



York Chapter

Minutes of the Executive Meeting

Held on Thursday May 14, 2020 at Virtual Meeting ~~Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario~~

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Tommy Sin, P.Eng.

<p>Executives Present:</p> <p>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) Darren Verasammy, P.Eng. (Treasurer) Marcia Lim, P.Eng. (Diversity) Sharon Chen, EIT (Awards) Lui Tai, P.Eng. (Past Chair) Anita Eisakhani, P.Eng. (GLP) Hannah Ehtemam, P.Eng. (Vice-Chair)</p>	<p>Absent:</p> <p>Jennifer Lu, P.Eng. (Program)</p>
<p>Committee & Chapter Members Present:</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"> • 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 Sharon and seconded by Tommy • Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	7:05 pm	Decision.										
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> • Meeting Minutes for April 9, 2020 meeting are all reviewed and updated through email already. • Need minor change in Diversity and Inclusion section with “expected attendance of 150 and 50” • Need minor change in Other Business to add “collaboration is required” • Motioned by Tommy and seconded by Sharon <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	7:15 pm	Decision.										
3.0 Chair’s Report	<p>By Annabelle</p> <ul style="list-style-type: none"> • PEO AGM on Saturday, May 30, 2020 at 8:30 a.m. EDT • https://www.peo.on.ca/about-peo/annual-general-meetings/2020-annual-general-meeting • Mandatory PEO Volunteer training • How can the Chapter engage our members virtually and thru social media? <table border="1" data-bbox="440 1073 1240 1184"> <thead> <tr> <th data-bbox="440 1073 500 1119">Date</th> <th data-bbox="500 1073 768 1119">Past Event</th> <th data-bbox="768 1073 886 1119">Attendees</th> <th data-bbox="886 1073 1065 1119">What Worked</th> <th data-bbox="1065 1073 1240 1119">What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1119 500 1184">May 9</td> <td data-bbox="500 1119 768 1184">Stay Positive Minded with PEO York Chapter During Covid-19</td> <td data-bbox="768 1119 886 1184">23</td> <td data-bbox="886 1119 1065 1184">50% attendance rate</td> <td data-bbox="1065 1119 1240 1184">- need to test technology before webinar</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Connections made: • One attendee volunteer to host a interview prep webinar • One attendee volunteer to host a identity theft protection webinar considering more online activities • Other suggestion • more help with getting engineer license • seminar to explain the government's assistance to people in this pandemic • seminar to address the current issues such as oil prices, the aviation business etc • seminar on job search and resume; how to apply for jobs virtually? • seminar to help engineers to transition into business owners as start up • Develop a design challenge/hackathon to develop an app to help people to avoid line up at grocery stores, similar to opentable • seminar on how to manage personal finance properly during Covid-19 • reach out to other chapters to reach out to our members • add virtual meeting to monthly meeting in the future • 	Date	Past Event	Attendees	What Worked	What Didn't Worked	May 9	Stay Positive Minded with PEO York Chapter During Covid-19	23	50% attendance rate	- need to test technology before webinar	7:20 pm	Info
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May 9	Stay Positive Minded with PEO York Chapter During Covid-19	23	50% attendance rate	- need to test technology before webinar									

<p>4.0 Vice-Chair's Report</p>	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> Supporting Local Food Banks Fundraiser: Raising funds using a fundraising website to help local food banks in York Region. Hosted & organized by PEO York Chapter Duration of two weeks Chosen platform: CanadaHelps (www.canadahelps.org) Low admin fees Charities of interest get money on a weekly basis <table border="1" data-bbox="391 541 1235 873"> <thead> <tr> <th>Region</th> <th>Organization Name</th> <th>Offers</th> <th>Time open</th> <th>Registered ?</th> <th>Link</th> </tr> </thead> <tbody> <tr> <td>Aurora</td> <td>Aurora Food pantry</td> <td>Take away food hampers</td> <td>~2 days a week (10 days/month)</td> <td>Yes</td> <td>http://www.aurorafoodpantry.ca/</td> </tr> <tr> <td>Aurora</td> <td>York Region Food network</td> <td>Breakfast for takeaway</td> <td>1 day/week, 9:30-10:30AM</td> <td>Yes</td> <td>https://yrfn.ca/</td> </tr> <tr> <td>King</td> <td>King Township Food Bank</td> <td>Food bank</td> <td>1 day/month</td> <td>Yes</td> <td>http://ktfb.ca/</td> </tr> <tr> <td>Markham</td> <td>Markham Food Bank</td> <td>Food hamper</td> <td>3 days/week</td> <td>Yes</td> <td>http://markhamfoodbank.ca/</td> </tr> <tr> <td>Newmarket</td> <td>Newmarket Food Pantry</td> <td>Delivering Food Hampers. Must call to book a delivery.</td> <td>Delivery by appointment</td> <td>Yes</td> <td>https://newmarketfoodpantry.ca/</td> </tr> <tr> <td>Richmond Hill</td> <td>Richmond Hill Community Food Bank</td> <td>Takeaway food hampers</td> <td>5 days/week, 9-11:30AM</td> <td>Yes</td> <td>https://www.richmondhillcommunityfoodbank.ca/</td> </tr> <tr> <td>Vaughan</td> <td>Vaughan Food bank</td> <td>Food bank - takeaway hampers</td> <td>2 days/week, 10AM-3:30PM</td> <td>Yes</td> <td>https://www.vaughanfoodbank.ca/</td> </tr> <tr> <td>Whitchurch-Stouffville</td> <td>Whitchurch-Stouffville Food Bank</td> <td>Food bank - takeaway hampers</td> <td>2 days/week, 9:30AM-12PM</td> <td>Yes</td> <td>https://wsfoodbank.ca/</td> </tr> </tbody> </table>	Region	Organization Name	Offers	Time open	Registered ?	Link	Aurora	Aurora Food pantry	Take away food hampers	~2 days a week (10 days/month)	Yes	http://www.aurorafoodpantry.ca/	Aurora	York Region Food network	Breakfast for takeaway	1 day/week, 9:30-10:30AM	Yes	https://yrfn.ca/	King	King Township Food Bank	Food bank	1 day/month	Yes	http://ktfb.ca/	Markham	Markham Food Bank	Food hamper	3 days/week	Yes	http://markhamfoodbank.ca/	Newmarket	Newmarket Food Pantry	Delivering Food Hampers. Must call to book a delivery.	Delivery by appointment	Yes	https://newmarketfoodpantry.ca/	Richmond Hill	Richmond Hill Community Food Bank	Takeaway food hampers	5 days/week, 9-11:30AM	Yes	https://www.richmondhillcommunityfoodbank.ca/	Vaughan	Vaughan Food bank	Food bank - takeaway hampers	2 days/week, 10AM-3:30PM	Yes	https://www.vaughanfoodbank.ca/	Whitchurch-Stouffville	Whitchurch-Stouffville Food Bank	Food bank - takeaway hampers	2 days/week, 9:30AM-12PM	Yes	https://wsfoodbank.ca/	<p>7:32 pm</p>	<p>Info</p>
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<p>5.0 Financial Report</p>	<p>By Darren Verasammy</p> <p><u>April Financial Report - Overview</u></p> <ol style="list-style-type: none"> Committee Budgets – P&L's were shared with executive board on April 9, 2020 Updated expense report procedure – shared with executive board on April 9, 2020 Financial report 	<p>7:45 pm</p>	<p>Info</p>																																																						
<p>6.0 Past Chair Advisory Update</p>	<p>By Lui Tai</p> <ul style="list-style-type: none"> Stay Positive-minded during COVID 19, Saturday May 9 Initiated and organized by PCAC, with support from Chair, Vice Chair, Program Director and Communications Director Keynote speaker and Moderator The intention is to provide support to those less fortunate and less confident in how to deal with job loss, reduction in income and uncertainties in the future. Also provided a platform for connection within PEO First of many more webinars to come OSPE AGM Feedback 	<p>7:56 pm</p> <p>Decision</p>	<p>Info</p>																																																						

<p>7.0 Communications Update</p>	<p>By Vera Zhang</p> <table border="1" data-bbox="440 157 1224 264"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td></td> <td>stay positive minded seminar</td> <td></td> <td></td> <td>platform</td> </tr> <tr> <td></td> <td>social media campaign</td> <td></td> <td>increase</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 302 1224 409"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td></td> <td>healthcare design/construction</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 428 1224 514"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>•</p>	Date	Past Event	Attendees	What Worked	What Didn't Worked		stay positive minded seminar			platform		social media campaign		increase		Date	Upcoming Event	Attendees	Event Purpose	Challenges		healthcare design/construction				Discussion Items	Status			<p>7:42 pm</p>	<p>Info</p>
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<p>8.0 Certificate Update</p>	<p>By David Yin</p> <table border="1" data-bbox="440 606 1224 714"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 749 1224 877"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>fall 2020</td> <td>LPC</td> <td>tbd</td> <td>needs to hear from HQ on status</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 877 1224 959"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>DevC collaboration virtual event</td> <td></td> </tr> </tbody> </table> <p>•</p>	Date	Past Event	Attendees	What Worked	What Didn't Worked						Date	Upcoming Event	Attendees	Event Purpose	Challenges	fall 2020	LPC	tbd	needs to hear from HQ on status		Discussion Items	Status	DevC collaboration virtual event		<p>7:45 pm</p>	<p>Info</p>					
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<p>9.0 Program Update</p>	<p>By Jennifer Lu (Absent) Covered by Annabelle</p> <ul style="list-style-type: none"> Others can host events if they have some good networking on hosting virtual events 	<p>8:00 pm</p>	<p>Info</p>																													
<p>10.0 Diversity and Inclusion Update</p>	<p>By Marcia Lim</p> <table border="1" data-bbox="440 1178 1224 1285"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 1293 1224 1400"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>TBD</td> <td>PEO 30x30 Awareness planning session</td> <td></td> <td>Virtual event</td> <td>Covid-19, no large events</td> </tr> </tbody> </table> <table border="1" data-bbox="440 1421 1224 1507"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>•</p>	Date	Past Event	Attendees	What Worked	What Didn't Worked						Date	Upcoming Event	Attendees	Event Purpose	Challenges	TBD	PEO 30x30 Awareness planning session		Virtual event	Covid-19, no large events	Discussion Items	Status			<p>8:05 pm</p>	<p>Info</p>					
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<p>11.0 Awards Update</p>	<p>By Sharon Chen</p> <table border="1" data-bbox="440 1575 1101 1854"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 1833 1101 1919"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Webinar is resume critique, talk to enggirlproblems about Personal Development event. 	Date	Past Event	Attendees	What Worked	What Didn't Worked						Date	Upcoming Event	Attendees	Event Purpose	Challenges						<p>8:15 pm</p>	<p>Info</p>									
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12.0 Education Update	By Daniel Cho <ul style="list-style-type: none">•	8:35 pm	Info																																			
13.0 GLP Update	By Anita Eisakhani <ul style="list-style-type: none">• Attended town hall meeting in Zoom for MPP Daisy	8:40 pm	Info																																			
14.0 Business and Community Outreach Update	By Oliver Xiao <table border="1" data-bbox="440 411 1219 730"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Worked</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> <td></td> <td></td> <td></td> </tr> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> <tr> <td>Summer</td> <td>Webinar with engineering student bodies</td> <td>Engineering students</td> <td>Promote PEO and licensing</td> <td>Students on vacation</td> </tr> <tr> <td>May/June</td> <td>Webinar on COVID-19 update/workplace</td> <td>Members</td> <td>Update members on COVID-19 and engineering profession</td> <td>Guest speaker commitment during this busy time</td> </tr> <tr> <th colspan="4">Discussion Items</th> <th>Status</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none">•	Date	Past Event	Attendees	What Worked	What Didn't Worked		N/A				Date	Upcoming Event	Attendees	Event Purpose	Challenges	Summer	Webinar with engineering student bodies	Engineering students	Promote PEO and licensing	Students on vacation	May/June	Webinar on COVID-19 update/workplace	Members	Update members on COVID-19 and engineering profession	Guest speaker commitment during this busy time	Discussion Items				Status						8:43 pm	Info
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15.0 Mentorship and EIT Update	By Tian You Si Tu <ul style="list-style-type: none">• LAP program emails sent out, reminding members to sign up in PEO website•	8:53 pm	Info																																			
16.0 Other Business Update	By Board Members <table border="1" data-bbox="440 957 1183 1245"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Coordinate with communications that group eventbrite email gets forwarded to host of webinar in case of issues OR provide email in event description for troubleshooting</td> <td></td> </tr> <tr> <td>Anyone know any web development gurus?</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none">•• Preset questions to ask MPP etc• Webinar platform to be considered•	Discussion Items	Status	Coordinate with communications that group eventbrite email gets forwarded to host of webinar in case of issues OR provide email in event description for troubleshooting		Anyone know any web development gurus?												8:57 pm	Info																			
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9.0 Adjournment/ Next Meeting	<ul style="list-style-type: none">• All items on agenda completed. Meeting adjourned by Annabelle.• Next meeting will be held on Jun 11 , 2020 at 6:30pm virtual (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario)	9:10 pm	Info																																			