



York Chapter

Minutes of the Executive Meeting

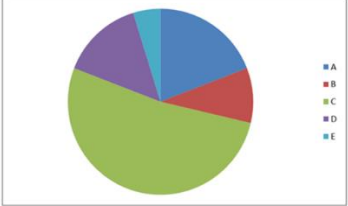
Held on Thursday Oct 15, 2020 at Virtual Meeting Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Tommy Sin, P.Eng.

Executives Present:	Absent:
Tommy Sin, P.Eng. (Secretary) Oliver Xiao, P.Eng. (Business) Vera Zhang, EIT (Communications) 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) Jennifer Lu, P.Eng. (Program) Daniel Cho, EIT (Education)	Darren Verasammy, P.Eng. (Treasurer)
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Keyvan Ghazaie.. Peter Luo Yasir Alganabi Shahan Shaikh Changiz Sadr Sahar	

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 • Move Tianyou up in agenda in the future, after Past-chair report • Review of agenda and motion to approve agenda • Motioned by Sharon and seconded by David <ul style="list-style-type: none"> • Motion unanimously approved with no opposed and no abstains. <p style="text-align: center;">MOTION CARRIED</p>	Decision.
2.0 Approval of Minutes	<p>By Tommy Sin</p> <ul style="list-style-type: none"> • Meeting Minutes for Sep 10, 2020 meeting are all reviewed and updated through email already • Some updates done and will post the final version • 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>	Decision
3.0 Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> • Volunteering with the PEO York Chapter - 3 committees are looking for new volunteers • Engineering Project of the Year Award Committee • Communications Committee • Certificate Committee • No experience is required • Only a willingness to learn, work, and commit • Most of the roles are completed virtually • Need to complete mandatory training on Occupational Health & Safety, Human Rights and Accessibility training • Part of a legal requirement pursuant to the Accessibility for Ontarians with Disabilities Act (AODA) and other legislation • Thank you to Lui and past chairs for organizing the EC Region Chapters Leadership Development Workshop • • East Central Regional Congress • Document: http://www.chapters.peo.on.ca/wordpress/east-central-regional-congress • Changes to Chapter Website • Chapters can email all new PEO members to congratulate and welcome them regardless of whether they have indicated they want to attend a certificate ceremony or have provided their consent in the Member Portal • Email template to be provided by PEO • 	Info

<p>4.0 Vice-Chair's Report</p>	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> • Face covering design challenge: • 4 Participants successfully provided samples • Samples mailed to judges week ending 2020-10-09 • Judges will evaluate masks by week ending 2020-10-23 • Winners will be announced on October 30, 2020 • 	<p>Info</p>
<p>5.0 Financial Report</p>	<p>By Darren Verasammy (Absent)</p> <ul style="list-style-type: none"> • Business plan was successfully submitted – Thank you everyone!! • No transactions to report since the last meeting. That will change in our November meeting. • Sep financial report reported • 	<p>Info</p>
<p>6.0 Past Chair Advisory Update</p>	<p>By Lui Tai</p> <ul style="list-style-type: none"> • EC Region Chapters Leadership Development Workshop, Oct 8, 2020 • Attended by Chairs and Past Chairs from 5 chapters in EC Region • Vice President Darla Campbell attended as a guest and provided extremely positive feedback after the event • Organizing committee and moderator from 3 chapters • Presentation from Chapters • Addressed questions from current executives on governance, volunteer engagement and knowledge transfer • Video Recording can be viewed on YouTube here https://youtu.be/xqI96TI7TEc <p>Summary of results:</p> <ul style="list-style-type: none"> ▪ A: Member Engagement (19%) ▪ B: Volunteers Management (10%) ▪ C: Role of Chapters (52%) ▪ D: Knowledge Transfer (14%) ▪ E: Volunteer Onboarding (5%)  <ul style="list-style-type: none"> • • Successfully submitted for: • Order of Honour • G. Gordon M. Sterling Engineering Intern Award • 	<p>Info</p>
<p>7.0 Mentorship and EIT Update</p>	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> • Seminar on Stress • LAP email communication • 	

<p>8.0 Communications Update</p>	<p>By Vera Zhang</p> <table border="1" data-bbox="440 155 1273 281"> <thead> <tr> <th>Date</th> <th>Past Event</th> <th>Attendees</th> <th>What Worked</th> <th>What Didn't Work</th> </tr> </thead> <tbody> <tr> <td></td> <td>New look for website</td> <td></td> <td></td> <td></td> </tr> <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="440 323 1273 449"> <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> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="440 470 1273 554"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • • Newsletter submission still outstanding, deadline is tonight midnight Urge all board members to send event info earlier to Vera for eblasts, at least two weeks • 	Date	Past Event	Attendees	What Worked	What Didn't Work		New look for website														Date	Upcoming Event	Attendees	Event Purpose	Challenges																Discussion Items	Status					<p>Info</p>
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<p>9.0 Certificate Update</p>	<p>By David Yin</p> <table border="1" data-bbox="440 785 1260 898"> <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>Oct 10</td> <td>AR workshop series intro</td> <td>12</td> <td>knowledgeable panelists</td> <td>need to promote better</td> </tr> <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="440 932 1260 1066"> <thead> <tr> <th>Date</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Oct 17</td> <td>SparkAR w/ Brenda</td> <td>~30</td> <td></td> <td></td> </tr> <tr> <td>Oct 23 +24</td> <td>3D modelling w/ Paul</td> <td>~30</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 1071 1260 1155"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Call for volunteers, email me at certificate@peoyork.com</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	Oct 10	AR workshop series intro	12	knowledgeable panelists	need to promote better											Date					Oct 17	SparkAR w/ Brenda	~30			Oct 23 +24	3D modelling w/ Paul	~30								Discussion Items	Status	Call for volunteers, email me at certificate@peoyork.com				<p>Info</p>
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<p>11.0 Diversity and Inclusion Update</p>	<p>By Marcia Lim</p> <table border="1" data-bbox="440 191 1263 533"> <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>16 Sept</td> <td>PEO 30 by 30 Membership Engagement webinar</td> <td>60+</td> <td>Exceptional guest speakers</td> <td>Break out rooms - not enough time</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Date</th> <th>Upcoming Event</th> <td></td> <td></td> <td></td> </tr> <tr> <td>TBD</td> <td>Planning for PEO 30 by 30 Employer Engagement webinar and reachout to Employer</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></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	16 Sept	PEO 30 by 30 Membership Engagement webinar	60+	Exceptional guest speakers	Break out rooms - not enough time						Date	Upcoming Event				TBD	Planning for PEO 30 by 30 Employer Engagement webinar and reachout to Employer									Discussion Items				Status						<p>Info</p>					
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<p>13.0 Education Update</p>	<p>By Daniel Cho Covered by Lui Tai, Annebelle</p> <ul style="list-style-type: none"> • Math Competition event in two weeks coming on Oct 24th • Scholarship Event to announce in November the recipients • 	<p>Info</p>																																													
<p>14.0 GLP Update</p>	<p>By Anita Eisakhani</p> <ul style="list-style-type: none"> • Want to hold some event on mental awareness • • 	<p>Info</p>																																													

<p>15.0 Business and Community Outreach Update</p>	<p>By Oliver Xiao</p> <table border="1" data-bbox="440 157 1258 241"> <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="440 254 1258 411"> <thead> <tr> <th>Date</th> <th>Upcoming Event</th> <th>Attendees</th> <th>Event Purpose</th> <th>Challenges</th> </tr> </thead> <tbody> <tr> <td>Nov</td> <td>COVID-19 Contact Tracing Technology</td> <td>50</td> <td>Engineering Innovation</td> <td> </td> </tr> <tr> <td>Nov</td> <td>Economic overview and Engineering Innovation Government Tax Subsidy</td> <td>50</td> <td>Financial support to engineering businesses</td> <td> </td> </tr> <tr> <td>Nov/Dec</td> <td>Information Engineering</td> <td>50</td> <td>Engineering Advancement</td> <td> </td> </tr> <tr> <td>Nov/Dec</td> <td>Concrete 101</td> <td>50</td> <td>Technical Seminar</td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="440 443 1258 527"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <ul style="list-style-type: none"> • • Urge directors to update the event schedule calendar • 	Date	Past Event	Attendees	What Worked	What Didn't Worked											Date	Upcoming Event	Attendees	Event Purpose	Challenges	Nov	COVID-19 Contact Tracing Technology	50	Engineering Innovation		Nov	Economic overview and Engineering Innovation Government Tax Subsidy	50	Financial support to engineering businesses		Nov/Dec	Information Engineering	50	Engineering Advancement		Nov/Dec	Concrete 101	50	Technical Seminar		Discussion Items	Status					<p>Info</p>
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<p>16.0 Other Business Update</p>	<p>By Board Members</p> <table border="1" data-bbox="440 659 1258 953"> <thead> <tr> <th>Discussion Items</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Documentations of event success metrics and publication of photos on social media</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> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <ul style="list-style-type: none"> • • Potential date for Winter Certificate Event and Chapter AGM • Virtual Chapter AGM is an option, separate from the Winter Certificate Event • 	Discussion Items	Status	Documentations of event success metrics and publication of photos on social media																<p>Info</p>																												
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<p>17.0 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 Nov 12, 2020 at 7:00pm virtual (meeting location: Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	<p>Info</p>																																														