



York Chapter


Minutes of the Executive Meeting

Held on Thursday Jul 9, 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.

Executives Present:	Absent:
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) David Yan, P.Eng (Certificate) Marcia Lim, P.Eng. (Diversity) Sharon Chen, EIT (Awards) Lui Tai, P.Eng. (Past Chair) Darren Verasammy, P.Eng. (Treasurer)	Jennifer Lu, P.Eng. (Program) Hannah Ehtemam, P.Eng. (Vice-Chair) Anita Eisakhani, P.Eng. (GLP)
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Changiz Sadr Keyvan Sumon Chatterjee Viken Cholakian Michaela	

Item	Description	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 Oliver Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	Decision.				
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> Meeting Minutes for Aug 13, 2020 meeting are all reviewed and updated through email already Some updates done and will post the final version Motioned by Hannah and seconded by Sharon <ul style="list-style-type: none"> Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	Decision				
3.0 Chair's Report	<p>By Annabelle</p> <ul style="list-style-type: none"> PEO York COVID-19 Virtual Town Hall Speakers: <ul style="list-style-type: none"> Marisa Sterling, P.Eng., FEC - PEO MPP (Thornhill) Gila Martow Trefor Armstrong, P.Eng. - Innovative Automation Dr Hadis Zarrin - Ryerson University Peyman Moeini, P.Eng. - Peytec Dr Dennis Woo, P.Eng,FEC - KPMG Canada <table border="1" data-bbox="347 1052 1273 1457"> <thead> <tr> <th data-bbox="347 1052 537 1163">Date</th> <th data-bbox="537 1052 1273 1163">Past Event</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1163 537 1457"> <ul style="list-style-type: none"> Sep 9 </td> <td data-bbox="537 1163 1273 1457"> <ul style="list-style-type: none"> PEO York COVID-19 Virtual Town Hall </td> </tr> </tbody> </table>	Date	Past Event	<ul style="list-style-type: none"> Sep 9 	<ul style="list-style-type: none"> PEO York COVID-19 Virtual Town Hall 	Info
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4.0 Vice-Chair's Report	<p>By Hannah Ehtemam (Absent) Covered by Annabelle</p>  <ul style="list-style-type: none"> 	Info				

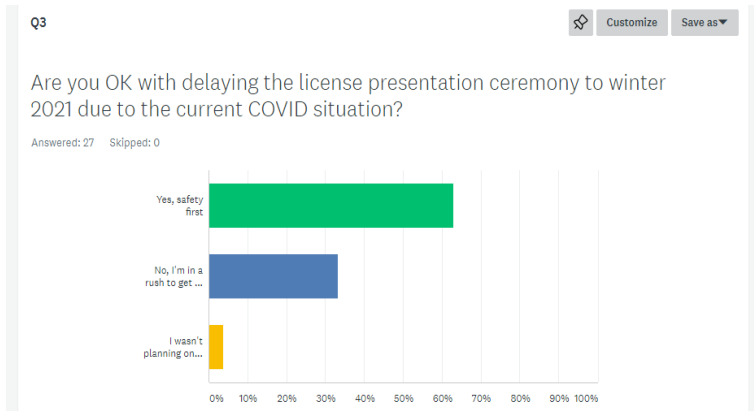
<p>5.0 Financial Report</p>	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> • The purchase of a Zoom account is the only expense the Chapter incurred since the last board meeting • We did not collect any revenue during the same period • Jun Financial report displayed • 	<p>Info</p>																																				
<p>6.0 Past Chair Advisory Update</p>	<p>By Lui Tai</p> <ul style="list-style-type: none"> • Made connections with Past Chairs of all 6 EC Region Chapters • Held conference call with Past Chairs of all EC Chapters, and included current and past EC Councillors as observers • Have support and consensus from other EC Chapters to hold a joint event • EC Regional Joint event being planned for August/September • MX supporting the “Children’s Mask Design Challenge” with ideas and sponsorship • LT gave a live webinar on July 7th • 	<p>Info</p>																																				
<p>7.0 Communications Update</p>	<p>By Vera Zhang</p> <table border="1" data-bbox="440 951 1243 1062"> <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> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 1098 1243 1209"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>July</td> <td>volunteer for communications</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 1230 1243 1314"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>zoom account - procedures to host event (1 host/100 participants)</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • 	Date	Past Event	Attendees	What Worked	What Didn't Worked											Date	Upcoming Event	Attendees	Event Purpose	Challenges	July	volunteer for communications									Discussion Items	Status	zoom account - procedures to host event (1 host/100 participants)				<p>Info</p>
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June	Survey Results			

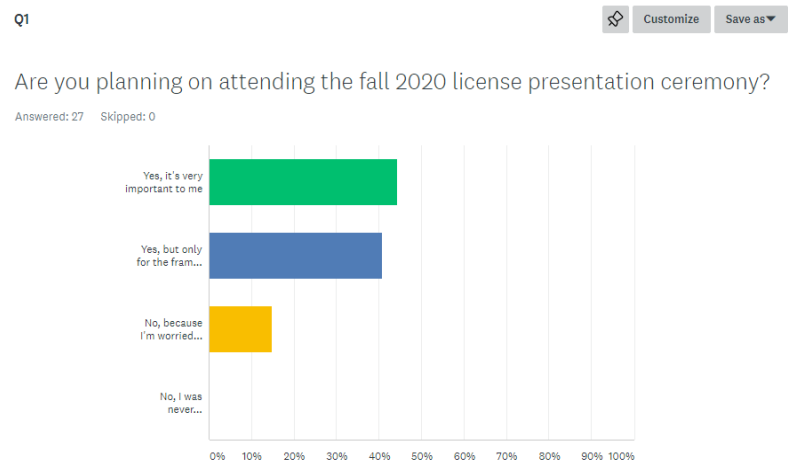
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July TBD	Mask Design Challenge Kickoff Info Session			
Aug TBD	DevC Collab Event			

Discussion Items	Status

-
- emailed 40 license recipients, 27 responded
- -seems like the majority are open to delaying the ceremony to Winter 2021, with a large minority wanting to go just for the framed certificate
-



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-
- -70% are open to an outdoor event
- -50-50 on the black tie or casual format
- -not many are worried about gathering for an event if the Province allows for it

Next Steps

-decide on Fall 2020 vs Winter 2021

<p>9.0 Program Update</p>	<p>By Jennifer Lu (Absent) Covered by Annabelle</p> <table border="1" data-bbox="440 191 1221 331"> <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>Jul 7</td> <td>Fire Protection Engineering Fundamentals by Lui Tai</td> <td>97 (150 signed up)</td> <td> <ul style="list-style-type: none"> - Setting registration to higher than webinar limit - Sent reminder email a week before and a day before </td> <td>None</td> </tr> </tbody> </table> <table border="1" data-bbox="440 363 1221 541"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>Jul 29</td> <td>Resume Writing 101 Workshop</td> <td>50</td> <td>Hands on exercise with breakout sessions</td> <td>Will need a trial run, perhaps additional admin to manage rooms</td> </tr> <tr> <td>Aug 20</td> <td>Covid-19 Event</td> <td>100+</td> <td></td> <td>Looking for speaker from a large company</td> </tr> <tr> <td>Aug TBD</td> <td>Dev C Collaboration</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	Jul 7	Fire Protection Engineering Fundamentals by Lui Tai	97 (150 signed up)	<ul style="list-style-type: none"> - Setting registration to higher than webinar limit - Sent reminder email a week before and a day before 	None	Date	Upcoming Event	Attendees	Event Purpose	Challenges	Jul 29	Resume Writing 101 Workshop	50	Hands on exercise with breakout sessions	Will need a trial run, perhaps additional admin to manage rooms	Aug 20	Covid-19 Event	100+		Looking for speaker from a large company	Aug TBD	Dev C Collaboration				<p>Info</p>	
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<p>10.0 Diversity and Inclusion Update</p>	<p>By Marcia Lim</p> <table border="1" data-bbox="440 638 1221 709"> <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>23 June</td> <td>INWED2020 - social media</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 726 1221 867"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>16 Sept</td> <td>PEO 30 by 30 Information Session - Event 1 (PEO Members)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TBD</td> <td>PEO 30 by 30 Information Session - Event 2 (Employers)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 894 1221 951"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • 	Date	Past Event	Attendees	What Worked	What Didn't Worked	23 June	INWED2020 - social media				Date	Upcoming Event	Attendees	Event Purpose	Challenges	16 Sept	PEO 30 by 30 Information Session - Event 1 (PEO Members)				TBD	PEO 30 by 30 Information Session - Event 2 (Employers)				Discussion Items	Status			<p>Info</p>		
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<p>12.0 Education Update</p>	<p>By Daniel Cho</p> <ul style="list-style-type: none"> • Donation update to support scholarship program • PEO cannot issue tax receipt because PEO is not a charity organization • 19 applications for the scholarship program so far • eBlast to go out for the Jul 30th deadline 	<p>Info</p>																															
<p>13.0 GLP Update</p>	<p>By Anita Eisakhani</p> <ul style="list-style-type: none"> • Design & Math Competition to invite MPP • Covid 19 Event to invite MPP • • 	<p>Info</p>																															

<p>14.0 Business and Community Outreach Update</p>	<p>By Oliver Xiao</p> <table border="1" data-bbox="440 159 1230 525"> <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> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> <tr> <td>Jul</td> <td>Ryerson University NEXT Program - Call for volunteer mentors (e-blast)</td> <td>300-400</td> <td>Licensing and career mentoring to new grads</td> <td>Time restraints</td> </tr> <tr> <td>Jul</td> <td>PEO York Speaker opportunity at Ryerson University NEXT courses</td> <td>300-400</td> <td>Licensing and career mentoring to new grads</td> <td>Time restraints</td> </tr> <tr> <td>Aug</td> <td>Engineers Contribution to the fight against COVID-19</td> <td>100+</td> <td>Town hall style webinar showcasing engineers' contributions</td> <td>Confirm time commitment from the guest speakers</td> </tr> <tr> <td>Sep</td> <td>COVID-19 cases tracing - UofT Professor Aleman</td> <td>100</td> <td>Technical webinar on COVID spread modeling</td> <td>Pending date</td> </tr> <tr> <th colspan="4">Discussion Items</th> <th>Status</th> </tr> <tr> <td colspan="4">OSPE Town-Hall Webinar report</td> <td>Current</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • • 	Date	Past Event	Attendees	What Worked	What Didn't Worked						Date	Upcoming Event	Attendees	Event Purpose	Challenges	Jul	Ryerson University NEXT Program - Call for volunteer mentors (e-blast)	300-400	Licensing and career mentoring to new grads	Time restraints	Jul	PEO York Speaker opportunity at Ryerson University NEXT courses	300-400	Licensing and career mentoring to new grads	Time restraints	Aug	Engineers Contribution to the fight against COVID-19	100+	Town hall style webinar showcasing engineers' contributions	Confirm time commitment from the guest speakers	Sep	COVID-19 cases tracing - UofT Professor Aleman	100	Technical webinar on COVID spread modeling	Pending date	Discussion Items				Status	OSPE Town-Hall Webinar report				Current	<p>Info</p>
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<p>15.0 Mentorship and EIT Update</p>	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> • LAP 2020 updates • Interview mock on Aug 15 • • 	<p>Info</p>																																													
<p>16.0 Other Business Update</p>	<p>By Board Members</p> <ul style="list-style-type: none"> • OSPE Townhall updates and comments • 	<p>Info</p>																																													
<p>9.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by Annabelle. • Next meeting will be held on Aug 6, 2020 at 6:30pm virtual (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	<p>Info</p>																																													