



MEETING:	PEO Scarborough Chapter Board Meeting				
DATE:	Friday, 2014-February-7	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, FEC	Chair	X	GUESTS -----	Bala Balasingam Bill Xu Lakshimi Mula Yong Zhu
	Jega Jeganathan, Ph.D, P.Eng	Vice Chair	X		
	N. Asogan, P. Eng.	Past Chair	X	Volunteers	None
	David Dias, P.Eng	Secretary	X		
	Ranee Mahalingam, P. Eng., FEC (by Skype from Australia)	Treasurer	X	Councilors	None
	Harsh Singh, EIT.	Executive	X		
	G.N. (Miles) Mailvaganam, P.Eng	Executive	X		
	Murad Hussain M.Eng., P, Eng.	Executive	X		
	Ian (Victor) Lin, P. Eng.	Executive	X		

1. Call to Order

- 1.1. Madu called the meeting to order at 7:05 pm (1 min)
- 1.2. Introduction of attendees (5 min)
- 1.3. Welcome by Chair (5 min). Madu thanked all the members for selecting him to be Chair for a second year. Also thanked the new BOE, and requested for the support of the BOE for another successful year. He stressed the importance of all those who volunteer to acquire the required skills in the areas that they volunteer in. Towards this end he said he places great importance in the Volunteer training program that he initiated, but could not implement for some time. He wanted to make sure this program will help our volunteers not only to perform better in the areas they volunteer in but also in their career development.

2. Routine Business

- 2.1. Confirmation of Quorum (1 min) - Confirmed
- 2.2. Appointment of minute taker (1 min)
David Dias was appointed to take minutes for this meeting, Harsh Singh moved and seconded by Murad Hussain.
- 2.3. Approval of Agenda -Moved by Victor, Seconded by Harsh Singh, all in favour. (2 min)
- 2.4. Approval of Minutes of meeting # 10 of Dec 6, 2013. Moved by Ranee, seconded by Victor all in favour (5 min)
- 2.5. Monthly Financial Statement – (Ranee) (5min) – Ranee presented the statement and she will present the issue of un-cashed cheques once she returns from abroad.

3. Decisions/Special

Appointment of Committees etc. for 2014 (List of duties/responsibilities to be assigned – later)

- 3.1.1. By-Law committee Chair & members – Chair: Ranee, Committee members: Paul Morton, Asogan. Proposed by Jega, seconded by Victor, All in favour, motion carried.
- 3.1.2. Financial Reviewer – Syed Raza, proposed by Jega, seconded by Asogan, all in favour, motion carried.
- 3.1.3. Education Committee, chair & members – Chair: Victor Lin. Proposed by Jega, seconded by Asogan, all in favour, motion carried.
- 3.1.4. GLP Committee, Chair and members. – Chair: Asogan, Member: Uthayan Volunteered.
- 3.1.5. Aspiring Engineer Scholarship Committee, Chair & member. Chair: Murad. Proposed by Jega, seconded by Asogan, all in favour.
- 3.1.6. Seminars, & Socials Committee, Chair & Committee – Chair: Jega. Committee: Murad. Volunteered, all in favour.
- 3.1.7. Volunteer Coordinator Committee, Chair & member. Chair: Uthayan. Volunteered, all in favour.
- 3.1.8. Awards Committee, Chair & members. Chair: Ranee. Committee: Murad. Volunteered, all in favour.



MEETING:	PEO Scarborough Chapter Board Meeting		
DATE:	Friday, 2014-February-7	TIME:	6.30 PM ET

- 3.1.9. Volunteer training, Chair & Committee – Chair: Murad. Member: Madu Volunteered. All in favour.
- 3.1.10. Chapter Souvenir Committee, Chair & members. – Chair: Jega, Member: Madu. Volunteered. All in favour.
- 3.1.11. BBC, Chair & members: Chair Harsh Singh. Volunteered, all in favour.
- 3.1.12. Mathletics, Chair & members – Chair: David Dias. Volunteered, all in favour.
- 3.1.13. Mechatronics, Chair & members – Chair: Victor Lin. Volunteered, all in favour.
- 3.1.14. CPC Chair: All in favour.

4. Input/Action Items

4.1. Progress Reports

- 4.1.1. Mathletics 2014 –Venue availability for 2014 (Asogan). David to propose a few dates to Ranee, since Civic Centre venue is not available due to Municipal Elections.
- 4.1.2. NEM 2014, Venue availability & program (Asogan / Harsh). Asogan and Uthayan to decide on venue by 8-Feb-2014. Date of event will be 29-March-2014.
- 4.1.3. Newsletter #1 (Syed/David). David to prepare newsletter. Template to be provided by Jega. First newsletter to be issued in April. Articles and news are solicited from all volunteers.
- 4.1.4. Mechatronics 2014 – (Victor/Madu/Asogan) – Post mortem to be conducted in April 2014.
- 4.1.5. PEO Licensure Assistance Program (Victor) – activities to be completed in March.
- 4.1.6. Education Committee (Victor/Harsh) – Murad proposed introducing a “Robotics” Project. He was requested to submit proposals to the BOE for recommending for EDU Committee Special Funding.
- 4.1.7. Volunteer Training (Murad) – Murad proposed to do an Excel training in Mid March. \$ 100 approved for honorarium of Venue. Madu wanted to train volunteers on preparing a video & editing about bridge designs for BBC. Asogan said a video is already available and will forward link to Madu to check suitability.
- 4.1.8. Awards Committee (Ranee) – No updates so far for this year. All volunteers are requested to keep Ranee updated about their volunteer history.
- 4.1.9. Aspiring Engineer Scholarship (Murad) – Jega to provide the documents to Murad.
- 4.1.10. Draft of the AGM minutes will be circulated amongst BOE for their ratification, and then e-mailed to Chapter Manager for his record. (We will get membership approval at the next AGM). Asogan to provide David with attendance sheet. David to e-mail the draft only to the BOE, for their ratification/corrections.
- 4.1.11. CPC (Jega) Spring CPC To be decided.

4.2. Upcoming events

- 4.2.1. Seminar: by Tammy Jeffs, P. Eng at Victoria Village on 19-Feb-2014 at 6:00pm.
- 4.2.2. RHK Volunteer for RH King for two hours on Wed. March 19th Morning: Murad volunteered to represent PEO EDU Committee & Scarborough Chapter.
- 4.2.3. GLP: Government Liaison Programme: Asogan presented that there was a webinar about taking an MPP to a workplace. Last year Ursula and Asogan attempted with a particular MPP with no success. Chinese New Year banquet is coming up on Feb 12th. Michael Chang, Sue Wong, and many others will come.

4.3. Web Updates – (Jega/Asogan)

- 4.3.1. There are two sites: www.scarborough.peo.on.ca and www.peoscarborough.ca. All pictures were loaded in the second site but it has stopped working because payee did not submit payment on time, and was not willing to transfer ownership to the Chapter.
- 4.3.2. Prism has a problem. Java script is not working and so we cannot send any e-mail blasts out as of today.



MEETING:	PEO Scarborough Chapter Board Meeting		
DATE:	Friday, 2014-February-7	TIME:	6.30 PM ET

5. **Information**

5.1 Councillors' Report. (5 mts each)
No councillors present

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

Asogan suggested that if someone wanted to propose a change to any event/chapter procedure, please present them to the BOE as early as possible to eliminate last minute changes.

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

7.1. Next meeting set for March 7, 2014 at 6:30pm, Venue: Yee Hong Centre, booking by Asogan.
Extra food by Murad.

7.2. Adjournment. Motion moved by David Dias, seconded by Harsh Singh.

7.3. Meeting adjourned at 8:35 PM ET

Volunteers: Bala Balasingam, Bill Xu, Lakshimi Mula, Yong Zhu
