



Scarborough Chapter

MEETING:	PEO Scarborough Chapter Board Meeting			
DATE:	Friday, Jan. 25, 2019	TIME:	6.30 PM ET	
LOCATION:	Yee Hong Centre for Geriatric Care, 60 Scottfield Dr. ON, (SE of Middlefield and Finch Avenue)			
CHAPTER BOARD:	Lin (Victor) Lan, P. Eng., LEED AP.	Chair	x	GUESTS ----- Volunteers Councilors
	Peng Zhang, P. Eng., LEED AP	Vice Chair	x	
	Murad Hussain, M. Eng., P.Eng	Past Chair	x	
	Javeed Ahmed Khan, Ph.D., P.Eng, SMIEEE	Treasurer	x	
	Rajendra Gadhvi, P.Eng.	Secretary	x	
	Elvis (Pinjing) Wang, P.Eng., LEED AP	Executive	x	
	Shinta Gragossain, EIT	Executive	x	
	Santosh Gupta, Ph.D., P. Eng., FEC	Executive	x	
	René Siguenza, P. Eng.	Executive	x	

1. **Call to Order**

- 1.1. **Victor** called the meeting to order at 7:00 pm (1 min)
- 1.2. Introduction of attendees (5 min)
- 1.3. Welcome by Chair (5 min)

2. **Routine Business**

- 2.1. Confirmation of Quorum (1 min)
- 2.2. Approval of Agenda -Agenda was approved after addition of some items. Moved by **Santosh Gupta**, Seconded by **Javeed**, all in favour. (2 min)
- 2.3. Approval of Minutes of meeting #11 of Dec 08, 2018. Modifications by **Jega** were noted for inclusion. Moved by **Javeed**, seconded by **Rene** all in favour (5 min)
- 2.4. Monthly Financial Statement – (**Javeed**) (5min) – Out-going treasurer **Peng** handed over all documents to in-coming treasurer **Javeed** who informed the Board that the first instalment from PEO was received.

3. **Decisions/Special**

- 3.1. Appointment of Committees for 2019
 - 3.1.1. Financial Reviewer – **Jega** was appointed as Financial Reviewer
 - 3.1.2. Education Committee, Chair & members – **Javeed** to Chair. Member support by **Elvis** and **Faizan**.
 - 3.1.3. GLP Committee, Chair and members – **Santosh Gupta** to Chair. Member support by **Samuel Jacob** and **Rajendra**.
 - 3.1.4. LAP Committee, Chair and members - **Peng** to Chair. Member support by **Elvis** and **Stephan**.
 - 3.1.5. Aspiring Engineer Scholarship Committee, Chair & members - **Rajendra** to Chair. Member support by **Jega**.
 - 3.1.6. CPC (now LPC), Chair and Committee, June 8, 2019 - **Santosh Gupta** to Chair. Member support by **Shinta**.
 - 3.1.7. Seminars, Chair & Committee - **Elvis** to Chair. Member support by **Santosh Gupta** and **Rajendra**.
 - 3.1.8. Technical Tour, Chair and Committee - **Elvis** to Chair. Member support by **Jega** and **Peng**.
 - 3.1.9. Volunteer Coordinator and Awards Committee, Chair & members - **Rajendra** to Chair. Member support by **Peng**.
 - 3.1.10. NEM: SRSC/BBC, Chair & members, March 30, 2019 - **Shinta** to Chair. Member support by **Faizan** and **Stephan**.
 - 3.1.11. Mechtronics, Chair & members, November 16, 2019 - **Stephan** to Chair. Member support by **Javeed**, **Shinta** and **Faizan**.
 - 3.1.12. Mathletics, Chair & members, October 26, 2019 - **Peng** to Chair. Member support by **Shinta**, **Faizan**, and **Rene**. STEMZ will not be held this year.
 - 3.1.13. MEE, Chair & members, April 13, 2019 - **Rene** to Chair. Member support by **Shinta**, **Faizan** and **Stephan**.
 - 3.1.14. BGC, Chair & members, September 28, 2019 – The program is will not be held this



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- year.
- 3.1.15. Chapter Website, Chair & members - **Rene** to Chair. Member support by **Rajendra, Stephan, and Shinta**.
- 3.1.16. School Coordination, Chair and Committee - **Javeed** to Chair. Member support by **Stephan, and Shinta**.
- 3.1.17. Venue Coordination, Chair and Committee - **Asogan** to Chair. **Rene** to support.
- 3.1.18. Barbeque, Chair and Committee - **Rene** to Chair. Member support by **Stephan and Faizan**.
- 3.1.19. Newsletter/Media Editorial, Chair and Committee - **Rajendra** to Chair. Member support by **Jega, Madu and Peng**.
- 3.1.20. Students Eligibility for Scholarships and attending PEOSC events – **Javeed** made a motion that any student residing in Scarborough or attending a school in Scarborough would be eligible to apply for Chapter Scholarship and for attending Chapter events. Motion seconded by **Santosh Gupta**. All in favour. **Jega, Asogan, and Madu** indicated their reservation and asked **Chair, Victor** to reconsider this as a policy matter.

4. Input/Action Items

4.1. Progress Reports

- 4.1.1. Post Event meeting for Mechatronics, Mathletics, STEMZ 2018 (**Rajendra, Javeed**) – The meeting has been kept on Friday, February 01, 2019. **Rajendra** and **Javeed** to fix the venue and circulate the notice to members and volunteers.
- 4.1.2. MERC (**Murad**) – **Murad** to update in the next meeting
- 4.1.3. Storage Protocol (**Victor**) – **Victor** circulated the storage protocol and asked for the names of other board members who would have access to the storage space. **Shinta's** name was recommended. **Santosh Gupta** moved the motion for acceptance of the protocol which was seconded by **Elvis**.
- 4.1.4. Newsletter #2 2018 (**Javeed**) – **Javeed** has emailed the Newsletter to Rene and Rene will publish it on the website soon.
- 4.1.5. Draft of the AGM minutes (**Rajendra**) – **Rajendra** submitted that a draft of the AGM minutes has been sent to **Jega** and **Chair, Victor**, which would be updated based on the feedback from them.
- 4.1.6. LAP Closing 2018 (**Elvis**) - **Elvis** informed the appreciation dinner has been kept on March 7, 2019. **Elvis** will send the budget to PEO for approval

4.2. Upcoming events

- 4.2.1. ECRC Feb 19 (**Murad**) – **Victor** and **Rajendra** will attend the event. The activity report to PEO will be sent by **Victor**.
- 4.2.2. Seminars (NEM) – A seminar as part of NEM will be organized on March 28, 2019 in a library. **Asogan** will book the venue for the seminar which will be open to public, i.e. anyone would be welcome to attend, and the notice of which would be placed on the library's notice board. **Elvis** would seek a speaker, and if a suitable speaker not available than either **Murad** or **Victor** will deliver on a topic of interest.
- 4.2.3. NEM (SRSC/BBC) - **Shinta** will send a notice to all volunteers about the event and kick off meeting, which will be held on Feb 6, 2019.
- 4.2.4. School Coordination – Members of the school coordination committee will prepare presentation material (Brochure, Pamphlet, etc.) and contact Schools/Principals/Trustees as early as possible.
- 4.2.5. Appoint the signing officers for the Chapter bank account - All signing officers will meet at the bank after Feb 22, 2019, when Peng comes back from the vacation. **Javeed** will make arrangement with the bank.
- 4.2.6. Transfer financial documents – **Peng** has transferred all the documents to **Javeed**.



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- 4.2.7. Update volunteer list - **Javeed** will send BOE member list template to **Rajendra**, who will prepare the new board member list and volunteer list and send to Chair and past Chair for review. After review, **Rajendra** will send both the lists to PEO.
- 4.2.8. Transfer printers, projectors, banners, etc. – **Jega's** computer has been transferred to **Shinta**.

4.3. Web Updates

- 4.3.1 **Rene** will publish the Newsletter #2-2018

5. Information

- 5.1 Councillors' Report. (5 mts each)

6. Other Business: (5 mts)

- 6.1.1. Students' eligibility for scholarship and attending PEOSC events – The item was more appropriately taken as Decision/Special item # 3.1.20.
- 6.1.2. Design and Printing Brochure – **Madu** will help in the preparation of brochure for school events.
- 6.1.3. PEO Business Card and Tag – **Victor** will send a form to **Rajendra** who will send it to PEO for printing Business Cards. **Victor** to check if we can have tags made in a local shop
- 6.1.4. Mechatronics Club – **Stephan** and **Javeed** will contact the schools to set up the Mechatronics club and apply for the funding.

7. Next Meeting Date and Adjournment – 2 mts

- 7.1. Next meeting set for March 8, 2019 at 6:30pm, Venue: Yee Hong Center, booking by Asogan, refreshment by **Javeed**.
- 7.2. Adjournment. Motion moved by **Santosh Gupta**, seconded by **Javeed**.
- 7.3. Meeting adjourned at 8:30 PM ET

Volunteers:

- 1. Dr. Jega Jeganathan, Ph.D., P.Eng.
- 2. Asogan Narayana, P.Eng.
- 3. Madu Suthanan, P.Eng., FEC
- 4. S. Faizan Haider, EIT
- 5. Stephan Shatara
- 6. Bala Balasingam
- 7. Sheika Ismail