



**Meeting #1 Meeting Minutes (February 6, 2015)**

MEETING:	<b>PEO Scarborough Chapter Board Meeting</b>				
DATE:	Friday, February 6, 2015			TIME:	6.30 PM ET
LOCATION:	Yee Hong Centre for Geriatric Care, 60 Scottfield Dr. ON.				
CHAPTER BOARD:	Jega Jeganathan, Ph.D, P.Eng Murad Hussain M.Eng., P.Eng. N. (Madu)suthanan, P.Eng, FEC Lin (Victor) Lan, P. Eng. Ranee Mahalingam, P. Eng., FEC Peng Zhang, P. Eng. Elvis (Pinjing) Wang, P. Eng.	Chair Vice Chair Past Chair Secretary Treasurer Executive Executive	X x x x x x x	GUESTS ----- Volunteers   Councilors	

**1. Call to Order**

- 1.1. Jega called the meeting to order at 7:10 pm.
- 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. Decided that Secretary takes the minutes by default. The Board will appoint the minutes taker only if the Secretary is not available. For this meeting Victor was proposed by Madu Seconded by Murad. All in favour. Motion passed.
- 2.3. Approval of Agenda (2 min). Two items added. Moved to accept with changes by Madu. Seconded by Victor. All in favour. Motion passed.
- 2.4. Approval of Minutes of meeting # 11 on December 8, 2014. (5 min). Moved by Victor. Seconded by Ranee. All in favour. Motion passed.
- 2.5. Monthly Financial Statement (Ranee). Treasurer reports that the chapter received the allocation for 2015. Ranee will contact the bank to provide the details of the 2015 signing officers.

**3. Decisions/Special**

- 3.1. Vacant Executive positions. Two executive member positions are vacant. Jega will send an email to encourage members to apply for executive positions. Board will accept valid applications on a first come first served basis.
- 3.2. Appointment of Committees for 2015
  - 3.2.1. By-Law Committee Chair & members: Chair - Ranee. Members: Madu, Uthayan
  - 3.2.2. Financial Reviewer: Syed
  - 3.2.3. Education Committee, Chair & members: Chair – Peng, Member - Elvis
  - 3.2.4. GLP Committee, Chair and members: Chair – Asogan, Member – Victor, Uthayan
  - 3.2.5. Aspiring Engineer Scholarship Committee, Chair & members: Murad
  - 3.2.6. CPC, Seminars, & Socials Committee, Chair & Committee: Asogan, Amit
  - 3.2.7. Volunteer Coordinator Committee, Chair & members: Murad
  - 3.2.8. Awards Committee, Chair & members: Victor
  - 3.2.9. Volunteer Training, Chair & members: Madu
  - 3.2.10. Chapter Souvenir Committee, Chair & members: Madu
  - 3.2.11. BBC 2015, Chair & members: Victor, David
  - 3.2.12. Mechatronics 2015, Chair & members: Madu, member: Senthil
  - 3.2.13. Athletics 2015, Chair & members: Murad
  - 3.2.14. STEMZ 2015, Chair & members: Peng
  - 3.2.15. Electronics Challenge, Chair & members: Murad
  - 3.2.16. Chapter Website, Chair & members: Asogan, Jega



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**4. Input/Action Items**

4.1. Progress Reports

- 4.1.1. NEM 2015 (Apr 4, 2015). Victor to call for volunteers. The 1<sup>st</sup> volunteer meeting will be held on Friday, February 13, 2015.
- 4.1.2. Newsletter #1(Victor) – Victor will prepare the Newsletter to distribute to the members.
- 4.1.3. PEO Licensure Assistance Program (Victor): The current run of the program will end in the end of April.
- 4.1.4. Draft of the AGM minutes (David): David draft the minutes of AGM and forwarded to Jega. It will be circulated by Jega
- 4.1.5. Mechatronics and STEMZ (Madu): Madu informed the meeting that upcoming teachers' training might be held on Saturday, February 28, 2015. Murad is available for this date. Madu will confirm with the school. Mechatronics parts will be distributed to 5 selected schools soon.  
Motion: Mechatronics training for volunteers will be provided under Volunteer training to the volunteers and their children & grandchildren. Moved by Madu, seconded by Victor. (see attached). The first Volunteer training on Mechatronics will be on Saturday February 14 subject to availability of venue (Yee Hong). Asogan will book venue. Madu will send notices.  
Peng Zhang was successful in getting approval of an award of \$1,000 for our STEMZ project from CH2M Hill. We thank Peng for her for her initiative in this.
- 4.1.6. First Robotics: Madu is mentoring at 2 High Schools. Madu distributed a preliminary reports. (see attached).

4.2. Upcoming events

- 4.2.1. Event Venue Bookings: All Committee Chairs or Event Project Managers will advise Asogan and Ranee of booking event venues at the earliest. Jega to send the PEO colander to Murad.
- 4.2.2. Seminar: Everyone is welcome to propose a seminar. The topics of seminars should not be related to promotion of sales
- 4.2.3. ECRC (February 25, 2015 evening): Jega and Murad will attend this conference.
- 4.2.4. York Chapter AGM: Jega will attend this AGM on behalf of Scarborough Chapter.

4.3. Web Updates – (Asogan/Jega) – Asogan informed the change on web hosting fee.

5. Information

5.1 Councillors' Report. (5 mts each). None.

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

Volunteer Appreciation Certificates for David, Victor, and Jega were distributed; Vyjayanthi's certificate is with Jega for distribution at a later date.

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

- 7.1 Next meeting is the AGM set for March 6, 2015 at 6:30pm, Venue: Yee Hong Center, booking by Asogan. Extra food by Murad.
- 7.2 Adjournment. Motion moved by Madu, seconded by Murad.
- 7.3. Meeting adjourned at 8:31 PM ET