



Scarborough Chapter

MEETING:	PEO Scarborough Chapter Board Meeting			
DATE:	Friday, March 8th, 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
	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	Volunteers
	Rajendra Gadhvi, P.Eng.	Secretary	x	
	Elvis (Pinjing) Wang, P.Eng., LEED AP	Executive	x	Councilors
	Shinta Gragossain, ET	Executive	x	
	Santosh Gupta, P. Eng.	Executive	x	
	René Siguenza, P. Eng.	Executive		

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 -An item for other business and two items for Decision/Special were added. Moved by **Santosh**, Seconded by **Peng**, all in favour. (2 min)
- 2.3. Approval of Minutes of meeting #1 of Jan 25, 2019. Moved by **Javeed**, seconded by **Santosh**, all in favour (5 min)
- 2.4. Monthly Financial Statement – (Javeed) (5min) – **Javeed** gave account of the chapter finances.

3. **Decisions/Special**

- 3.1. Purchase of Locker – It was proposed to purchase a locker to store the financial records using unused gift cards. After discussion it was agreed to purchase a locker at a cost not exceeding \$ 200, however the purchase to be from Chapter finances and not with unused Gift Cards.
- 3.2. Walmart Gift Cards – It was decided that the walmart gift cards need not be used for chapter purchases but should be transferred to the Project Managers requiring gifts for their programs. **Rajendra** handed over 11 walmart gift cards each of 5-dollar value to **Shinta** to use for BBC/SRSC.

4. **Input/Action Items**

4.1. Progress Reports

- 4.1.1. Seminar on March 13, 2019 (**Elvis**) – **Elvis** informed the board that the emails were sent, and the website has been updated. To avoid duplication of registrations that had led to 5 registrations with **Jega** and 84 with **Murad**, **Murad** emphasized that he will take care of the registrations and requested those who had the registration link to transfer it to him. The Seminar will be held at the Agincourt Public Library.
- 4.1.2. MERC (**Murad**) – **Murad** submitted that the MERC portal has been successfully completed and that it is up and running but has not been launched on the PEO Server. He further submitted that all the fund allocation for the portal has been used and he is planning on asking for additional funding for improvement.
- 4.1.3. BBC/SRSC (**Shinta**) – **Shinta** informed that 240 letters have been mailed to the public and private schools. The Toronto Catholic School Board has agreed to distribute event information to their schools. The emails were also sent to previous teachers and parents. Up to today, 1 registration for SRSC, 11 registrations for BBC Juniors and 5 registrations for BBC Seniors were received. After March Break, **Shinta** will follow up with the Catholic School Board and email information to all public schools in Scarborough.
- 4.1.4. LAP Closing March 7, 2019 (**Elvis**) – **Elvis** informed that the LAP program closed on



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March 07, 2019. He will transfer all the information to **Peng**. He suggested that the preparation of the program should started in April and the first meeting arranged before June.

- 4.1.5. ECRC Feb. 19 (**Victor/Rajendra**) – **Victor** informed the Board that he and **Rajendra** attended the ECRC meeting. Victor and Rajendra briefly reported the conference.
- 4.1.6. School Coordination (**Javeed, Shinta, Stephan**) – **Victor** informed the Board that the emails have been sent to School Trustees and some of replies have been received. **Javeed** will apply for the partnership program with TDSB as suggested by the Superintendent of TDSB.
- 4.1.7. MEE (**Rene**) – In absence of **Rene**, **Murad** took over the discussion and updated with information of the new concept of allowing the student participants to list the parts required to complete a resulting product/device/application rather than giving them toys to build.

4.2. Upcoming events

- 4.2.1. PEO AGM, May 3 and 4 (**Victor/Peng**) – The PEO AGM is on May 3 and May 4, 2019
- 4.2.2. Update Chapter bank account with new signing officers – **Javeed** informed that a meeting with Bank officials has been kept on March 23, 2019 for registering new signing officers.
- 4.2.3. Volunteers Training – All the volunteers are required to complete the PEO volunteers training (3 modules) as prescribed by the letter received from PEO.
- 4.2.4. CPC – **Santosh** confirmed to the Board that CPC will be held this year at Brighton Convention Centre on Saturday June 8, 2019. Giving more details he stated that this year's Keynote Speaker will be the PEO President-Elect **Marrisa Sterling**, and that letters will be sent to other dignitaries. It was observed by some Board members in this relation that there should be a provision for bearing expenses of councillors invited to the CPC function.

4.3. Web Updates

5. Information

5. Councillors' Report. (5 mts each)

6. Other Business: (5 mts)

6.1 Awards and GLP Events (**Santosh**) - **Santosh** presented guidelines for the working of the awards committee and suggested that one person should be designated as principal coordinator and that the committee should plan in advance to gather the information and data regarding candidates to be nominated. He further elaborated and stated that for the various awards, the collected information for each candidate should be reviewed and compared with the criteria to shortlist the names of the candidates. He emphasized that this process should begin early to satisfy the deadline for nomination which for PEO Awards of Honour is October.

Santosh informed about the upcoming GLP events and stated that a knowledge of upcoming GLP events can be obtained from the website. He inquired if there was any provision in the budget for the registration fees for paid events, to which **Jega** answered that there is no



Scarborough Chapter

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provision and that for GLP events guidelines for GLP events have to be followed for which **Jeanette** may be contacted.

6.2 **Rajendra** will keep and update Volunteer Service Records

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

7.1. Next meeting set for April 05, 2019 at 6:30pm, Venue: Yee Hong Center, booking by **Asogan**, Refreshment by: **Rajendra**

7.2. Adjournment. Motion moved by **Murad**, seconded by **Javeed**.

7.3. Meeting adjourned at 8:35 PM ET

Volunteers:

1. Jega Jaganathan
2. Asogan Narayana
3. Samual Jacob
4. Senthilkumar Subramani
5. Stephan Shatara
6. Faizan Haider
7. Unit Mursel Ozdil