



MEETING:	PEO Scarborough Chapter Board Meeting				
DATE:	Friday, October 3, 2014	TIME:	6.30 PM ET		
LOCATION:	Yee Hong Centre 60 Scottfield dr., Scarborough, ON				
CHAPTER BOARD:	N. (Madu)suthanan, P.Eng, FEC Jega Jeganathan, Ph.D, P.Eng N. Asogan, P. Eng. David Dias, P.Eng Ranee Mahalingam, P. Eng., FEC Harsh Singh, EIT. G.N. (Miles) Mailvaganam, P.Eng Murad Hussain M.Eng., 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	Maha Mailvalingam Raju Chander Vyjayanthi Chander

1. **Call to Order**

- 1.1. Madu called the meeting to order at 7:02pm.
- 1.2. Introduction of attendees. – complete.
- 1.3. Welcome by Chair. - complete

2. **Routine Business**

- 2.1. Confirmation of Quorum. -confirmed
- 2.2. Appointment of minute taker – David Dias was appointed to take minutes for this meeting, moved by Jega and seconded by Asogan. All in favour. –motion approved
- 2.3. Approval of Agenda (2 min) – 3 items were added . Ranee proposed and Miles seconded All in favour. –motion approved.
- 2.4. Approval of Minutes of meeting # 8 of Sep 9, 2014. (5 min). Murad asked to have discount speech removed. 3.1.2 Delete Asogan and Murad, replace with Madu and Ashutosh. Ranee proposed and Victor seconded. All in favour. –motion passed.
- 2.5. Monthly Financial Statement and review. Progress of Review meeting (Ranee) was cancelled. Excel for tracking Assets (Madu) was postponed. To Oct 17th.

3. **Decisions/Special**

- 3.1. Progress on 1) purchases of 2 laptops.(Asogan) Two laptops were purchased and brought to the meeting. One is allocated to Victor.
- 3.2. 2) BBC testing machine (Madu/Ashutosh) will report at next meeting. Madu
- 3.3. Progress of purchase on 3 Laptop-cum-tablet (Madu) Bought. Allocated to Ranee, Madu, and Murad.

4. **Input/Action Items**

- 4.1. Progress Reports
 - 4.1.1. BBC Post-Mortem meeting report and recommendations (Harsh) –Harsh to change format to match expectations. Harsh will work with Jega to get correct format. Harsh to provide by Oct 22nd since it is an input to organizing the Mathletics competition. Harsh
 - 4.1.2. Mathletics 2014 (David) –**David to email Victor with sample questions. Asogan
Volunteers meeting on Oct 23rd a Yee Hong. Asogan to book. David to bring food. **Jega to replace printer cartridge. David
Jega
 - 4.1.3. Mechatronics 2014 & Clubs (Victor/Madu) Orientation program on 24th Sept. went successfully. Many new volunteers attended.
 - 4.1.4. STEMZ (Madu) –Orientation program on 24th Sep. went successfully. Madu will circulate information and decide training date. Madu
 - 4.1.5. PEO Licensure Assistance Program (Victor) –Training on Oct 18th from 1:30 to 4:30. Victor
 - 4.1.6. Education Committee (Victor/Murad) - Murad will change name from Little Bitz to Builderz and prepare a letter to schools asking for interest in a demo. **Jega to send list of primary school addresses to Murad. Murad
Jega
 - 4.1.7. Awards Committee (Ranee) –**Ranee to send David a sample Ranee
 - 4.1.8. Seminars (Jega) –Oct 21st is the seminar by Paul Nimigon, Continental Rail Gateway



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- 4.1.9. Souvenir Committee (Jega) –Jega needs articles and advertisements in time for Mathletics.
- 4.1.10. NAOSH (Uthyan) –Not present
- 4.1.11. ECRC (Madu/Asogan) –Meeting included discussions about fund allocations.
- 4.1.12. Bridging program (Madu) –This item to be removed from next month’s minutes
- 4.1.13. Annual BBQ (Jega/Asogan) –BBQ complete. Item to be removed from agenda.
- 4.1.14. Assets List and Storage (Asogan/Jega) -\$75/month for 5’ X 5’ storage. Items which are not in frequent use will be distributed by Asogan among BOQ to store.
- 4.1.15. Search Committee for 2015 Jan PEOSC Elections. Committee formed? Date for election? (Asogan) –Asogan to find a member at large and an existing member to form part of the committee. AGM is tentatively scheduled on Jan 25th. Preference is for technical speaker to present.
- 4.1.16. Technical Tour (Jega) -15 people are registered. Date: Sat – Oct 11.
- 4.1.17. Volunteer training (Madu) –One is on excel for Assets on 17-Oct-2014. Training for making name tags is on 29-Oct-2014. Venue Yee Hong Board room. Booking by Asogan ****Printer must be brought by Asogan.**
- 4.1.18. Volunteer appreciation date (Murad) –Tentative for 6-Dec-2014

4.2. Upcoming events

- 4.2.1. GLP (Asogan)

4.3. Web Updates – (Asogan/Jega) -None

Information

- 5.1 Councillors’ Report. (5 mts each) –Not present

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

None

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

- 6.1 Next meeting set for Nov 14, 2014 at 6:30pm, Venue: Yee Hong, booking by Asogan. Extra food by Murad.
- 6.2 Raneer proposed to adjourn the meeting, David seconded. All in favour. –motion passed
- 6.3 Meeting adjourned at 8:42 PM ET.

Asogan
Murad