



MEETING:	PEO Scarborough Chapter Board Meeting		
DATE:	Friday, 2013-May-03	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 Jega Jeganathan, Ph.D, P.Eng N. Asogan, P. Eng. Syed Raza,P.Eng Ranee Mahalingam, P. Eng., FEC David Dias, E.I.T. G.N. (Miles) Mailvagamnam, P.Eng Raji Puthurath, P, Eng. Ian (Victor) Lin, P. Eng.	Chair Vice Chair Past Chair Secretary Treasurer Executive Executive Executive Executive	x x x x x x x x x
		GUESTS ----- Volunteers Councilors	

1. **Call to Order**

- 1.1. Madu called the meeting to order at 7:05 pm (1 min)
- 1.2. Welcome by Chair
- 1.3. Introduction of attendees (5 min)

2. **Routine Business**

- 2.1. Confirmation of Quorum (1 min)
- 2.2. Appointment of minute taker (1 min)
Syed was appointed to take minutes for this meeting, Jega moved and seconded by Asogan.
- 2.3. Approval of Agenda -Moved by Victor, seconded by Ranee, all in favour. (2 min)
- 2.4. Approval of Minutes of meeting # 2 of April 05, 2013. Moved by Ranee, seconded by Victor all in favour (5 min)
- 2.5. Monthly Financial Statement – (Ranee) (5min) – Ranee received bank statement dated April 09. Outstanding money for BBC to be collected are from Dr.Pushpa, Access and PEO amounting to \$550.00.

3. **Decisions**

- 3.1. Mechatronics Budget increase approval (Madu) – Madu presented the revised estimate with net additional expense of 2,750/-. Last year 7 team participated, this year 60 teams are expected to participate. Up till now 7 teams have registered. Madu provided the revised estimate (attached). Board will go through it and project manager will look for cost cutting possibilities. Approval will be sought in next meeting.
- 3.2. Procedure for Financial Control Approval (Ranee) – Ranee received comments for the draft procedure. The modified procedure was presented (attached). Ranee moved the motion for approval of procedure, seconded by Victor. Procedure was unanimously approved. Motion Carried.

4. **Input/Action Items**

4.1. Progress Reports

- 4.1.1. Mechatronics 2013 – (Victor/Madu/Asogan) – Victor presented. Letters to school have been sent. Emails have been sent to volunteers. Around 7 teams have registered. More efforts required to increase participation.
- 4.1.2. Mentorship (Raji) – No updates.
- 4.1.3. Education Committee (Raji / Anil) – Raji will be attending the Education Conference.
- 4.1.4. Appoint a new Volunteer Coordinator / Training/ Awards (Madu) – In progress, Madu to update in next meeting.
- 4.1.5. Spring Newsletter (Syed) – Jega has provided some material. Asogan, Madu and Ranee will also provide their input.
- 4.1.6. BBC Post-Event Meeting (Jega) – Meeting not held yet. Updates will be provided in next BOE meeting.
- 4.1.7. By-Law amendments (Ranee) – First meeting will be scheduled soon.



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- 4.1.8. Awards Committee (Ranee) – Ranee is compiling the data of the volunteers.
- 4.1.9. Clicker Return (Madu) – Asogan is arranging the return – in progress. Ranee requires some information regarding the clickers purchase in part to correctly compare/update the Asset list.

4.2. Upcoming events

- 4.2.1. Seminars (Jega) – Seminar regarding ‘Metrolinx’ is scheduled for June.
 - 4.2.2. CPC Spring (Asogan) – Up to now there are around 32 Registrants. Planning for first week of June. Asogan is comparing between having the event during weekday or weekend. Paypal account will be created for payments by participants (Asogan), BOE agreed.
 - 4.2.3. Mathletics 2013 (David / Syed) – Question bank team has been established. Last year documents were provided to David by Syed. PEO SC Website will be updated soon.
 - 4.2.4. Mathletics Question Bank (Paul) – In progress.
 - 4.2.5. Field trips (Jega) - In progress.
 - 4.2.6. PEO SC BBQ (Jega) – Proposed date is in August.
- 4.3. Report on PENTA/PEO AGM/Training/Gala – (Madu/Jega) – Madu provide the update. Madu, Jega, Asogan and Syed attended the AGM. Corneliu Chisu P.Eng, MP Scarborough East and a member of PEO Scarborough Chapter received the Office Order of Honour at the Gala.
 - 4.4. Report on PEO/OSPE/City of Toronto Employment Networking – (Asogan) – Asogan attended. A career fair is being organized around mid October. The organizing team will meet again at June 10th. Asogan will attend the next meeting.
 - 4.5. Web Updates – (Jega/Asogan) – In progress.
 - 4.6. OSPE BBQ – (Madu) – Madu will coordinate with OSPE for more detail.
 - 4.7. Brampton Chapter – (Raju) - Brampton chapter made a new testing machine which is very compact. They are thankful to PEO SC for the support.
 - 4.8. Panorama India - (Ranee) – Raju was awarded the Ontario Volunteer Service 5 years award. BOE congratulated Raju for his achievement.

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 June 7th, 2013 at 6:30pm, Venue: Yee Hong, booking by Asogan extra food Jega.
- 7.2. Adjournment. Motion moved by David, seconded by Ranee.
- 7.3. Meeting adjourned at 9:08 PM ET

Volunteers:

Bala Balasingam;
Maha Mahalingam;
Raju Chander, P.Eng;
Naser Choudhury, EIT;
Presley Perez, EIT;
Mariam Huzaifa, EIT;