

Minutes of the Executive Meeting Held on Thursday May 13th, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng. Recorded by: Hannah Ehtema, P. Eng.

| Executives Present: | Absent: |
|-------------------------------------------------------------------|-------------------------------------------------------------|
| Annabelle Lee, P.Eng. (Chair) | Darren Verasammy, P.Eng. (Treasurer) |
| Hannah Ehtemam, P.Eng. (Vice-Chair) | Jennifer Lu, P.Eng (Program) |
| David Yin, P.Eng. (Certificate) Lui Tai, P.Eng. (Past Chair) | |
| Oliver Xiao, P.Eng. (Business and Community | |
| Outreach) | |
| Sharon Chen, EIT (Education) | |
| Tian You Si Tu, P.Eng. (Mentorship & EIT) Reza Mahmoudipour (GLP) | |
| Marcia Lim (Diversity, Equity and Inclusion) | |
| Elven Tsui, P.Eng (Communications) | |
| Anita Eisakhani, P.Eng. (Awards) | |
| Shahd Elshafei (Secretary) | |
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| Committee & Chapter Members Present: Lida Ramezani | Guests from other PEO Chapters & other Attendees |
| David Willison (Centennial College) | |
| Matthew Xie | |
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| Item | Description | Action |
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| 1.0 Approval of Agenda | Annabelle called the meeting to order. Round of introduction of attendees Review of agenda and motion to approve agenda Motioned by and seconded by Motion unanimously approved with no opposed and no abstains. MOTION CARRIED | 7pm Decision |
| 2.0 Approval of Minutes | By Hannah Ehtemam Meeting Minutes for April 8th, 2021 meeting are all reviewed and updated through email already Minor updates were made to the minutes at the meeting Motioned by Sharon and seconded by Hanah Motion unanimously approved with no opposed and no abstains. MOTION CARRIED | Decision |
| 3.0 Chair's Report | By Annabelle Lee National Volunteer Week took place (April 18-24), attended by Anna and Anita PEO AGM meeting this Saturday May 15th 2021 Virtual Volunteer Leadership Conference Friday May 14th to be attended by Annabelle and Hannah | Info |
| | Increasing licensure numbers via: LAP by: Coordinating with universities through Oliver to encourage students & graduates to join the LAP program Creating a google survey to get data on EITs enrolling into LAP (Tian & Hannah) Connecting with internationally trained professionals and of diverse background to cater events to their demands (Oliver & Tian) | Action |
| 4.0 Vice-Chair's Report | By Hannah Ehtemam Engineering Project of the Year Award & Research Project, on April 21 2021, was a success | Info |
| 5.0 Financial Report | By Annabelle Lee on behalf of Darren Verasammy (absent) Not many expenses submitted To reach out to Darren with any questions | Info |
| 6.0 Past Chair Advisory Update | Virtual Capstone Day at York University on April 30th Total of 32 teams participated in the event To utilize the Capstone Project to educate students about licensure for the future | Info Action |

| 7.0 Mentorship and | By Tian You Si Tu | |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| EIT Update | Chapter members & Communications Director to promote events through e-blast for higher participation rate | Action |
| | Two weeks to promote LAPs Orientation Workshop, require 10-15 more EITs to join the event | |
| | Lots of request made from chapter members for PEO Licensure Interview Process workshop | |
| | To collaborate with Humber College & ACCESS Employment for wider reach | Info |
| | To collaborate with other chapters to obtain an equal number of mentors and mentees before the deadline | Action |
| | To give priority to LAP EITs with regards to sub-events as an incentive to join the program | |
| | | Info |
| 8.0 Communications Update | To promote LAP on the Chapter website and social media outlets | Action |
| | To setup break rooms additional to the LAP series to answer frequent or popular questions about the details of the application process | |
| | Promoted events outside our chapter | Info |
| 9.0 | By David Yin | |
| Certificate Update | To brainstorm ideas and share with David for the fall Virtual LPC. | Action |
| | Increase participation in virtual events: To include quizzes in the event To recognize volunteers one-by-one | |
| | Possibility of winter LPC to be in-person (preferred by majority) To distribute past certificates with Sharon | Info Action |
| 10.0 Program Update | By Annabelle Lee on behalf of Jennifer Lu (absent) • Upcoming events: | Info |
| | PEAK Program with Jose Vera in May 2021 | |
| | Resume workshop with Malvern Newcomer Services Collaboration in May 2021 | |

| 11.0 | By Marcia Lim | Info |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------|
| Diversity, Equity and Inclusion Update | PEO 30 by 30, to be discussed, ways to promote awareness of the event: | |
| | Employer engagement online event | |
| | Meeting region meeting | |
| | individualized employer engagement to increase collaboration/cooperation for the initiative | |
| | o motivating females and ITP to apply for licensure by communicating existing barriers that hinder their commitment to the process | |
| | Planning to organize social events for the committee/ PEO 30 by 30 | Action |
| 12.0 | By Anita Eisakhani | Info |
| Awards Update | Engineering Project of the Year Awards ceremony had 70 attendees | |
| | High participation from attendees despite length of the | |
| | event o High engagement from companies on LinkedIn | |
| | o Positive points: | |
| | Quizzes, MPP messages, socially distant trophy delivery, spotlighting and recording all | |
| | events. | Action |
| | Use in LAP event to keep high engagement in future events (Sharon & David) | Action |
| | Negative points: | |
| | Miscommunication via ZoomTo place content on chapter website | Action |
| | Find new ways to engage participation for future events and next year. Such as: | Action |
| | ■ raffles (Anna)■ job forum to engage students/graduates | |
| | (Oliver)To recognize Chapter volunteers by asking volunteers of all | |
| | committees to submit a form | Action |
| | Anita to provide guidelines and minimum hours for volunteers to qualify for PEO recognition as service | |
| | years | |
| 13.0 Education | By Sharon Chen | Info |
| Update | Education committee meeting was on May 3rd, with the | |
| | planning for the annual scholarship commenced. | |
| | o 15 Attendees | Action |
| | Require more volunteers for reviewers of scholarship applications. Board to consider applying. | AUTOH |
| | applications. Board to consider applying o To broaden reach on social media | |
| | Students graduating from a secondary school located | |
| | in the York Region who will be starting their first year of engineering in the coming 2021-2022 school year are | |
| | eligible to apply for the scholarship | |

| 14.0 | By Reza Mahmoudipour | Info |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| GLP Update | Two MPPs attended and one sent a video for the Engineering Award of the Year event | |
| | Video uploaded to LinkedIn & Youtube page by Sharon | |
| | MPPs interested in participating in future events | |
| | Online Training Webinar took place on May 5th | |
| | o 30 Attendees; 5 members from PEO | |
| | To discuss two more training sessions | Action |
| | Volunteers list to be finalized by Reza | |
| | MPP Daisy willing to send specialized letter to Engineering Award of the Year winners | |
| | To provide details of the winners (to be done by Sharon) | |
| | To coordinate mailing of trophies and letter (Oliver, Reza & Sharon) | |
| | Four York chapter MPPs participated in monthly GLP meetings | |
| | MPP Daisy's video posted on PEO's website | Info |
| 15.0 | By Oliver Xiao | Info |
| Business and Community Outreach Update | Past: OACETT York Chapter AGM event a success 60 Attendees Great feedback To receive confirmation from new executive (Steve) about next event Upcoming: Technical Presentation with Steve (from OACETT) as speaker To confirm date with Jennifer To collaborate with PEO 30 by 30 on employer engagement | Action |
| 16.0 Other Business | | Info |
| Update | Hannah: executives to take July-August off | |
| | Shahd: to email and brainstorm with Oliver, Tian & Sharon on licensing event with Humber College | |
| 17.0 Adjournment/ Next Meeting | All items on agenda completed. Meeting adjourned by Annabelle Next meeting will be held on June 10th 2021 at 7:00 PM | 8:55 pm Info |