

Minutes of the Executive Meeting

Held on November 11, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Shahd Elshafei, EIT.

Executives Present:	Absent:
Annabelle Lee, P.Eng. (Chair) Hannah Ehtemam, P.Eng. (Vice-Chair) Shahd Elshafei (Secretary) Marcia Lim (Diversity, Equity and Inclusion) Darren Verasammy, P.Eng. (Treasurer) Sharon Chen, EIT (Education) Elven Tsui, P.Eng (Communications) Oliver Xiao, P.Eng. (Business and Community Outreach) Reza Mahmoudipour (GLP) David Yin, P.Eng. (Certificate) Tian You Si Tu, P.Eng. (Mentorship & EIT) Jennifer Lu, P.Eng (Program) Anita Eisakhani, P.Eng. (Awards) Lui Tai, P.Eng. (Past Chair)	
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Yasir Alganabi	

Item	Description	Action
------	-------------	--------

<p>1.0 Approval of Agenda</p>	<ul style="list-style-type: none"> ● A. Lee called the meeting to order. ● Round of introduction of attendees ● Review of agenda and motion to approve agenda <ul style="list-style-type: none"> ● Motion unanimously approved by D. Verasammy and seconded by S. Chen. MOTION CARRIED 	<p>7pm</p> <p>Decision</p>
<p>2.0 Approval of Minutes</p>	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● Meeting Minutes for October 14, 2021 meeting were reviewed ● Quorum achieved on November 11, 2021 for September and October meeting. Motion unanimously approved by Sharon Chen and Oliver Xiao. 	<p>Decision</p>
<p>3.0 Chair's Report</p>	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● PEO Councils Elections: <ul style="list-style-type: none"> ○ To be held on November 26 at 4pm ○ Candidate debate requires chapter members' organization of meetings with election candidates ○ Volunteers required ● Chapter Leaders Conference: <ul style="list-style-type: none"> ○ To proceed on Nov 20 ○ To focus on running a successful chapter 	<p>Info</p>
<p>4.0 Vice-Chair's Report</p>	<p>By Hannah Ehtemam (Absent)</p> <p>None</p>	<p>Info</p>
<p>5.0 Financial Report</p>	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> ● Chapter to release monthly P&L statements ● Acceptance of updated procedures for chapter expenses etc. <ul style="list-style-type: none"> ○ Deadline for yearly expenses is December 31, 2021. Ideally members and volunteers to submit expenses before December 15, 2021. 	<p>Info</p> <p>Info</p>
<p>6.0 Past Chair Advisory Update</p>	<p>By Lui Tai</p> <ul style="list-style-type: none"> ● Advisory team met in person on November 2, 021 for first time since pandemic ● Lassonde School of Engineering is looking for 32 industry advisors to provide virtual assistance to current last-year students on Capstone Projects. Kick-off meetings are expected to begin week starting November 15, 2021. ● L. Tui to distribute the capstone project list to executives and distribute to the Chapter. 	<p>Info</p> <p>Action</p>
<p>7.0 Education</p>	<p>By Sharon Chen</p> <ul style="list-style-type: none"> ● Dress rehearsal for AMD Mathletics 2021 occurred on November 8, 2021 	<p>Info</p>

	<ul style="list-style-type: none"> ○ 7 prizes available for lucky winners per level ○ Survey form were made virtual on Google Form along with the math paper submissions ○ D. Verasammy to share the budget with S. Chen 	
8.0 Mentorship and EIT Update	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> ● Planning on holding an in-person event for Newly Licensed P.Engs 	
8.0 Communications Update	<p>By Elven Tsui</p> <ul style="list-style-type: none"> ● Newsletter expected to be posted online in the coming weeks. <ul style="list-style-type: none"> ○ Volunteer needed to revise grammar before finalizing week of November 15, 2021 	Info
9.0 Certificate Update	<p>By David Yin</p> <ul style="list-style-type: none"> ● 2021 LPC to be held at the Sheraton on December 4th <ul style="list-style-type: none"> ○ 42 people to be expected at the event ● AGM, scheduled February 26, 2021, and potentially to be held in-person (pending on Federal regulations) <ul style="list-style-type: none"> ○ Invitations to be sent by end of November 11, 2021 ○ Event details to be confirmed 	Info
10.0 Program Update	<p>By Jennifer Lu</p> <ul style="list-style-type: none"> ● PEO PEAK program canceled due to mandatory version to be updated <ul style="list-style-type: none"> ○ To be possibly held in January 2022 ● Upcoming workshop on customer lifecycle to be held virtually. Date to be determined. 	Info Action
11.0 Diversity, Equity and Inclusion Update	<p>By Marcia Lim</p> <ul style="list-style-type: none"> ● Annual check-in was held on September 28, 2021 with PEO HQ ● Upcoming events include: <ul style="list-style-type: none"> ○ DEI Social Event and WIE Social Event to be determined. ○ PEO 30 by 30 Committee appreciation organized for end of this month ○ PEO 30 by 30 Chapter Lead meeting to take place on December 1, 2021 	Info
12.0 Awards Update	<p>By Anita Eisakhani</p> <ul style="list-style-type: none"> ● Award presentation to take place on November 17, 2021 ● Volunteer list rejected by PEO HQ, to be reviewed by committee directors and Annabelle ● Anita asked all committees to send in their volunteer records 	Info Action
14.0 GLP Update	<p>By Reza Mahmoudipour</p> <ul style="list-style-type: none"> ● November 6 - Meeting with MPP Billy Pang 	Info

	<ul style="list-style-type: none"> o MPP accepted to participate in York Chapter's LPC o To confirm schedule for December 4th LPC session • November 9 - Meeting with Minister Calandra <ul style="list-style-type: none"> o R. Mahmoudpour to confirm with Minister Calandra about participating in future chapter events - potentially 2nd LPC session. 	Action
15.0 Business and Community Outreach Update	<p>By Oliver Xiao</p> <ul style="list-style-type: none"> • Academic representative from Ryerson University for Awards committee with final judges for 2021 Engineering Project of the Year Award (Ryerson U) • Potential Job Fair to be organized for March/April 2022 	Info
16.0 Other Business Update	<ul style="list-style-type: none"> • Chapter Executives voted to hold an in-person appreciation dinner. 	Info
17.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by A.Lee at 8:26pm • Next meeting will be held on December 9, 2021 virtually 	Info