



York Chapter

Minutes of the Executive Meeting

Held on Thursday January 14, 2021 at Virtual Meeting

Meeting Chaired by: Hannah Ehtemam, P.Eng.

Recorded by: Hannah Ehtemam, P.Eng.

Executives Present:	Absent:
Oliver Xiao, P.Eng. (Business) Vera Zhang, EIT (Communications) Tian You Si Tu, P.Eng. (Mentorship) – Partial attendance Annabelle Lee, P.Eng. (Chair) – Partial attendance David Yan, P.Eng. (Certificate) Sharon Chen, EIT (Awards) Hannah Ehtemam, P.Eng. (Vice-Chair) Daniel Cho, EIT (Education) Darren Verasammy, P.Eng. (Treasurer) Anita Eisakhani, P.Eng. (GLP) Lui Tai, P.Eng. (Past Chair) – Partial attendance	Tommy Sin, P.Eng. (Secretary) Marcia Lim, P.Eng. (Diversity) Jennifer Lu, P.Eng. (Program)
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Javid Ali Syed	

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> ● Hannah called the meeting to order. ● Round of introduction of attendees ● Review of agenda and motion to approve agenda ● Motioned by Sharon and seconded by Daniel <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 December 10, 2020 meeting are all reviewed and updated through email already ● No updates were made to the minutes ● Motioned by Vera and seconded by Daniel <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"> ● Performed a 2020-year recap: <ul style="list-style-type: none"> ○ Adopted to virtual meetings and events ○ Contribution from all committee ○ Increase in volunteers' interests ○ 32 events with average attendance of 50 people ○ Various events to help members affected by COVID-19 ○ MPPs attended multiple events ○ Collaboration with other Chapters in East Central: ○ 30 by 30 Members Engagement ○ Executive leadership training ○ Helping the community through donation to food bank and children face covering design challenge 	Info
4.0 Vice-Chair's Report	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> ● Thanked board of directors & volunteers ● Requested help in keeping a record of works by uploading documents onto the google drive ● Advised the annual newsletter was published on time ● Reminded team to prepare their committee updates for 2020 year for the AGM (5 min summary) 	Info
5.0 Financial Report	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> ● Reminded BoD to submit their expenses 	Info
6.0 Past Chair Advisory Update	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● Thanked the BoD ● Provided update on the upcoming Chapter elections: <ul style="list-style-type: none"> ○ Reviewing legibility: member of PEO in good standing, no criminal records, email two PEng's recommendations to nominations@peoyork.com ○ Providing an overview of the AGM: each candidate has 1 min nomination speech on why you want to run and how you intend to contribute to the chapter ○ The deadline to apply is February 11, 2021 	Info

7.0 Mentorship and EIT Update	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> ● Thanked volunteers ● Many members are requesting LAP support greater than 2 hrs. ● Requested input on topics EITs require assistance with. Members raised a few areas such as new PPE format, and services available through head office (e.g. application review). ● In the new year a series of follow on events are proposed. 	Info
8.0 Communications Update	<p>By Vera Zhang</p> <ul style="list-style-type: none"> ● Newsletter was published successfully ● Requested committee members to submit events ahead of time for coordination with head office ● Working with David for the AGM communications 	Info
9.0 Certificate Update	<p>By David Yin</p> <ul style="list-style-type: none"> ● LPC zoom event held successfully on December 21, 2020 with 20 members attending ● AGM currently has 37 people in attendance <ul style="list-style-type: none"> ○ Vendor performing PEO AGM quoted \$11,000 to help conduct the event and did not provide breakdown quote. ○ Currently using chapter volunteers while seeking other vendors. ○ SurveyMonkey premium will be required to run the voting internally results 	Info
10.0 Program Update	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> ● Feb 4, Sand Crisis: Why the world is running ● Feb 20 21, Hwy 401 tunnel brand new tunnel Construction ● Lead@30, Engineers under 30 playing vital roles in their project 	Info
11.0 Diversity and Inclusion Update	<p>By Sharon Chen on behalf of Marcia Lim</p> <ul style="list-style-type: none"> ● Upcoming engagement: 30 by 30 Employer Engagement & Diversity & Inclusion Online Social ● Next committee meeting on January 14, 2021 	Info
12.0 Awards Update	<p>By Sharon Chen</p> <ul style="list-style-type: none"> ● Info session held on January 12, 2021 ● Currently soliciting and reviewing applications ● A brief discussion around potential judges for the event was held ● Final presentations for POTYA is on February 27, 2021 	Info
13.0 Education Update	<p>By Daniel Cho</p> <ul style="list-style-type: none"> ● Upcoming event: NEM Hackathon: Future City <ul style="list-style-type: none"> ○ Create physical or virtual model of solution addressing design of the future city and explain concepts ○ Kick-off on March 5, 2021 ○ Presentations on March 28, 2021 ○ Expecting 20 teams (up to 4 members), cost of entry is \$5 ● Next Education meeting on Jan 11 at 6:30pm 	Info

14.0 GLP Update	By Anita Eisakhani <ul style="list-style-type: none"> ● Season's greetings were sent to York region MPPs on behalf of York Chapter and PEO ● GLP 2020 Activity report has been submitted to PEO's HQ ● Sharon and Anita will coordinate to invite local MPP for POTYA winner announcement 	Info
15.0 Business and Community Outreach Update	By Oliver Xiao <ul style="list-style-type: none"> ● Collaboration and experience sharing with OACETT Durham Chapter ● Continuing to establish relationship with local businesses ● A number of events are expected to be organized in February 2021 	Info
16.0 Other Business Update	By Board Members <ul style="list-style-type: none"> ● Volunteers signed up in Open House, training record from PEO on those who completed training ● Candidate debate online feasibility discussed ● Suggestion to hold open house for P.Eng. volunteers/mentors ● Darren requested chapter support on upcoming event on Climate Change 	Info
17.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> ● All items on agenda completed. Meeting adjourned by Hannah ● Next meeting will be held on February 11, 2021 at 7:00pm 	Info