. January Financial Report ● Motioned to approve the Jan financial statement ● ● 1. To submit a personal expense to be reimbursed, you must identify what type of activity and the committee(s) involved. ● 2. Refer to the list that was sent to the Board 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 expense with all related receipts attached. ● 4. The Treasurer will review the receipt(s) and the classification you sent to ensure your request is accurate and complete. If anything is incorrect/missing, your request will be rejected and sent back to you for correction. ● 5. Upon approval by 2 Chapter officers (Chair, Vice-Chair, Treasurer), create a pdf of the email thread containing the approvals and business purpose of your expense and upload it along with all receipts as attachments in your Certify expense report. Certify will track and notify you when your expense has been approved. 	7:54 pm	Info

	<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 that was sent to the Board 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 you sent to ensure the request is accurate and complete. If anything is incorrect/missing, your request will be rejected and sent back to you for correction. ● 5. Upon approval by 2 Chapter officers (Chair, Vice-Chair, Treasurer), create a pdf of the email thread containing the approvals and business purpose of your invoice and send it along with the invoice(s) to chapterinvoices@peo.on.ca. PEO will issue and mail a cheque directly to the vendor. ● MOTION to approve the Jan financial statement <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 		Decision
7.0 Communicati on Report	<p>By Sharon Chen</p> <ul style="list-style-type: none"> ● Eventbrite update: ● Only one subaccount is permitted per event ● Still working out with Chair and Vice-Chair on approach ● Likely group account access ● Other questions: ● Should default for events be to absorb eventbrite fees? ● Newsletters physical copies have been received by members ● Awards social media posts out, winners posted on website ● Program and NEM Crumple Zone event eventbrites and webpages set-up ● 	8:08 pm	Info
8.0 Certificate Committee Report	<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 	8:18 pm	Info

9.0 Program Committee Report	By Jennifer Lu (Absent) • •	8:45 pm	Info
10.0 Women In Engineering Committee Report	By Marcia Lim <ul style="list-style-type: none"> • Social Event (diversity and inclusion) scheduled for late March (bowling) • Speed Mentoring event focus on Women-In-Engineering/ Internationally Trained Engineers/EITs - planned for late April (collaboration between EIT & Mentorship and WIE Committees) • PEO 30 X 30 Action Plan Regional Awareness Session - Chapter member engagement - planned underway, collaborative efforts with other Chapters (May - date TBD, first East Central Region meeting set for Thursday 05 March 2020 - collaboration with East Toronto, Lake Ontario, Scarborough, and Willowdale-Thornhill Chapters) • Internationally Trained Engineers (ITE) - Resources Available towards Licensure as a P.Eng. for ITE - (Second annual event - late June/early July) • • 	8:22 pm	Info
11.0 Awards & Recognition Committee Report	By Oliver Xiao <ul style="list-style-type: none"> • A very successful 2019 Project of the Year Award Program • 12 finalists qualified for the final presentation • Final presentation judging took place last Saturday Feb 8th • A big thank you to our industry experts and judges: <ul style="list-style-type: none"> ▪ Annabelle Lee ▪ Arthur Sinclair ▪ Farzad Reyegani ▪ Helen Deng ▪ Lui Tai ▪ Mark Nykoluk • Winner will be presented in the LPC on Feb 22, 2020 	8:24 pm	Info
12.0 Education Committee Report	By Daniel Cho <ul style="list-style-type: none"> • Preparing for PEO York Design Challenge Mar 25, 2020 • Funding approved from GM Giving Program 	8:29 pm	Info
13.0 GLP Committee Report	By Hannah Ehtemam (Absent) • •	8:33 pm	Info

14.0 Business Liaison Committee Report	By Ed Fung	8:34 pm	Info
15.0 Mentorship / EIT Committee Report	By Tian You <ul style="list-style-type: none"> • • Story of the Year 2019 Interview • Video was filmed and waiting to be posted • Team-up with WIE committee to promote female engineering • Accelerated Mentoring Seminar (try to get 2 female guests) • Social events (more female friendly events) • Accelerated Mentoring Seminar • In April Saturday (date, morning or evening TBD) • Location: Markham Marriott Hotel (Woodbine and Steeles) • eBlast will be sent after the AGM election • Licensure Assistant Program (LAP) • Orientation will be held on May 21, or 28, Thursday, 7-9 pm • Location: Marriott Hotel (Woodbine & Steeles) • Need to confirm the date, time and location with the PEO HQ after the AGM election • Need more P.Engs • eBlast will be sent in March • • 	8:00 pm	Info
16.0 Other Business	Open to all attendees -	8:37 pm	Info
17.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by Lui Tai. • Next meeting will be held on Mar 5, 2020 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	8:40 pm	Info