

## Minutes of the Executive Meeting

Held on January 12, 2023 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Hannah Ehtemam, P.Eng.

Recorded by: Sharon Chen, P.Eng.

### Executive Attendance

<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Hannah Ehtemam, P.Eng. (Chair)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Marcia Lim, P.Eng. (Vice-Chair)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Annabelle Lee, P.Eng. (Past Chair)
<input checked="" 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 checked="" 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 type="checkbox"/>	In person	<input type="checkbox"/>	Online	Denis Tse, P.Eng. (Diversity, Equity and Inclusion)
<input type="checkbox"/>	In person	<input type="checkbox"/>	Online	Salvatore Distefano, EIT (Education)
<input type="checkbox"/>	In person	<input checked="" type="checkbox"/>	Online	Reza Mahmoudipour (GLP)
<input checked="" type="checkbox"/>	In person	<input type="checkbox"/>	Online	Elven Tsui, P.Eng. (Mentorship & EIT)

### Chapter Attendees & other Guest Attendees

David Sanz, P.Eng  
Nanda Lwin, P.Eng.  
Fira Abassi, EIT  
Saeid Parsaeian, P.Eng.



Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>H. Ehtemam called the meeting to order.</li> <li>Round of introduction of meeting attendees was conducted.</li> <li>Review of agenda and motion to approve agenda <ul style="list-style-type: none"> <li>Unanimous Motion by D. Verasammy and seconded by M. Lim.</li> </ul> </li> </ul> <p><b>MOTION CARRIED</b></p>	7:00 pm  Decision
2.0 Approval of Minutes	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>Meeting Minutes for the December 8, 2022 meeting were reviewed.</li> <li>Motion to approve minutes by O. Xiao and seconded by E. Tsui.</li> </ul>	Decision
3.0 Chair's Report	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>Expense Approval <ul style="list-style-type: none"> <li>Thank you to the board for submitting their expenses.</li> </ul> </li> <li>Sharepoint migration subcommittee. <ul style="list-style-type: none"> <li>A subcommittee consisting of H. Ehtemam, O. Xiao, A. Lee, S.Chen, D. Verasammy, and M. Lim was formed to discuss the sharepoint migration.</li> <li>S. Chen and A. Lee to discuss a strategy and set up a meeting with the whole subcommittee. Including timelines and goals for the completion of content migration.</li> </ul> </li> </ul>	Info  Action
4.0 Vice-Chair's Report	<p>By <b>Marcia Lim</b></p> <ul style="list-style-type: none"> <li>Update to expense submission deadlines during the calendar year to no more than 60 days from expense occurrence. December expenses are to be submitted by the first week of January. This will ensure timely payment and ease bookkeeping of expenses.</li> <li>Reminder - expenses above \$500 needs to be pre-approved by HQ.</li> <li>For all expenses above \$500, Board members to ask for approval from chapter officers so that officers can provide the Chapter office with notice that an expense over \$500 is coming through.</li> <li>Expenses above Business Plan limits require pre-approval by Chair, Vice-Chair or Treasurer for items such as appreciation dinners.</li> <li>Board to update process for reporting active volunteers to HQ. The new process should have transparency and documentation for volunteer record reporting for both volunteer and executive. <ul style="list-style-type: none"> <li>File in the system to show and communicate that people who are on there vs not</li> <li>Volunteer Record should be a public spreadsheet or registry.</li> <li>S Chen, A. Lee, M. Lim, and J. Liang to meet to discuss the transparency procedure for volunteer record.</li> </ul> </li> </ul>	Info  Action  Action
5.0 Financial Report	<p>By <b>Darren Verasammy</b></p> <ul style="list-style-type: none"> <li>D. Verasammy to send out the profit and loss statement to directors for review for the AGM.</li> <li>Directors to review the profit and loss statement</li> </ul>	Info Action Action



	<ul style="list-style-type: none"> <li>• D. Verasammy indicated that no audit is required now. D. Verasammy to provide own accounting report. Audited records from AGL.</li> <li>• The annual report is due on January 31, 2023.</li> <li>• Retirement of chapter printer - all documents produced by the treasurer will be paperless.</li> <li>• Newly approved 2023 budget is \$62,112.</li> <li>• Board directors are asked to provide accurate estimates for future budgets (e.g. 2024 business plan) so that sufficient funding is requested from HQ.</li> </ul>	Action
6.0 Past Chair Advisory Update	<p>By <b>Annabelle Lee</b></p> <ul style="list-style-type: none"> <li>• Annual General Meeting coming up for 2023 - 2024 Chapter Executive Elections <ul style="list-style-type: none"> <li>◦ A York Chapter member of good standing with PEO and have no criminal record is eligible to run</li> <li>◦ Candidates to send nomination to <a href="mailto:nominations@peoyork.com">nominations@peoyork.com</a> by Feb 11, 2023 <ul style="list-style-type: none"> <li>■ Include recommendations by two professional engineers that you are a member of good standing</li> <li>■ Include a short description why you want to run for election and which position you intend to run for</li> </ul> </li> </ul> </li> <li>• On election day at the AGM <ul style="list-style-type: none"> <li>◦ Each candidate will provide a short speech on why they are running and if elected how they will serve the Chapter</li> </ul> </li> <li>• MOTION to set the number of York Chapter board directors to 13 (5 officers, 8 directors) by O. Xiao, seconded by J. Liang. <b>Motion Carried.</b></li> <li>• A. Lee to coordinate with E. Tsui for e-blast to request board nominations for Tuesday, January 12, 2023.</li> <li>• All directors to advise the directorships to their volunteer committees.</li> <li>• H. Ehtemam to send e-blast to directors to forward to volunteers.</li> </ul>	<p>Info</p> <p>Action</p> <p>Action</p>
7.0 Business and Community Outreach Update	<p>By <b>Oliver Xiao</b></p> <ul style="list-style-type: none"> <li>• Upcoming events <ul style="list-style-type: none"> <li>◦ January 19 - Fire protection engineering event</li> <li>◦ January 28 - Engineering management Seminar - Sold out event</li> <li>◦ February 5 - PEO Council Elections Candidates Meeting</li> <li>◦ Feb/March 2023 - Concrete Repair Presentation Series</li> <li>◦ TBD - Metrolinx Presentation Series</li> </ul> </li> </ul>	Info
8.0 Licensing Update	<p>By <b>Tian You Si Tu</b></p> <ul style="list-style-type: none"> <li>• The date for the 2023 Annual general meeting is February 25.</li> <li>• T. Si Tu to ask for additional bottles of water.</li> <li>• T. Si Tu presented the seating plan. Board suggests that seats in the aisle for third row and after to be moved so that their sight is not behind the column.</li> <li>• T. Si Tu to chat with A. Lee regarding paper-only voting for board elections.</li> <li>• Licensing ceremony</li> </ul>	Info



	<ul style="list-style-type: none"> <li>○ The preferred date is April 29 from 10 AM to 2:30 PM</li> <li>○ T. Si Tu expressed concerns on whether this time length is enough given time required for the awards presentations.</li> <li>○ T. Si Tu to look at other venue options, such as conference halls in Vaughan, like Ashcott.</li> <li>○ Awards winners will require dinner and booth at the venue.</li> <li>○ T. Si Tu and J. Liang to coordinate for agenda and venue of the event.</li> </ul>	<p>Action</p> <p>Action</p>
9.0 GLP Update	<p>By <b>Reza Mahmoudipour</b></p> <ul style="list-style-type: none"> <li>● No updates</li> </ul>	Info
10.0 Mentorship and EIT Update	<p>By <b>Elven Tsui</b></p> <ul style="list-style-type: none"> <li>● LAP 2022 Appreciation Dinner was held on January 10, 2023. 11 people attended</li> <li>● Certificates for the guides were emailed.</li> <li>● E. Tsui to send list of LAP to S. Chen for submission to HQ.</li> <li>● E. Tsui to organize social event for EIT vs P. Eng.s</li> </ul>	<p>Info</p> <p>Action</p>
11.0 Awards Update	<p>By <b>Jo Liang</b></p> <ul style="list-style-type: none"> <li>● Application Deadline for Engineering Project of the Year Awards is coming up on Jan 20, 2023. The committee received the 1st application in mid-November for this year's competition.</li> <li>● J. Liang hosted the committee appreciation dinner on Monday, December 4, 2022.</li> <li>● T. Si Tu to coordinate with J. Liang regarding the awards ceremony. Ceremony will be combined with the Spring LPC.</li> <li>● Info Session occurred on January 10, 2023 - 30 people, 19 showed up, many were new faces</li> <li>● Many questions were received by email after the info session who showed interest to submit an application</li> <li>● J. Liang followed up with final judges to confirm their attendance at the finalist presentations. 3 to be confirmed.</li> </ul>	<p>Info</p> <p>Action</p>
12.0 Education	<p>By <b>Sammy Distefano (Absent) - Sharon Chen</b> provided update on Mathletics event</p> <ul style="list-style-type: none"> <li>● The 2022 Mathletics Competition was held at Pierre Elliot Trudeau High School on December 10, 2022.</li> </ul>	Info
13.0 Diversity, Equity and Inclusion Update	<p>By <b>Denis Tse (Absent)</b></p> <ul style="list-style-type: none"> <li>● No updates</li> </ul>	Info
14.0 Other Business Update	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>● H. Ehtemam followed up with J. Liang regarding the status of design for new pull-up banners.</li> <li>● H. Ehtemam encourages board members to PEO Polos, caps, raffle swag, volunteer lanyards (90 remaining)</li> </ul>	Action
15.0 Adjournment/	<ul style="list-style-type: none"> <li>● All items on agenda completed. Meeting adjourned by <b>H. Ehtemam</b> at 8:10 pm</li> </ul>	Info



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### York Chapter

Next Meeting	<ul style="list-style-type: none"><li>Next meeting will be held on <b>February 9, 2023 in person to be here for 6:30 PM.</b></li></ul>	
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