

Minutes of the Executive Meeting Held on Thursday, August 13, 2020 at Virtual Zoom Meeting

Meeting Chaired by: Recorded by: Annabelle Lee, P.Eng. Sharon Chen, EIT.

Executives Present:	Absent:
Annabelle Lee, P.Eng. (Chair)	Tommy Sin, P.Eng. (Secretary)
Hannah Ehtemam, P.Eng. (Vice-Chair)	Daniel Cho, EIT (Education)
Anita Eisakhani, P.Eng. (GLP)	Jennifer Lu, P.Eng. (Program)
Oliver Xiao, EIT (Business)	Vera Zhang, EIT (Communications)
Tian You Si Tu, P.Eng (Mentorship)	Marcia Lim, P.Eng. (Diversity)
David Yin, P.Eng (Certificate)	
Sharon Chen, EIT (Awards)	
Lui Tai, P.Eng. (Past Chair)	
Darren Verasammy, P.Eng. (Treasurer)	
Committee 9 Chapter Members Dresent	Cuesta from other DEO Chanters & other Attendess
Committee & Chapter Members Present:  Matthew Xie	Guests from other PEO Chapters & other Attendees
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Item	Description	Action
1.0	Annabelle called the meeting to order.	
Approval of Agenda	Review of agenda and motion to approve agenda	
Agenda	<ul> <li>Motioned by Lui and seconded by Darren</li> </ul>	
	<ul> <li>Motion unanimously approved with no opposed and no abstains.</li> <li>MOTION CARRIED</li> </ul>	Decision
2.0	By Tommy Sin (Absent)	
Approval of	(Covered by Annabelle)	
Minutes	<ul> <li>Meeting Minutes for July 9, 2020 meeting are all reviewed and updated through email already</li> </ul>	
	Updates to be input before approval of meeting minutes in the next meeting	
	Motioned by Lui and seconded by Darren	Daninian
	<ul> <li>Motion unanimously approved with no opposed and no abstains.</li> <li>MOTION CARRIED</li> </ul>	Decision
3.0	By Annabelle Lee	Info
Chair's Report	<ul> <li>In-person Chapter Events and Covid-19 Update:         <ul> <li>At the last RCC meeting on July 18th, the RCC Chair was tasked with the following:                 <ul> <li>Action 7: RCC Chair to contact CEO &amp; Registrar Johnny Zuccon regarding an update on when chapters will be allowed to run in-person events as per local health authorities' guidelines.</li> </ul> </li> <li>The Chair will be contacting Johnny this week and chapter is hoping to have an answer by the September Congress. No answer yet on in-person meetings.</li> <li>York chapter to consider moving all of remaining 2020 meetings to virtual platform</li> <li>Oliver to check with hotel to see if meeting deposits from 2020 can be deferred to next year</li> </ul></li></ul>	
	<ul> <li>Upcoming COVID-19 Virtual Town Hall Event</li> <li>When: Sept 9, 2020, 7pm - 9pm</li> <li>What: Amid the COVID-19 pandemic, engineers quickly adapted to the current environment and made adjustments to tackle the challenges. PEO is committed to support our members in protecting the public interest and safety in these uncertain times. Join PEO York Chapter's COVID-19 Virtual Town Hall to learn how Engineers from small to large engineering firms and academia institutions have been adapting, pivoting and innovating during these challenging times. Our guest speakers will share their achievements and contributions in the fight against COVID-19.</li> <li>Panel includes</li> <li>Economy Summary: KPMG,</li> <li>Small Business: Peytec, Innovative Automation</li> </ul>	Action

4.0		
4.0 Vice-Chair's Report	<ul> <li>Children's Face Covering Design Challenge:         <ul> <li>Intro seminar held on July 28th</li> <li>Currently have low participants</li> <li>Timelines pushed back by a month to increase participation</li> <li>Need volunteers to help contact local mask manufacturers</li> <li>Social media posts scheduled every 2-3 days to increase promotion (focusing on sponsors and judges)</li></ul></li></ul>	Info Action
5.0 Financial Report	By Darren Verasammy  No transactions were recorded this month  Business plan (BP) is due September 18th  Format for the BP has changed (some highlights)  Ex. instead of \$60/\$80 reimbursement for LPC, we project the reimbursement in our allotment  RCC scholarships have been reinstated (up to \$1500)  AGM notice can be published in Engineering Dimensions for free  Darren will reach out to all committee chairs starting Monday August 17th, 2020 to begin collecting information Directors to work together to have the business plan completed by Friday September 4th, 2020  Certificate director will need to project number of attendees and estimate expenses for license presentation ceremonies  July financial report displayed  Annabelle to confirm with head office whether chapter can carry over budget allotted for 2020.	Info
6.0 Past Chair Advisory Update	By Lui Tai  First Ever Regional Past Chair Advisory Workshop to be held  6 Chapters in EC region will take part  Org committee consists of 5 past chairs from diff chapters  PEO Regional Councilors and Vice President are interested to attend as observers  Planned for September (Date TBA), more details to come  Current board to provide Lui the top three concerns regarding the chapter  York University Capstone looking for industry advisors  Vera to send out e-blast to membership for volunteers  Meeting with capstone team will be all virtual	Info Action Action
7.0 Communications Update	By Vera Zhang (Absent) Covered by Annabelle Lee  • Provide at least two days notice to communications director for chapter communications request. Board members to be considerate of workload of the communications director.	Info

8.0	By David Yin	Info
Certificate Update	<ul> <li>Low attendance for Mask Design Challenge info session, which also had some technical difficulties at first.</li> <li>E-blast will need to be sent to advertise mask design challenge</li> <li>Licence presentation ceremony is delayed to winter of next year (early 2021) due to health and safety concerns</li> <li>Roughly 40 licensees for Fall 2020, need to project 2021's licensees to estimate budget needed for combined LPC in Winter 2021</li> <li>DevC event         <ul> <li>3x consecutive events culminating in a hackathon challenge to our members</li> <li>Event 1: intro, industrial/engineering applications for AR technology</li> </ul> </li> </ul>	IIIIO
	<ul> <li>Event 2: sparkAR technical tutorial by Lianne Tokey</li> <li>Event 3: 3D modelling tutorial by Paul Brown/Lianne Tokey</li> <li>David to coordinate dates with the chapter events calendar</li> <li>Looking for 2 industrial representatives for event 1</li> </ul>	Action
9.0 Program Update	By Jennifer Lu (Absent) Covered by Annabelle  No report	Info
10.0 Diversity and Inclusion Update	By Marcia Lim (Absent) Covered by Annabelle  Bi-weekly multi-chapter meetings for 30 by 30 event have been occurring, working towards event on Sept. 16, 2020  30 by 30 East Central members Engagement webinar event - joint with other east central chapters  Features speakers Cassondra Fonseca, P.Eng., Bob Dony  Opening remarks by Marisa Sterling  Discuss why initiative is important and how it impacts everyone  Speakers are all confirmed, in process of seeking MPP video messages  Diversity and inclusion event on August 26, 2020 is organized by Anita (GLP director) with Jodie Glean-Mitchell	Info

11.0	By Sharon Chen	Info
Awards Update	<ul> <li>July 29, 2020 Resume Writing 101 Workshop         <ul> <li>~50 attendees, audience liked interactive format of the workshop, including zoom polls, guided exercises, and breakout exercises with peers</li> <li>Recruiter Guest Speaker Colleen O'Hara was very informative and well received</li> <li>Regulatory component was put into the event, emphasizing the importance of the Professional Engineers Act and enforcement</li> <li>Feedback form set via Eventbrite right after event ended resulted in high rate of response</li> <li>Event ran over time due to many questions</li> <li>Feedback included that the breakout groups should have more than 5 people per group to account for varying degrees of participation</li> </ul> </li> <li>Engineering project of the year award 2021 committee meetings         <ul> <li>Have occurred monthly, including on August 12, 2020</li> <li>Currently in process of reviewing and revising application form and criteria</li> <li>Brainstormed improvements, clarifications, and researched similar awards</li> </ul> </li> <li>For 2021, the committee plans to separate the 2020 EPOTYA ceremony away from the licence presentation ceremony. The ceremony will be held as a joint event with the Community and Business, likely in Spring of 2021.</li> <li>Oliver and Sharon to brainstorm event and present to board at a future monthly meeting</li> </ul>	Action
12.0 Education Update	By <b>Daniel Cho (Absent)</b> No Report	Info
13.0 GLP Update	Organized Diversity and inclusion event on August 26, 2020 with speaker Jodie Glean-Mitchell	Info

14.0	By Oliver Xiao	Info
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Business and	July 15/17, 2020 Ryerson NEXT Program Online Lesson	
Community	Presentation	
Outreach Update	o 300-400 attendees,	
	<ul> <li>What worked: Improved PEO presence among graduating</li> </ul>	
	engineering students	
	<ul> <li>Ryerson is very happy with the collaboration</li> </ul>	
	<ul> <li>What didn't: Short time slot was assigned</li> </ul>	
	Jul 27-31, 2020 Ryerson NEXT Program Industry Professionals	
	Coffee Chats	
	o 20+ volunteers hosting over 40 sessions	
	o Great participation from both chapter members and	
	students	
	Upcoming event: Sept. 9, 2020 – COVID-19 Townhall     Totimeted 400 extended.	
	o Estimated 100 attendees	
	Purpose is to provide a summary on engineer's	
	contributions amid COVID-19	
	Challenge in getting a large company to participate as	
	representative in this event	
	Upcoming event: Mid-Sept., 2020 - SR&ED tax credit program for	
	research and experimental development activities	
	<ul> <li>Estimated 50-100 attendees</li> </ul>	
	<ul> <li>Purpose is to communicate opportunities and methods to</li> </ul>	
	financially supporting engineering activities	
15.0 Mentorship	By Tian You Si Tu	Info
and EIT Update	· ·	
	York Chapter LAP program is doing a great. High demand for LAP	
	program during COIVD	
	Etobicoke chapter asked for assistance with setting up their LAP	
	program	
	Upcoming Job interview webinar event	
	Organized by Elven Tsui, P.Eng., Deputy Director	
	Speaker prefers small group of 30 people or less  This was bigger will provide a come guideness on how to	
	o This webinar will provide some guidance on how to	
	perform well in a job interview. After a brief lecture, there	
	will be a practice session	
16.0	By Board Members	Info
Other Business	PEO Order of Honour and Gordon M. Sterling EIT award both	
Update	calling for applications	
	Strongly encouraged to nominate a York Chapter member for	
	Order of Honour	
	Board members should use PEO York Chapter events as a	
	platform to show other upcoming events for the chapter	
9.0	All items on agenda completed. Meeting adjourned by <b>Annabelle</b> .	Info
Adjournment/	Next meeting will be held on September 10, 2020 at <b>6:30pm</b> virtually	
Next Meeting	on Zoom	