



York Chapter

**Minutes of the Executive Meeting**

Held on Thursday April 9, 2020 at Virtual Meeting

Meeting Chaired by: Annabelle, P.Eng.

Recorded by: Tommy Sin, P.Eng.

<b>Executives Present:</b>	<b>Absent:</b>
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 Yan, P.Eng (Certificate) Jennifer Lu, P.Eng. (Program) Darren Verasammy, P.Eng. (Treasurer) Marcia Lim, P.Eng. (Diversity) Sharon Chen, EIT (Awards)	Anita Eisakhani, P.Eng. (GLP) Lui Tai, P.Eng. (Past Chair)
<b>Committee &amp; Chapter Members Present:</b>	<b>Guests from other PEO Chapters &amp; other Attendees</b>

Item	Description	Time	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>• Annabelle called the meeting to order.</li> <li>• Round of introduction of attendees</li> <li>• Review of agenda and motion to approve agenda               <ul style="list-style-type: none"> <li>• Motioned by <b>Sharon</b> and seconded by <b>Daniel</b></li> <li>• Motion unanimously approved with no opposed and no abstains.</li> </ul> </li> </ul> <p style="text-align: center;"><b>MOTION CARRIED</b></p>	7:00 pm	Decision.
2.0 Approval of Minutes	<p>By <b>Tommy Sin</b></p> <ul style="list-style-type: none"> <li>• Meeting Minutes for March 5, 2020 meeting are all reviewed and updated through email already.</li> <li>• Motioned by <b>Tommy</b> and seconded by <b>Sharon</b> <ul style="list-style-type: none"> <li>▪ Motion unanimously approved with no opposed and no abstains.</li> </ul> </li> </ul> <p style="text-align: center;"><b>MOTION CARRIED</b></p>	7:05 pm	Decision.

- **PEO COVID-19 Update**  
Our office is now closed until further notice but staff are working remotely to the extent possible in light of operational and other restrictions resulting from the current emergency.
- **PEO AGM**  
April 24th, 2020  
Virtual Event  
More details to come
- How can the Chapter engage our members virtually and thru social media?
- Students will be graduating soon, how can the Chapter support these students during these time of uncertainty and at a time when companies are laying people off
- What events can we host virtually to reach out to the members
- Feedback from my colleagues who have kids are that the kids have too much energy. Let's find some STEM activities that kids can do at home and share them on our social media pages
- **Discussion Items from March Meeting**

Objective	Action Plan	Timeline	Raised by	Owner	Status
Gather feedback from interns (CEAB and non-CEAB) about application process	Create an online survey		Annabelle		Open
Meet our Board of Directors	Get headshots and paragraphs from board members	March-April	Hannah	Vera	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.	Correspond with head office	April-May	Hannah	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.	Provide contact info to Oliver.	March	Hannah	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/Marclia	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		
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

<p>4.0 Vice-Chair's Report</p>	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>• Postponing of events due to COVID19.</li> <li>• Looking at online events we can hold to help our membership to deal with challenges of changing landscape:</li> <li>• Engineering challenges (e.g. chairing video conference calls, encouraging productivity)</li> <li>• Psychological challenges (e.g. dealing with anxieties, uncertainty, etc.)</li> <li>•</li> </ul>	<p>7:18 pm</p>	<p>Info</p>
<p>5.0 Financial Report</p>	<p>By <b>Darren Verasammy</b></p> <ol style="list-style-type: none"> <li>1. 2020 Budget Allocations – P&amp;L's were shared with executive board on April 9, 2020</li> <li>2. Updated expense report procedure – shared with board on April 9, 2020</li> <li>3. Financial report – will be shared upon receiving data from headquarters</li> </ol> <p>March Financial Report - Overview</p> <ol style="list-style-type: none"> <li>1. Committee Budgets – P&amp;L's were shared with executive board on April 9, 2020</li> <li>2. Updated expense report procedure – shared with executive board on April 9, 2020</li> <li>3. Financial report</li> </ol>	<p>7:30 pm</p>	<p>Info</p>
<p>6.0 Past Chair Advisory Update</p>	<p>By <b>Lui Tai (Absent)</b> <b>Covered by Annabelle</b></p> <ul style="list-style-type: none"> <li>• Capstone Sponsorship for York University \$1000</li> <li>• Vote to put on hold or not</li> <li>• All approved to hold</li> </ul>	<p>7:35 pm</p> <p>Decision</p>	<p>Info</p>
<p>7.0 Communications Update</p>	<p>By <b>Vera Zhang</b></p> <ul style="list-style-type: none"> <li>• Social Media</li> </ul>	<p>7:42pm</p>	<p>Info</p>
<p>8.0 Certificate Update</p>	<p>By <b>David Yin</b></p> <ul style="list-style-type: none"> <li>• 2020 Fall LPC</li> <li>• Collaborate with Dev C Toronto for their monthly events</li> <li>•</li> </ul>	<p>7:45pm</p>	<p>Info</p>

9.0 Program Update	By <b>Jennifer Lu</b> <ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control by UHN</li> <li>• Navigating Job Industry during COVID-19</li> <li>• Co-Design with Purpose</li> <li>• Rebecca White - <a href="http://engineersoftomorrow.ca/online-STEM-Resources/">http://engineersoftomorrow.ca/online-STEM-Resources/</a> (Collaborating with Rebecca W. for a virtual event)</li> <li>• Challenge for our PEO York Team - How might we find some STEM activities that kids can do at home and supporting students during these time of uncertainty - I need your help to build PEO's Challenge Cards</li> <li>•</li> </ul>	7:50pm	Info
10.0 Diversity and Inclusion Update	By <b>Marcia Lim</b> <ul style="list-style-type: none"> <li>• PEO's 30 by 30 Event</li> <li>• Expected attendance 150</li> <li>• Promote awareness of PEO's 30 by 30 Action Plan to membership and the public</li> <li>• Delay due to pandemic.</li> <li>• Planning amongst East Central Region Chapters.</li> <li>•</li> <li>• Social Event with EIT &amp; Mentorship Committee</li> <li>• Expected attendance 50</li> <li>• Social Event</li> <li>• Delay due to pandemic.</li> <li>•</li> </ul>	8:05pm	Info
11.0 Awards Update	By <b>Sharon Chen</b> <ul style="list-style-type: none"> <li>• Planning to start planning media campaign for upcoming awards</li> <li>• Looking to get transition material from Oliver</li> <li>•</li> </ul>	8:07pm	Info
12.0 Education Update	By <b>Daniel Cho</b> <ul style="list-style-type: none"> <li>• Design Challenge</li> <li>• Postponed to Fall</li> </ul>	8:10pm	Info
13.0 GLP Update	By <b>Anita Eisakhani (Absent)</b> <ul style="list-style-type: none"> <li>•</li> </ul>	8:11pm	Info
14.0 Business and Community Outreach Update	By <b>Oliver Xiao</b> <ul style="list-style-type: none"> <li>• Reach out to Student Association</li> </ul>	8:11pm	Info
15.0 Mentorship and EIT Update	By <b>Tian You Si Tu</b> <ul style="list-style-type: none"> <li>• Introduction to Engineering Students</li> <li>• Promotion</li> <li>• LAP</li> <li>• Licensing</li> </ul>	8:15pm	Info
16.0 Other Business Update	By <b>Board Members</b> <ul style="list-style-type: none"> <li>• Oliver asked if PEO York Chapter can promote complimentary webinars from other association. Answer: to promote any events, other parties need to have a collaboration relation with PEO York Chapter</li> </ul>	8:20 pm	Info

<p>9.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> <li>• All items on agenda completed. Meeting adjourned by <b>Annabelle</b>.</li> <li>• Next meeting will be held on May, 2020 at <b>6:30pm</b> virtual (meeting location: <del>Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario</del>)</li> </ul>	<p>8:34 pm</p>	<p>Info</p>
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