

Minutes of the Executive Meeting Held on Thursday June 10th, 2021 at Virtual Meeting

Meeting Chaired by: Recorded by: Annabelle Lee, P.Eng. Shahd Elshafei, EIT.

Executives Present:	Absent:
Annabelle Lee, P.Eng. (Chair)	Lui Tai, P.Eng. (Past Chair)
Hannah Ehtemam, P.Eng. (Vice-Chair) Darren Verasammy, P.Eng. (Treasurer)	
David Yin, P.Eng. (Certificate)	
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)	
Jennifer Lu, P.Eng (Program)	
Oliver Xiao, P.Eng. (Business and Community	
Outreach)	
Shahd Elshafei (Secretary)	
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Muneer Abid	
Vera Zhang	
Kevin Dias	
Keyvan Ghazaie Alamdari	
Matthew Xie	

Item	Description	Action
1.0 Approval of Agenda	 Annabelle called the meeting to order. Round of introduction of attendees Land acknowledgment run by Sharon Review of agenda and motion to approve agenda Motioned by Sharin and seconded by Hannah Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	7pm Decision

2.0 Approval of Minutes	By Annabelle	
Approval of Millutes	 Meeting Minutes for May 13th, 2021 meeting are all reviewed and updated through email already Minor updates were made to the minutes at the meeting Motioned by Hannah and seconded by Sharon Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	Decision
3.0	By Annabelle Lee	Info
Chair's Report	East Central Congress on June 16th	
	Directors to submit 2022 Business plans	Action
	 2021 Virtual Volunteer Leadership Conference Friday May 14th 	7.6
	o Directors to share volunteer form for recognition	Info
	Past Events:	
	o Volunteers Leadership Conference	
	 for chapters to recommend changes to PEO strategy 	
	o PEO Annual General Meeting	
	records available on website: https://www.peo.on.ca/about-peo/annual-gen-eral-meetings/2021-annual-gen-eral-meeting	
	Sterling Award 2021 won by Sharon Chen	Action
	 Shahd to organize Humber College Bridging Program collaboration with PEO York Chapter with Tian & Oliver To confirm a schedule with Humber To email PEO Tracey about EIT & PEng information session 	
4.0 Vice-Chair's Report	By Hannah Ehtemam	Info
vice-criali s Nepoli	 Reiterates importance of mental health Reminds attendees of Exec. time off July- August; monthly chapter meetings to resume in September 	
5.0	By Darren Verasammy)	Info
Financial Report	 Explained Business Plan 2022: activities to be run by each committee costs, meetings etc Directors to provide plan to highlight financial resources required from chapter 	Action
	 Volunteers can fill form for reimbursement of monthly executive meal expense (up-to 20\$) 	Info
	Only 419\$ spent last month	

6.0 Past Chair Advisory	By Lui Tai (Absent)	Info
Update	None	
7.0 Mentorship and	By Tian You Si Tu	
EIT Update	LAP 2021 was held June 10th meeting:	Action
	o One-to-one mentor-to-mentee opportunity available	
	o EIT Female rate increased compared to previous year	
	Members to promote PEO Licensure Interview Process on June 19th	Info
	Late July/Early August to provide a workshop for:	
	o Additional assistance outside of the LAP program:	
	 to assist with the application process, exam, interview etc. 	
	Meetings will be recorded and shared online	
	o Attendees to be notified in-advance	
8.0	By Elven Tsui	
Communications Update	Promoted an external event (Reducing GHG's with Heat Pumps & Geothermal Energy)	Info
	To send out revised e-blasts for LAP 2021 promotion	Action
9.0	By David Yin	
Certificate Update	To distribute certificates for newly licensed engineers from LPC event	Action
	Currently searching for volunteers and ideas on improving the event	
10.0	By Jennifer Lu	Info
Program Update	Past Event:	
	PEAK Program:	
	Changes to PEAK Program	
	Malvern Newcomer Services Collaboration - Resume Workshop	
	o Only 50% present	
	To begin charging event tickets: To cause commitment in terms of attendance To compensate speaker charge paid for by chapter	Action
	o To maintain quality of events (Matthiew Xie)	
	 Chapter to not charge for informative sessions (Like 	

	PEAK) but to charge for events contributing to the professional development of the attendees	
11.0 Diversity, Equity and	By Marcia Lim	Info
Inclusion Update	 PEO 30 by 30, to be discussed, ways to promote awareness of the event. To be confirmed by PEO President Christopher Bellini 	
	To brainstorm ways to engage more females and international engineers to pursue license	Action
	Ottawa 30 by 30 meeting was hosted on June 25	Info
	Large engagement and participation	
	East Central to host their own engagement session in mid July, 2021	
	■ Require assistance from executive members to share even with company	
	■ Email to be sent to exec. members with current engaged employers list	Action
12.0	By Anita Eisakhani	Info
Awards Update	a In progressor	
	 In progress: Young Professional Engineer Award to attract 	
	graduates and foreign-trained-professionals to	
	licensure	
	Upcoming:	
	 Project of the Year Award, in Sept 2021 	
13.0 Education Update	By Sharon Chen	Info
	Currently launching 'Education Scholarship' page	
	Consists of a guideline on the application process Application reviewers to review 'finalist' applicant.	
	 Application reviewers to review 'finalist' applicant application video 	
	Members interested in becoming reviewers to contact	
	Sharon	Action
	Hannah to conduct 15-min information session	
	reiterating requirements	
	Sharon to contact scholarship recipient from previous	
	year to speak about her education journey	
	post-schoalrship at the information session	
	https://peoyork.com/scholarship	
14.0 GLP Update	By Reza Mahmoudipour	Info
GLF Opuale	Past Event:	
	o Letter of recognition from MPPs Daisy Wai for Engineering Awards of the Year winners	
	Volunteers list to be finalized by Reza	Action
	Members to provide recommendations for the 'Take your MPPS to work day"	

15.0 Business and Community Outreach Update	By Oliver Xiao Past: Technical Presentation with Steve (from OACETT) as speaker	Info
	Upcoming: Software design;/Hackathon (joint event)	
16.0 Other Business Update	 Issues receiving zoom link once signing up for Chapter Meeting event on Eventbrite Can reach out to companies with previous ties with York Chapter for 30 by 30 awareness 	Info
17.0 Adjournment/ Next Meeting	 All items on agenda completed. Meeting adjourned by Annabelle Next meeting will be held on Sept 9th, 2021 at 7:00 PM 	8:55 pm Info