



MEETING:	PEO Scarborough Chapter Board Meeting			
DATE:	Friday, 2013-November-08	TIME:	6.30 PM ET	
LOCATION:	Yee Hong Centre for Geriatric Care, 60 Scottfield Dr.ON, (SE of Middlefield and Finch Avenue)			
CHAPTER BOARD:	N. (Madu)suthanan, P.Eng	Chair		GUESTS
	Jega Jeganathan, Ph.D, P.Eng	Vice Chair	X	
	N. Asogan, P. Eng.	Past Chair	X	-----
	Syed Raza, P.Eng	Secretary	X	Volunteers
	Ranee Mahalingam, P. Eng., FEC	Treasurer	X	
	David Dias, P.Eng.	Executive	X	Councilors
	G.N. (Miles) Mailvaganam, P.Eng	Executive	X	
	Raji Puthurath, P, Eng.	Executive	X	
Ian (Victor) Lin, P. Eng.	Executive	X		

1. Call to Order

- 1.1. Asogan chaired the meeting up to item#3. Jega took over as Chair from Item#4.
- 1.2. Asogan called the meeting to order at 7:07 pm (1 min)
- 1.3. Welcome by Chair (1 min)
- 1.4. Introduction of attendees (5 min)

2. Routine Business

- 2.1. Confirmation of Quorum (1 min) – Confirmed.
- 2.2. Appointment of minute taker (1 min)
Syed was appointed to take minutes for this meeting, David moved and seconded by Victor.
- 2.3. Approval of Agenda -Moved by David, seconded by Victor, all in favour. (2 min)
- 2.4. Approval of Minutes of meeting # 9 of November 08, 2013. Moved by Miles, seconded by David all in favour (5 min)
- 2.5. Monthly Financial Statement – (Ranee) (5min) – Ranee mentioned that overall expenses are within budget. Oncoming major expenditure will be in Volunteer appreciation and AGM. Paul enquired that if there is any expense which requires board approval and suggested that approval should be taken before the end of the year; Ranee confirmed there is no outstanding item. Ranee will email the Activity report to the BOE.

3. Decisions/Special

Asogan proposed and Victor seconded to purchase a new laptop to replace the old 2004 IBM laptop. The existing laptop is used in BBC and is crashing. The board unanimously approved for a maximum of \$600.

4. Input/Action Items

- 4.1. Progress Reports
 - 4.1.1. Mathletics 2013 Report (David / Paul) – A post mortem meeting was conducted. The meeting was very useful. David explained the root cause was because few students left the after the first round which was not accounted for during the result compilation. It was suggested to have a single round for both Junior and Senior (instead of two). Jega will send the certificates of the correct winner to the Principal. Confirmation from the teacher is still awaited that the prizes have been handed over to the student. 2014 mathletics is targeted to be conducted at the end of October; Ranee will check the availability of Civic Center.
 - 4.1.2. Mathletics Assistance for Other chapter / PEO education committee (David/Madu) – As discussed/decided in last BOE meeting, PEO Education committee has been informed.
 - 4.1.3. NEM 2014 (Asogan / Harsh): March 8th is the tentative date for the contest. Ranee will book the Venue.
 - 4.1.4. Newsletter (Syed) – Newsletter is released via eblast and website has been updated.



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- 4.1.5. Search Committee Report (Asogan) – A meeting was held on December 2nd. Asogan, Ujjwal and Syed participated. Nomination form has been finalized.
- 4.1.6. Mechatronics 2013 – (Victor/Madu/Asogan) – Event was postponed for 2014 due to lack of participation and conflict of schedule with Robotics contest held at school. A post mortem meeting will be conducted, possibility of establishing Mechatronics Clubs at school will also be considered.
- 4.1.7. PEO Licensure Assistance Program (Victor) – On going, Victor will check the status with Guide and EIT's.
- 4.1.8. Education Committee (Raji/Anil/Harsh) – No updates
- 4.1.9. Volunteer Training (Madu) – Will commence next year.
- 4.1.10. Awards Committee (Ranee) – Sent emails to chapter manager Matt to mail the awards certificates before the AGM 2014.
- 4.1.11. Aspiring Engineer Scholarship (Jega) – Four cheques of \$250 have been handed over to Jega. In addition to the 2 awards each \$500.00 given out by PEO, PEOSC will award four awards each \$250.00 at the volunteer appreciation dinner. Ranee handed over the 4 cheques payable to the 4 aawrdees to Jega.
- 4.1.12. GLP Activities (Asogan) – Asogan attended the fund raising reception “Cocktail with Bob Richardson and Friends”. PEO will bear the expenses.
- 4.1.13. Volunteer Appreciation Awards (Ranee) - Ranee ordered 50 T-Shirts. Based on 3 quotations obtained, Diamond Silk Screen and Embroidery was selected. 50 Golf T shirts with PEOSC logo in silver thread embroidery were ordered and received.

4.2. Upcoming events

- 4.2.1. Seminars (Jega) – No further seminars this year.
- 4.2.2. CLC (Madu/Jega) – The CLC was very useful, especially the Chapter Success stories can teach us us useful steps we can take to improve our own effectiveness. We had requested the speeches from PEO so that we can follow some of their methods of communication, but they have not come yet.

4.3. Web Updates – (Jega/Asogan) – Newsletter has been uploaded on the Website.

5. **Information**

5.1 Councillors' Report. (5 mts each) – No updates.

6. **Other Business:** (5 mts)

7. **Next Meeting Date and Adjournment – 2 mts**

- 7.1. Next meeting set for Feb 2014 at 6:30pm, Venue: Yee-Hong Centre, booking by Asogan. Exact date TBD by 2014 BOE.
- 7.2. Adjournment. Motion moved by Asogan, seconded by Victor.
- 7.3. Meeting adjourned at 8:40 PM ET

Volunteers:



Bala Balasingam
Harsh Singh, EIT
Imtiaz Miah, EIT
Maha Mahalingam,
Murrad Hussain,
Paul Morton,
Siham Jawad,