



York Chapter

Minutes of the Executive Meeting

Held on Thursday March 5, 2020 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Annabelle, P.Eng.
Recorded by: Tommy Sin, P.Eng.

Executives Present:	Absent:
Lui Tai, P.Eng. (Past Chair) Tommy Sin, P.Eng. (Secretary) Oliver Xiao, EIT (Business) Vera Zhang, EIT (Communications) Daniel Cho, EIT (Education) Tian You Si Tu, P.Eng (Mentorship) Annabelle Lee, P.Eng. (Chair) Hannah Ehtemam, P.Eng. (Vice-Chair) David Yin, P.Eng (Certificate) Jennifer Lu, P.Eng. (Program) Darren Verasammy, P.Eng. (Treasurer) Anita Eisakhani, P.Eng. (GLP)	Marcia Lim, P.Eng. (Diversity) in regrets Sharon Chen, EIT (Awards) in regrets
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Elmer Ting Scyedmogid Abochi Tobrizi Christa Guo Garsi Karamafrooz Elven Tsui Hunt Zhong Manal Chowanuty Victoria Zhao	

Item	Description	Time	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> • Annabelle 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 Oliver and seconded by David • Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	7:10 pm	Decision.
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> • Meeting Minutes for Feb 13, 2020 meeting are all reviewed and updated through email already. • Motioned by Daniel and seconded by Tian <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	8:58 pm	Decision.
3.0 Chair's Report	<p>By Annabelle</p> <ul style="list-style-type: none"> • Knowledge Transfer and Documentation • Centralized storage of documents • PEO provides SharePoint access • Dropbox? Google Drive? Box? • PEO Documents for Chapter: http://www.chapters.peo.on.ca/ • East Central Congress Update • Congress Corner -> Regional Congress Materials -> February 2020 • CEO/Registrar Update p.76 • Activity Filter p.84, 90-110 • Licensing process enhancements p. 160 • Campaigner Update • Data from October 2018 to November 2019 	7:12 pm	Info
4.0 Vice-Chair's Report	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> • In line with our diversity & inclusion goals, and in support of PEO's 30 by 30 initiative, we are proposing a social media campaign: Meet our Board of Directors: • Goal: introduce our BoD to followers by providing a small paragraph on each of us and what we hope to accomplish this year • Tone: casual • Provide photo • Suggested frequency of posts: every 2-3 weeks • Looking for sponsors for our education & scholarship events 	7:25 pm	Info

<p>5.0 Financial Report</p>	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> ● <u>February Financial Report Overview</u> ● 2020 Budget Allocations – Budgets will be shared with the new Executive team shortly (continue your activities in the meantime). ● 2. Reminder: Personal expenses (reimbursement through Certify) ● The “approver” for Certify is Adeilton Ribeiro (although officially we approve our own transactions) ● 3. February Financial Report 	<p>7:30 pm</p>	<p>Info</p>																																										
<p>6.0 Past Event</p>	<p>By Board Members</p> <table border="1" data-bbox="345 646 1232 1039"> <thead> <tr> <th>Committee</th> <th>Date</th> <th>Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td>Certificate</td> <td>2/22</td> <td>AGM</td> <td>53</td> <td>Voting Process</td> <td></td> </tr> <tr> <td>Certificate</td> <td>2/22</td> <td>Licensing Presentation Ceremony</td> <td>204</td> <td>Interactive quiz that was easy to access Banner for photo ops Venue was really good</td> <td>Waitstaff distracted guests during presentations A little bit long</td> </tr> <tr> <td>Awards</td> <td>2/22</td> <td>Project of the Year Awards Ceremony</td> <td>26/6 winners</td> <td>Interactive quiz Shorter Presentation time</td> <td>Display booth location and interaction</td> </tr> <tr> <td>Awards</td> <td>2/22</td> <td>Volunteer Recognition</td> <td>12</td> <td></td> <td></td> </tr> <tr> <td>GLP</td> <td>2/29</td> <td>MPP Christine Elliott Community Event</td> <td>2</td> <td>Met with MPP Elliott to introduce PEO York, met her scheduler (Dawn) in person, provided contact information, obtained photos</td> <td>Did not get to extensively discuss PEO York due to the nature of the event</td> </tr> </tbody> </table>	Committee	Date	Event	Attendees	What Worked	What Didn't Worked	Certificate	2/22	AGM	53	Voting Process		Certificate	2/22	Licensing Presentation Ceremony	204	Interactive quiz that was easy to access Banner for photo ops Venue was really good	Waitstaff distracted guests during presentations A little bit long	Awards	2/22	Project of the Year Awards Ceremony	26/6 winners	Interactive quiz Shorter Presentation time	Display booth location and interaction	Awards	2/22	Volunteer Recognition	12			GLP	2/29	MPP Christine Elliott Community Event	2	Met with MPP Elliott to introduce PEO York, met her scheduler (Dawn) in person, provided contact information, obtained photos	Did not get to extensively discuss PEO York due to the nature of the event	<p>7:40 pm</p>	<p>Info</p>						
Committee	Date	Event	Attendees	What Worked	What Didn't Worked																																								
Certificate	2/22	AGM	53	Voting Process																																									
Certificate	2/22	Licensing Presentation Ceremony	204	Interactive quiz that was easy to access Banner for photo ops Venue was really good	Waitstaff distracted guests during presentations A little bit long																																								
Awards	2/22	Project of the Year Awards Ceremony	26/6 winners	Interactive quiz Shorter Presentation time	Display booth location and interaction																																								
Awards	2/22	Volunteer Recognition	12																																										
GLP	2/29	MPP Christine Elliott Community Event	2	Met with MPP Elliott to introduce PEO York, met her scheduler (Dawn) in person, provided contact information, obtained photos	Did not get to extensively discuss PEO York due to the nature of the event																																								
<p>7.0 Upcoming Events</p>	<p>By Board Members</p> <table border="1" data-bbox="345 1142 1232 1518"> <thead> <tr> <th>Date</th> <th>Committee</th> <th>Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>May/ June?</td> <td>Diversity</td> <td>30 By 30 Awareness Session</td> <td>100</td> <td>30 by 30 Awareness Session for PEO members and the public (Chapters strategy session 05 March 2020)</td> <td>Participation from all East Central Regional Chapters, venue, Covid-19</td> </tr> <tr> <td>June?</td> <td>MEC</td> <td>LAP 2020</td> <td>TBD</td> <td></td> <td></td> </tr> <tr> <td>TBD</td> <td>MEC and Diversity</td> <td>Speed mentorship</td> <td>TBD</td> <td>Mentorship for EITs and ITEs</td> <td></td> </tr> <tr> <td>04-24/25</td> <td>N/A</td> <td>PEO AGM</td> <td>Chair, VC</td> <td>AGM</td> <td>In Ottawa</td> </tr> <tr> <td>09-30 All day</td> <td>GLP</td> <td>GLP Conference</td> <td>GLP Director</td> <td>GLP training</td> <td>Full day event</td> </tr> <tr> <td>09-30 Evening</td> <td>GLP</td> <td>Queen's Park Reception</td> <td>Chair, VC, GLP Director</td> <td>Meet and greet with MPPs</td> <td></td> </tr> </tbody> </table>	Date	Committee	Event	Attendees	Event Purpose	Challenges	May/ June?	Diversity	30 By 30 Awareness Session	100	30 by 30 Awareness Session for PEO members and the public (Chapters strategy session 05 March 2020)	Participation from all East Central Regional Chapters, venue, Covid-19	June?	MEC	LAP 2020	TBD			TBD	MEC and Diversity	Speed mentorship	TBD	Mentorship for EITs and ITEs		04-24/25	N/A	PEO AGM	Chair, VC	AGM	In Ottawa	09-30 All day	GLP	GLP Conference	GLP Director	GLP training	Full day event	09-30 Evening	GLP	Queen's Park Reception	Chair, VC, GLP Director	Meet and greet with MPPs		<p>7:45 pm</p>	<p>Info</p>
Date	Committee	Event	Attendees	Event Purpose	Challenges																																								
May/ June?	Diversity	30 By 30 Awareness Session	100	30 by 30 Awareness Session for PEO members and the public (Chapters strategy session 05 March 2020)	Participation from all East Central Regional Chapters, venue, Covid-19																																								
June?	MEC	LAP 2020	TBD																																										
TBD	MEC and Diversity	Speed mentorship	TBD	Mentorship for EITs and ITEs																																									
04-24/25	N/A	PEO AGM	Chair, VC	AGM	In Ottawa																																								
09-30 All day	GLP	GLP Conference	GLP Director	GLP training	Full day event																																								
09-30 Evening	GLP	Queen's Park Reception	Chair, VC, GLP Director	Meet and greet with MPPs																																									

8.0 Discussion	<p>By Board Members</p> <table border="1"> <thead> <tr> <th>Objective</th> <th>Action Plan</th> <th>Timeline</th> <th>Raised by</th> <th>Owner</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Gather feedback from interns (CEAB and non-CEAB) about application process</td> <td>Create an online survey</td> <td></td> <td></td> <td></td> <td>Open</td> </tr> <tr> <td>Meet our Board of Directors</td> <td>Get headshots and paragraphs from board members</td> <td>March-April</td> <td>Hannah</td> <td></td> <td>Open</td> </tr> <tr> <td>What are some ways we can increase our regulatory role at York Chapter?</td> <td>Brainstorming</td> <td>March-April</td> <td>Hannah</td> <td></td> <td>Open</td> </tr> <tr> <td>Correspond with head office to see if we can obtain contact for the list of EIT's who have not submitted PEng application within York Region.</td> <td></td> <td></td> <td>Hannah</td> <td></td> <td>Open</td> </tr> <tr> <td>Attending the Women in Transportation event on March 6, 2020. Opportunity to touch base on our 30 By 30 goals at PEO York and start a partnership with WTS.</td> <td></td> <td></td> <td>Hannah</td> <td></td> <td>Open</td> </tr> <tr> <td>Changing format of LPC to from a dinner gala/ceremony to an event/ritual. Possibly a maze for recipients to solo navigate at the reception to join their families and be handed the certificate? Light refreshments in the main area, no dinner. Keynotes and presentations delivered on loop in different rooms of the venue so guests can visit/explore at their own leisure. Production > food.</td> <td></td> <td></td> <td>David</td> <td></td> <td>Open</td> </tr> <tr> <td>Promote 30 by 30, introduction of one new scholarship for high school female students</td> <td>Seek sponsorship; Review scholarship application process</td> <td>March-May</td> <td>Annabelle</td> <td>Annabelle + Daniel</td> <td>Open</td> </tr> </tbody> </table> <p>Annabelle will proceed to seek sponsorship for the high school female students</p> <table border="1"> <thead> <tr> <th>Objective</th> <th>Action Plan</th> <th>Timeline</th> <th>Raised by</th> <th>Owner</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Past scholarship recipients - follow their journey from high school to engineer</td> <td>Reach out to past scholarship recipients; use their stories to showcase the path of EIT and P.Eng</td> <td>March - August</td> <td>Daniel</td> <td>Daniel</td> <td>Open</td> </tr> <tr> <td>Academic Institutions Outreach</td> <td>Reach out to engineering student associations to find out potential collaborations and help needed to educate students about licencing</td> <td>March -April</td> <td>Oliver</td> <td>Oliver</td> <td>Open</td> </tr> <tr> <td>Professional Associations Outreach (local international engineering associations, OACETT, internationally trained engineering professionals, career agencies, etc.)</td> <td>Reach out to associations and agencies to provide resources on Licencing</td> <td>On going</td> <td>Oliver</td> <td>Oliver/Marcia</td> <td>Open</td> </tr> <tr> <td>Exemplary engineering graduate/young engineer recognition</td> <td>Use their success stories to promote PEO</td> <td>March - July</td> <td>Oliver</td> <td>Oliver/Sharon/Tianyou</td> <td>Open</td> </tr> <tr> <td>Engineers Canada has partnered with Girl Guides of Canada for National Engineering Month</td> <td>Seeking PEO members to attend and run a fun and engaging engineering session with their girl members</td> <td>March</td> <td>Annabelle</td> <td></td> <td>Open</td> </tr> <tr> <td>March break provides the opportunity to meet and greet with MPPs at community events</td> <td>Call constituency office to learn about events</td> <td>Mid March</td> <td>Hannah</td> <td>Anita</td> <td>Open</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Tommy has requested by Howard to pass on the message that he would like York Chapter to invite Howard and Jeannet to the York Board Meeting 	Objective	Action Plan	Timeline	Raised by	Owner	Status	Gather feedback from interns (CEAB and non-CEAB) about application process	Create an online survey				Open	Meet our Board of Directors	Get headshots and paragraphs from board members	March-April	Hannah		Open	What are some ways we can increase our regulatory role at York Chapter?	Brainstorming	March-April	Hannah		Open	Correspond with head office to see if we can obtain contact for the list of EIT's who have not submitted PEng application within York Region.			Hannah		Open	Attending the Women in Transportation event on March 6, 2020. Opportunity to touch base on our 30 By 30 goals at PEO York and start a partnership with WTS.			Hannah		Open	Changing format of LPC to from a dinner gala/ceremony to an event/ritual. Possibly a maze for recipients to solo navigate at the reception to join their families and be handed the certificate? Light refreshments in the main area, no dinner. Keynotes and presentations delivered on loop in different rooms of the venue so guests can visit/explore at their own leisure. Production > food.			David		Open	Promote 30 by 30, introduction of one new scholarship for high school female students	Seek sponsorship; Review scholarship application process	March-May	Annabelle	Annabelle + Daniel	Open	Objective	Action Plan	Timeline	Raised by	Owner	Status	Past scholarship recipients - follow their journey from high school to engineer	Reach out to past scholarship recipients; use their stories to showcase the path of EIT and P.Eng	March - August	Daniel	Daniel	Open	Academic Institutions Outreach	Reach out to engineering student associations to find out potential collaborations and help needed to educate students about licencing	March -April	Oliver	Oliver	Open	Professional Associations Outreach (local international engineering associations, OACETT, internationally trained engineering professionals, career agencies, etc.)	Reach out to associations and agencies to provide resources on Licencing	On going	Oliver	Oliver/Marcia	Open	Exemplary engineering graduate/young engineer recognition	Use their success stories to promote PEO	March - July	Oliver	Oliver/Sharon/Tianyou	Open	Engineers Canada has partnered with Girl Guides of Canada for National Engineering Month	Seeking PEO members to attend and run a fun and engaging engineering session with their girl members	March	Annabelle		Open	March break provides the opportunity to meet and greet with MPPs at community events	Call constituency office to learn about events	Mid March	Hannah	Anita	Open	8:15 pm	Info
Objective	Action Plan	Timeline	Raised by	Owner	Status																																																																																								
Gather feedback from interns (CEAB and non-CEAB) about application process	Create an online survey				Open																																																																																								
Meet our Board of Directors	Get headshots and paragraphs from board members	March-April	Hannah		Open																																																																																								
What are some ways we can increase our regulatory role at York Chapter?	Brainstorming	March-April	Hannah		Open																																																																																								
Correspond with head office to see if we can obtain contact for the list of EIT's who have not submitted PEng application within York Region.			Hannah		Open																																																																																								
Attending the Women in Transportation event on March 6, 2020. Opportunity to touch base on our 30 By 30 goals at PEO York and start a partnership with WTS.			Hannah		Open																																																																																								
Changing format of LPC to from a dinner gala/ceremony to an event/ritual. Possibly a maze for recipients to solo navigate at the reception to join their families and be handed the certificate? Light refreshments in the main area, no dinner. Keynotes and presentations delivered on loop in different rooms of the venue so guests can visit/explore at their own leisure. Production > food.			David		Open																																																																																								
Promote 30 by 30, introduction of one new scholarship for high school female students	Seek sponsorship; Review scholarship application process	March-May	Annabelle	Annabelle + Daniel	Open																																																																																								
Objective	Action Plan	Timeline	Raised by	Owner	Status																																																																																								
Past scholarship recipients - follow their journey from high school to engineer	Reach out to past scholarship recipients; use their stories to showcase the path of EIT and P.Eng	March - August	Daniel	Daniel	Open																																																																																								
Academic Institutions Outreach	Reach out to engineering student associations to find out potential collaborations and help needed to educate students about licencing	March -April	Oliver	Oliver	Open																																																																																								
Professional Associations Outreach (local international engineering associations, OACETT, internationally trained engineering professionals, career agencies, etc.)	Reach out to associations and agencies to provide resources on Licencing	On going	Oliver	Oliver/Marcia	Open																																																																																								
Exemplary engineering graduate/young engineer recognition	Use their success stories to promote PEO	March - July	Oliver	Oliver/Sharon/Tianyou	Open																																																																																								
Engineers Canada has partnered with Girl Guides of Canada for National Engineering Month	Seeking PEO members to attend and run a fun and engaging engineering session with their girl members	March	Annabelle		Open																																																																																								
March break provides the opportunity to meet and greet with MPPs at community events	Call constituency office to learn about events	Mid March	Hannah	Anita	Open																																																																																								
9.0 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 April 9, 2020 at 6:30pm (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	9:00 pm	Info																																																																																										