

York Chapter**Minutes of the Executive Meeting**

Held on April 14, 2022 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Hannah Ehtemam, P.Eng.

Recorded by: Sharon Chen, P.Eng.

Executives

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| <input checked="" type="checkbox"/> | In person | <input type="checkbox"/> | Online | Hannah Ehtemam, P.Eng. (Chair) |
| <input type="checkbox"/> | In person | <input checked="" type="checkbox"/> | Online | Marcia Lim, P.Eng. (Vice-Chair) |
| <input type="checkbox"/> | In person | <input checked="" type="checkbox"/> | Online | Annabelle Lee, P.Eng. (Past Chair) |
| <input type="checkbox"/> | In person | <input type="checkbox"/> | Online | Darren Verasammy, P.Eng. (Treasurer) |
| <input checked="" type="checkbox"/> | In person | <input type="checkbox"/> | Online | Sharon Chen, EIT (Secretary) |
| <input type="checkbox"/> | In person | <input type="checkbox"/> | Online | Jo Liang, EIT (Awards) |
| <input checked="" type="checkbox"/> | In person | <input type="checkbox"/> | Online | Oliver Xiao, P.Eng. (Business and Community Outreach) |
| <input checked="" type="checkbox"/> | In person | <input type="checkbox"/> | Online | Tian You Si Tu, P.Eng. (Certificate) |
| <input checked="" type="checkbox"/> | In person | <input type="checkbox"/> | Online | Denis Tse, P.Eng. (Diversity, Equity and Inclusion) |
| <input checked="" type="checkbox"/> | In person | <input type="checkbox"/> | Online | Salvatore Distefano, EIT (Education) |
| <input checked="" type="checkbox"/> | In person | <input type="checkbox"/> | Online | Reza Mahmoudipour (GLP) |
| <input type="checkbox"/> | In person | <input type="checkbox"/> | Online | Elven Tsui, P.Eng. (Mentorship & EIT) |

Committee & Chapter Attendees

None

Guests from other PEO Chapters & other Attendees

None

| Item | Description | Action |
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| 1.0 Approval of Agenda | <ul style="list-style-type: none"> H. Ehtemam 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 A. Lee and seconded by H. Ehtemam. MOTION CARRIED | 7.05pm Decision |
| 2.0 Approval of Minutes | <p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> Meeting Minutes for March 10, 2022 meeting were reviewed Quorum achieved on April 14, 2022 meeting. Motion unanimously approved by R. Mahmoudipour and seconded by M. Lim | Decision |
| 3.0 Chair's Report | <p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> Attended as judge for 2021 PEO York Chapter Engineering Project of the Year Awards. H. Ehtemam thanked all the volunteers and organizers <ul style="list-style-type: none"> 4 large projects, including transit projects, 3 small-medium projects. Housekeeping items <ul style="list-style-type: none"> All new volunteers need to sign and upload PEO non-disclosure agreement Board members also need to upload non-disclosure agreement onto the drive Volunteers must complete and upload proof of training: HQ to provide link Board members to fill the 2022-2023 Board contact List Board members to note naming convention for Google drive Board members to give notice of vacation and absences from monthly meetings - 2 absences allowed per Chapter bylaws <ul style="list-style-type: none"> $\frac{2}{3}$ of meeting to be attended in person for board members $\frac{1}{3}$ of meetings can be attended virtually Seeking volunteers to host chapter summer BBQ to appreciate members and volunteers <ul style="list-style-type: none"> Need to book venue now Interested volunteers to let H. Ehtemam know. It is important to engage the members during the summer. | Action Info Action Action |
| 4.0 Vice-Chair's Report | <p>By Marcia Lim</p> <ul style="list-style-type: none"> A new registry for expenses is in development, including discipline codes and expense numbers (starts from 001). Vice chair, chair, and treasurer will approve the expenses once a week. Registry will track the status of the expense reports. Treasurer will be keeping the registry up to date. H. Ehtemam suggested to add a field with the hyperlink to the expense. A. Lee suggested modeling the expense code to that of PEO expense categories. Note that there are no longer core vs optional activities, only allocated or unallocated. A. Lee and M. Lim to refine the expense registry O. Xiao asked how non-executive volunteers were going through this process. M. Lim confirmed each director will help | Info Action Action |

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| | <p>committee volunteers to fill the form and drive the expense through the chapter's internal approval process.</p> <ul style="list-style-type: none"> • M. Lim to create a process flow for reimbursements for expense-heavy committees like Education for review. | Action |
| 5.0 Financial Report | <p>By Hannah Ehtemam on behalf of Darren Verasammy</p> <ul style="list-style-type: none"> • Confirmed whether there were any questions about filing expenses and asked that if anyone has questions regarding the expense procedure, they should contact the Treasurer. | Info |
| 6.0 Past Chair Advisory Update | <p>By Annabelle Lee</p> <ul style="list-style-type: none"> • A. Lee has access to a virtual team building event consisting of puzzles if there is interest. | Info |
| 7.0 Education | <p>By Sharon Chen on behalf of Salvatore Distefano</p> <ul style="list-style-type: none"> • Education team is planning for the Virtual Engineering Competition for Grade 8 to 12 students on March 27, 2022. • 12 teams for the junior competition (Gr. 8-10) and 9 teams for the combined competition (Gr. 8-12). • There was an overwhelming demand for the Gr. 8-10 competition but not as much as expected for Gr. 11-12. As such, combined competition was created to allow waitlisted teams for junior competitions to participate. • Participating schools include those from YRDSB, catholic school board, private schools, gifted schools, and french school. | Info |
| 8.0 Mentorship and EIT Update | <p>By Elven Tsui</p> <ul style="list-style-type: none"> • Looking for mentors and EITs to participate in the LAP program • E. Tsui asks the the board members to share the LAP program signup through their firms and network • H. Ehtemam notes that mentoring is one way to the mandatory CPD and suggests creating a poster to recruit volunteers. • There are no geographic restrictions on the mentors since mentorship will be virtual. • Director to post the LAP program call-for-volunteers on LinkedIn. | Action |
| 8.0 Communications Update | <p>By Elven Tsui</p> <ul style="list-style-type: none"> • Social media posts and web posts for events have been posted for various committees. • H. Ehtemam asked for updates regarding pre-existing volunteers from 2021 and whether they could help the board with communications moving forward. E. Tsui to follow up and advise. | Info Action |
| 9.0 Licensing Update | <p>By Tian You Si Tu</p> <ul style="list-style-type: none"> • T. Si Tu Tried to contact the PEO HQ regarding updated list of licensees for the upcoming CPC but did not receive a response | Info |
| 10.0 Diversity, Equity and Inclusion | <p>By Denis Tse</p> <ul style="list-style-type: none"> • On April 12, D. Tse had a meeting with the 30 by 30 East Central | Info |

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| Update | <p>Region leads</p> <ul style="list-style-type: none"> • EC Region chapters 30 by 30 Committee to review the action plan and towards events this year with EITs. • DEI committee to foster environments within the chapter that promote diversity, equity and inclusion values. Volunteers are welcomed. | |
| 11.0 Awards Update | <p>By Olver Xiao on behalf of Jo Liang</p> <ul style="list-style-type: none"> • Finalist presentations occurred on April 9, 2022 for the Engineering Project of the Year Awards • Awards ceremony is planned for May 3, 2022 • O. Xiao to get certificate and trophy for winners | <p>Info</p> <p>Action</p> |
| 12.0 GLP Update | <p>By Reza Mahmoudipour</p> <ul style="list-style-type: none"> • Meeting with Minister Lecce was postponed due to Minister Lecce's health. • Upcoming quarterly GLP meeting with PEO HQ is on April 26, 2022. • Minister Chistine Elliott has formally resigned. No update yet on the final date in office. • R. Mahmoudipour received a call from awards director to ask if MPP can be invited as VIP for May 3, 2022 awards ceremony for the Engineering Project of the Year Awards. • R. Mahmoudipour would like to organize a GLP social for the volunteers and would like some budget for it. Reza to review the business plan to get sense of budget remaining. If a budget is not found, R. Mahmoudipour will discuss with H. Ehtemam. R. Mahmoudipour to put request for additional into 2023 business plan. | <p>Info</p> <p>Action</p> |
| 13.0 Business and Community Outreach Update | <p>By Oliver Xiao</p> <ul style="list-style-type: none"> • Past event <ul style="list-style-type: none"> o March 31, 2022 first hybrid event - got around 10 people in-person attendance and 50 online attendees. Online registration was 15 and 100 respectively. o It appears that most attendees are being cautious about attending in person events. o Those who attended in person yielded great benefits from the social aspect of the event. • Upcoming events <ul style="list-style-type: none"> o April 21 event for Contract Risk Mitigation and how to deal with claims. It's very interesting for those who deal with project management. o O. Xiao will make in-person attendance free to encourage in person attendance. O. Xiao hopes to see 15-20 people in person. Minimum threshold for in-person attendance is 10 people. • Other activities <ul style="list-style-type: none"> o In contact with Metrolinx's communications department, Oliver has scheduled 3 events on their current and upcoming projects, such as Hurontario LRT, another is on the current and future design of transit, and last one is on Rutherford GO and Bloomington GO, which are LEED platinum. o O. Xiao is guest speaker at OACETT York Chapter AGM | <p>Info</p> |

| | Concrete Specifications and Standards. | |
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| 14.0 Other Business Update | Other Business <ul style="list-style-type: none"> • O. Xiao received the name tags and business cards and distributed them during the meeting to those present. For those calling in, they will be available for pick up at the May meeting. • Polos or t-shirts for new chapter swag - H. Ehtemam is open to input on PEO York Chapter swag. She is looking for quality vendors and will collect sizes from board members via survey. <ul style="list-style-type: none"> o M. Lim has a local supplier for clothing which she will send to H. Ehtemam for consideration. • H. Ehtemam proposes moving monthly meeting dates from second Thursday to second Wednesday to better accommodate the schedule of all board members. Follow on discussions required to find a suitable time for everyone. H. Ehtemam to confirm date change for May to June. O. Xiao to make the call to the hotel to change dates for the room as needed. | Action Action |
| 15.0 Adjournment/ Next Meeting | <ul style="list-style-type: none"> • All items on agenda completed. Meeting adjourned by Hannah Ehtemam at 8:10 pm • Next meeting will be held on May 12, 2022 in person. | Info |