

Minutes of the Executive Meeting

Held on December 10, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: David Yin, P.Eng.

Executives Present:	Absent:
Annabelle Lee, P.Eng. (Chair) 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)	Shahd Elshafei (Secretary) Hannah Ehtemam, P.Eng. (Vice-Chair) Lui Tai, P.Eng. (Past Chair)
Committee & Chapter Members Present:	Guests from other PEO Chapters & other Attendees
Arsham Dayyani Muneer Abid Huzaifa Abid Marianella Rodriguez Christopher Chahine, P.Eng	

Item	Description	Action
1.0 Approval of Agenda	<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 Sharon Chen and seconded by Darren Verasammy. MOTION CARRIED 	7pm Decision

<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 was achieved on November 11, 2021 for the September and October meeting. Motion unanimously approved by Sharon Chen and seconded by Reza Mahmoudipour 	<p>Decision</p>
<p>2.5 Chris Chahine Update</p>	<ul style="list-style-type: none"> ● Johnny Zuccon retiring ● 2022 to discuss licensing process, non PEng practicing under engineer title 	
<p>3.0 Chair's Report</p>	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● Admin: <ul style="list-style-type: none"> ○ expense deadline Dec 10 ○ pre approval if expense >\$500 ○ Volunteers required ● Volunteer Record <ul style="list-style-type: none"> ○ 20 hr is only a guideline ● Chapter AGM, volunteers and members to consider running ● Chapter's Leaders Conference, showcased EPOTYA ● PEO Council Elections, Hannah looking into organizing All Candidates Debate 	<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 tonight ● Members and volunteers to submit expenses before December 10, 2021. 	<p>Info</p> <p>Info</p>
<p>6.0 Past Chair Advisory Update</p>	<p>By Lui Tai (Absent)</p> <ul style="list-style-type: none"> ● none 	<p>Info</p>
<p>7.0 Education</p>	<p>By Sharon Chen</p> <ul style="list-style-type: none"> ● AMD Mathletics 2021 occurred on November 13, 2021 <ul style="list-style-type: none"> ○ 172 attendees ● 2022 Scholarship applications will be opened in January 2022, with application deadline in late spring 2022 ● Design Challenge March 	<p>Info</p>

8.0 Mentorship and EIT Update	By Tian You Si Tu <ul style="list-style-type: none"> Female engineer event (Award of the Year, TBD 2022) 	
8.0 Communications Update	By Elven Tsui <ul style="list-style-type: none"> Newsletter quote pending, mailing expense pending Draft sent to execs for review 	Info
9.0 Certificate Update	By David Yin <ul style="list-style-type: none"> 2021 LPC to be held at the Sheraton on December 4th <ul style="list-style-type: none"> 70 attendees AGM, scheduled February 26, 2021, and potentially to be held in-person (pending on Federal regulations) 12pm-4pm 	Info
10.0 Program Update	By Jennifer Lu <ul style="list-style-type: none"> End talk about Joe Macleod Jan 26 Toon Dreessen talk on National Architecture policy for Canada mid Feb 	Info Action
11.0 Diversity, Equity and Inclusion Update	By Marcia Lim <ul style="list-style-type: none"> PEO 30 by 30 Chapter Leads meeting Dec 1, Marcia to get updates EC Region 30 by 30 volunteer appreciation dinner Nov 7 Upcoming events include: <ul style="list-style-type: none"> DEI Social Event and WIE Social Event to be determined. EC Region 30 by 30 Chapter committee meeting to take place on Feb 8, 2021 	Info
12.0 Awards Update	By Anita Eisakhani <ul style="list-style-type: none"> Awards kickoff November 17, 2021 	Info Action
14.0 GLP Update	By Reza Mahmoudipour <ul style="list-style-type: none"> Dec 3 - Meeting with Minister Mulroney intro to 30 by 30 Dec 4 - Billy Pang participated in LPC Dec 14 intro meeting with MPP Michael Parsa 	Info Action
15.0 Business and Community Outreach Update	By Oliver Xiao <ul style="list-style-type: none"> Academic representative Xavier Fernando from RU for 2021 Engineering Project of the Year Awards final judge Potential Job Fair to be organized for March/April 2022 	Info



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16.0 Other Business Update	<ul style="list-style-type: none">• hotel for in person exec meetings ready for Jan, slight price increase• Oliver motions to go hybrid for 2022 exec meetings, David seconds. Majority voted against.	Info
17.0 Adjournment/ Next Meeting	<ul style="list-style-type: none">• All items on agenda completed. Meeting adjourned by A.Lee at 8:05pm• Next meeting will be held on Jan 13, 2022 virtually	Info