



Scarborough Chapter

MEETING:	PEO Scarborough Chapter Board Meeting			
DATE:	Friday, September 6, 2019		TIME:	6.30 PM ET
LOCATION:	Centre for Immigrant and Community Services (CICS), 2330 Midland Ave., Scarborough, ON			
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 Gragossian, EIT	Executive	x	
	Santosh Gupta, P. Eng.	Executive	x	
	René Siguenza, P. Eng.	Executive	x	

1. **Call to Order**
 - 1.1. **Victor** 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)

2. **Routine Business**
 - 2.1. Confirmation of Quorum (1 min)
 - 2.2. Approval of Agenda - Moved by **Santosh**, Seconded by **Murad**, all in favour. (2 min)
 - 2.3. Approval of Minutes of meeting # 7 of August 9, 2019. Moved by **Santosh**, seconded by **Javeed** all in favour (5 min)
 - 2.4. Monthly Financial Statement – (**Javeed**) (5min); **Javeed** gave account of the Chapter’s Finances. **Javeed** to check with the bank about the exact details.

3. **Decisions/Special**
 - 3.1.1 2020 Business Plan (**Javeed**)
Javeed informed that the budget plan after correction has been approved by the Board and that approval by PEO is awaited.

4. **Input/Action Items**
 - 4.1. Progress Reports
 - 4.1.1. Seminar (**Elvis**), **Elvis** contended that the seminar announcement has not gone out. **Murad** will e-blast.
 - 4.1.2. Technical Tour August 24, 2019 (**Elvis/Jega**) – The Board was informed that 55 persons joined the tour. The comments by some participants to improve the tour has been received but it is not known if the comments have been published on the website. It was submitted that to make the technical tours more successful more volunteers would be required.
 - 4.1.3. LAP (**Peng**) – **Peng** informed that all the members were e-blasted with the information about the program and as a result 31 interns and 8 guides have registered. She mentioned that a workshop on October 05, 2019 has been kept for interns and guides, the e-blast for which would be sent. **Peng** inquired if **Madu** would be able to find time for volunteering to guide.
 - 4.1.4. Newsletter (**Rajendra**) – **Rajendra** inquired of **Murad** if he was in possession of the correct file to be e-blasted to which **Murad** assured that he had the correct file. **Murad** indicated some issues with his laptop because of which he was getting delayed.
 - 4.1.5. GLP (**Santosh/Rajendra/Samuel**) – **Santosh** informed that GLP Academy program is scheduled in the month of September for which 2 participants from the chapter would be reimbursed expenses by PEO. He inquired if expenses for the other members wishing to participate can be borne by the chapter to which **Jega** informed that it is not permitted by chapter byelaws. **Santosh** also pointed out that GLP report is required by PEO to be submitted.
 - 4.1.6. Mathletics (**Peng**) – **Peng** updating the Board informed that a Kick-off meeting was



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held in August when several members registered their names for volunteering and the task assignment has been completed. She asked **Javeed** and **Shinta** to go ahead with the sending of email. She further stated that **Santosh** is going to email to **Raymond Chow, Aris Babikian, and Mitzie Hunter** for drawing their attendance. **Peng** confirmed that the date of the event is October 26, 2019 and that a second meeting of volunteers will be held on October 18, 2019. **Jega**, for printing, drew attention of the members to the fact that the PEO Logo does not have a line at the bottom anymore and that all our printouts should take care of this

4.1.7. Mechatronics (**Stephan/Javeed**) – **Stephan** informed that the prototype is ready and that he will update the website with other details regarding the event. **Javeed** and **Shinta** will send soft copy and hard copy close to October 1, 2019. **Stephan** inquired of **Asogan** regarding the requirement for booking the venue for the event and if food was allowed. **Asogan** informed that food is allowed in the adjoining room.

4.2. Upcoming events.

- 4.2.1. ECRC (**Victor/Peng**), October 1, 2019 – **Victor** and **Peng** to attend
- 4.2.2. Volunteers Appreciation Lunch – Volunteers Appreciation Lunch will be kept on December 7, 2019 and the venue will be Mandarin Restaurant.

4.3. Web Updates

Rene to update the web site with the tour information

5. Information

5.1 Councillors' Report. (5 mts each)

6. Other Business: (5 mts)

- 6.1.1 Search Committee (**Murad/Jega**) – Appointment of 3rd committee member to be done.
- 6.1.2 PEO Survey Report – The Board was informed that the report by the external agency has been sent by the council to the registrar and a high level action plan is expected and PEO would like to know the impacts of all the positive and negative attributes considered in the report. Members were requested to study the survey report and provide their suggestions by filling out the survey.
- 6.1.3 Gift Cards – **Shinta** informed that she has handed over to **Stephan** a total of \$ 265 (3 of \$ 60, 1 of \$ 80, 1 of \$ 5) gift cards.
- 6.1.4 Certificate Presentation – Mr. Preet Sabharwal, P.Eng., was presented certificate in person.

7. Next Meeting Date and Adjournment – 2 mts

- 7.1. Next meeting set for October 4 at 6:30pm, Venue: CICS, booking by **Asogan**. **Victor** to bring the refreshment.
- 7.2. Adjournment. Motion moved by **Javeed**, seconded by **Peng**.
- 7.3. Meeting adjourned at 8:06 PM ET

Volunteers:

Madu Suthanan, P.Eng., FEC
Jega Jaganathan, Ph.D., P.Eng.
Narayanapillai Asogan, P.Eng., FEC
Samuel Jacob, P.Eng
Bala Balasingam
Stephan Shatara, P.Eng.

Senthilkumar Subramani, P.Eng.
Faiz UI Islam
Adem Adel, EIT
Mathew Adekunle, EIT
Preet Sabharwal, P.Eng.