



York Chapter

**Minutes of the Executive Meeting**

Held on Thursday September 10, 2020 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Tommy Sin, P.Eng.

<p><b>Executives Present:</b></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)          David Yan, P.Eng (Certificate)          Marcia Lim, P.Eng. (Diversity)          Sharon Chen, EIT (Awards)          Lui Tai, P.Eng. (Past Chair)          Hannah Ehtemam, P.Eng. (Vice-Chair)          Anita Eisakhani, P.Eng. (GLP)</p>	<p><b>Absent:</b></p> <p>Jennifer Lu, P.Eng. (Program)          Darren Verasammy, P.Eng. (Treasurer)</p>
<p><b>Committee &amp; Chapter Members Present:</b></p> <p>Victoria Zhao          Keyvan          Lamees Rahim          Hasan Tavana          Peter Cushman</p>	<p><b>Guests from other PEO Chapters &amp; other Attendees</b></p>

Item	Description	Action
<p>1.0 Approval of Agenda</p>	<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</li> <li>● Motioned by <b>Sharon</b> and seconded by <b>Oliver</b> <ul style="list-style-type: none"> <li>● Motion unanimously approved with no opposed and no abstains.</li> </ul> </li> </ul> <p><b>MOTION CARRIED</b></p>	<p>Decision.</p>

<p>2.0 Approval of Minutes</p>	<p>By <b>Tommy Sin</b></p> <ul style="list-style-type: none"> <li>● Meeting Minutes for Aug 13, 2020 meeting are all reviewed and updated through email already</li> <li>● Some updates done and will post the final version</li> <li>● Motioned by <b>Hannah</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><b>MOTION CARRIED</b></p>	<p>Decision</p>										
<p>3.0 Chair's Report</p>	<p>By <b>Annabelle Lee</b></p> <ul style="list-style-type: none"> <li>● PEO York COVID-19 Virtual Town Hall</li> <li>● Speakers:</li> <li>● Marisa Sterling, P.Eng., FEC - PEO</li> <li>● MPP (Thornhill) Gila Martow</li> <li>● Trefor Armstrong, P.Eng. - Innovative Automation</li> <li>● Dr Hadis Zarrin - Ryerson University</li> <li>● Peyman Moeini, P.Eng. - Peytec</li> <li>● Dr Dennis Woo, P.Eng,FEC - KPMG Canada</li> </ul> <table border="1" data-bbox="431 787 1237 934"> <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>Sep 9</td> <td>PEO York COVID-19 Virtual Town Hall</td> <td>100</td> <td> <ul style="list-style-type: none"> <li>- Great turnout</li> <li>- Great feedback from attendees</li> <li>- Attendees from surrounding chapters</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>- Time Management</li> <li>- Part of preparation, good to have speaker's cell phone</li> </ul> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>●</li> <li>● EC Regional Leadership Development Workshop in October</li> <li>● (details in Past Chair slide)</li> <li>● East Central Congress = Tuesday, September 29, 6pm to 9pm</li> <li>● We can have one additional EIT as observer</li> <li>● We had a Mississauga Meet and Greet - hoping for more collaboration</li> <li>● Chapters are permitted to publish AGM Notice in Engineering Dimensions, free of charge</li> <li>● This counts as the mandatory notice to all members</li> <li>● If chapters choose to publish in Engineering Dimensions, chapters are not required to spend chapter funds on a physical mailing</li> <li>● September 30th is the Engineering Dimension publication deadline in case you are planning to include your AGM notice in the November-December issue</li> <li>●</li> </ul>	Date	Past Event	Attendees	What Worked	What Didn't Worked	Sep 9	PEO York COVID-19 Virtual Town Hall	100	<ul style="list-style-type: none"> <li>- Great turnout</li> <li>- Great feedback from attendees</li> <li>- Attendees from surrounding chapters</li> </ul>	<ul style="list-style-type: none"> <li>- Time Management</li> <li>- Part of preparation, good to have speaker's cell phone</li> </ul>	<p>Info</p>
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<p>4.0 Vice-Chair's Report</p>	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>● PEO Business Plan Meeting:</li> <li>● Chapters no longer need to do audits unless it's stated in their bylaw</li> <li>● Chapters can amend bylaws on a yearly basis for the time being (not permanently)</li> <li>● No in-person meetings until announcement from PEO (expected soon)</li> <li>● RCC scholarship fund is now available</li> <li>● NEM event is not approved, online only, with up to \$500 budget (see NEM website)</li> <li>● Can email members to congratulate obtaining P.Eng. (memo from PEO expected soon)</li> <li>● Mask Design Challenge:</li> </ul>	<p>Info</p>										

	<ul style="list-style-type: none"> <li>• 3 groups signed up despite pushing back deadline</li> <li>• Response on social media relatively low</li> <li>• MPP Billy Pang as accepted to provide a short speech</li> <li>• Next steps?</li> <li>•</li> </ul>																																															
5.0 Financial Report	<p>By <b>Darren Verasammy (Absent)</b></p> <ul style="list-style-type: none"> <li>• August Financial Report</li> <li>• Business plan will be reviewed this weekend</li> <li>• - I will reach out with any comments or questions</li> <li>• - Still do not have the budget for the Programs Committee</li> <li>• No transactions to report since the last meeting</li> <li>•</li> </ul>	Info																																														
6.0 Past Chair Advisory Update	<p>By <b>Lui Tai</b></p> <ul style="list-style-type: none"> <li>• EC Regional Leadership Development Workshop</li> <li>• All 6 Chapters in EC region will take part</li> <li>• PEO Vice President Darla Campbell and Regional Councilors Arthur Sinclair are interested to attend</li> <li>• Date in October. Need to be determined through a poll.</li> <li>• All executive board members are strongly recommend to attend this great networking event</li> <li>• Lassonde School of Engineering Capstone looking for industry advisors</li> <li>• 31 projects of various disciplines</li> <li>• Don't need to be expert in the field since they have technical advisor. Just need to provide industry feedback.</li> <li>• Initial eblast sent, and received 10 interested parties</li> <li>• Follow-up eblast to continue, with list of projects</li> <li>• Kick off in October, sign up now by email me <a href="mailto:Lui.peoyork@gmail.com">Lui.peoyork@gmail.com</a></li> <li>• Order of Honour nomination</li> <li>• York Chapter will make at least 1 nomination</li> <li>• York University Sponsorship payment due</li> </ul>	Info																																														
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<p>12.0 Education Update</p>	<p>By <b>Daniel Cho</b></p> <ul style="list-style-type: none"> <li>• Sponsorship on donation</li> <li>• Prepare for a Math competition for Grade 7-10 students</li> <li>• Ask for help to generate questions</li> <li>•</li> </ul>	<p>Info</p>																																									
<p>13.0 GLP Update</p>	<p>By <b>Anita Eisakhani</b></p> <table border="1" data-bbox="430 388 1258 504"> <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>Aug. 26</td> <td>Diversity and Inclusion</td> <td>35</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="430 535 1258 651"> <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> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="430 672 1258 756"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Collaboration event with MPP Tibollo office regarding engineering and mental health</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	Date	Past Event	Attendees	What Worked	What Didn't Worked	Aug. 26	Diversity and Inclusion	35								Date	Upcoming Event	Attendees	Event Purpose	Challenges											Discussion Items	Status	Collaboration event with MPP Tibollo office regarding engineering and mental health				<p>Info</p>					
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<p>16.0 Other Business Update</p>	<p>By <b>Board Members</b></p> <ul style="list-style-type: none"> <li>• Peter Cushman mentioned about motion to create an anti-racism committee</li> </ul>	<p>Info</p>																																									

	<ul style="list-style-type: none"><li>• Sharon mentioned about short crash course on Eventbrite and Google Drive</li><li>• Annabelle to remind board members to send time and date of event to Vera asap</li><li>•</li><li>•</li></ul>	
17.0 Adjournment/ Next Meeting	<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 Oct 8, 2020 at <b>6:30pm</b> virtual.</li></ul>	Info