



Scarborough Chapter

|                |   |            |                 |
|----------------|---|------------|-----------------|
| MEETING:       | <b>PEO Scarborough Chapter Board Meeting</b>  |            |                 |
| DATE:          | Friday, November 01, 2019   | TIME:      | 6.30 PM ET      |
| LOCATION:      | Center for Immigrant and Community Services (CICS),<br>2330 Midland Ave., Scarborough, ON |            |                 |
| CHAPTER BOARD: | Lin (Victor) Lan, P. Eng., LEED AP.   | Chair      | x               |
|                | Peng Zhang, P. Eng., LEED AP  | Vice Chair | x               |
|                | Murad Hussain, M. Eng., P.Eng, FEC  | 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, PhD, P. Eng., FEC  | Executive  | x               |
|                | René Siguenza, P. Eng.  | Executive  | x               |
|                |   | GUESTS     |                 |
|                |   | Volunteers |                 |
|                |   | Councilors | Arthur Sinclair |

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 **Peng**, all in favour. (2 min)
  - 2.3. Approval of Minutes of meeting # 10 of October 04, 2019. Moved by **Javeed**, seconded by **Peng** all in favour (5 min)
  - 2.4. Monthly Financial Statement – (**Javeed**) (5min); **Javeed** gave account of the chapter finances and informed that all the cheques were cleared.
3. **Decisions/Special**
  - 3.1.1 2020 Business Plan (**Javeed**)  
PEO has still not approved the plan
4. **Input/Action Items**
  - 4.1. Progress Reports
    - 4.1.1. Seminar (**Elvis**) – **Elvis** while discussing the management of seminars called for more volunteer help to arrange the events properly. He expressed a need for projector and screen for venues which do not provide this facility. **Victor** advised him to check the storage. **Samuel** to provide assistance and **Victor** to bring projector, banner and screen. A seminar by David Kiguel, P.Eng., FEC is organized for November 18<sup>th</sup>, eblast of which has been sent to members on November 01.
    - 4.1.2. LAP (**Peng**) – **Peng** informed that the orientation for the program was done on October 05, 2019 and it went well where the PEO coordinator held the seminar. Seven groups of Mentors and Mentees were matched. She will periodically check with the Mentors for the progress they are making and get the feedback.
    - 4.1.3. GLP (**Santosh/Rajendra/Samuel**) – **Santosh** informed that **Rajendra**, **Samuel**, and himself attended on October 05, 2019 the GLP Academy where **Samuel** presented the report of GLP activities by the chapter. **Murad** submitted that the MERC portal was up and running and he would like to have the Plaques to upload. **Javeed** will scan the Plaques and send to **Murad**.
    - 4.1.4. ECRC (**Victor/Peng**) – No new business. **Victor** informed that the next ECRC is in February 2020.
    - 4.1.5. Aspiring Engineer Scholarship (**Rajendra**) – **Rajendra** informed that 5 applications were received and that he would prepare a comparative statement and meet with the review committee members to decide the result and complete the required process thereafter. The committee members decided to meet by next week to review the applications.



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4.1.6. Mathletics (**Peng**) – **Peng** informed that the event was successful. \_\_\_\_ Junior and \_\_\_\_ Senior students participated. **Christian Ballini**, P.Eng., PEO Vice Chair, **Aris Babikian**, MPP Scarborough Agincourt, and **Christina Mitas**, MPP, Scarborough Center attended the function and presented the certificates to the winners. **Peng** once again thanked all the volunteers.

4.2. Upcoming events

- 4.2.1. Mechatronics (**Stephan/Javeed**) – **Stephan** informed that 6 Senior and 1 or 2 Junior teams have registered which might change as the registration deadline has been extended to 5<sup>th</sup> November 2019. He further stated that the first workshop was conducted a few weeks ago and the second workshop is on coming Sunday, November 10, 2019. Also, a volunteers meeting will be held next week.
- 4.2.2. Newsletter # 2 (**Rajendra**) – **Rajendra** requested all the project managers to submit their report for the events completed. A deadline for completion of the Newsletter was set as November 30, 2019.
- 4.2.3. Volunteers Appreciation Lunch – Volunteers Appreciation Lunch is on December 07, 2019.
- 4.2.4. Gifts for Volunteers – Some suggestions from members were discussed and it was decided to keep the meeting for Aspiring Engineers Scholarship and Gifts for Volunteers on the same date and time to finalize the issues. **Rajendra, Peng, and Shinta** to decide the purchasing.
- 4.2.5. Chapter Magazine (**Madu/Stephan**) – It is too late to organize the chapter magazine this year.
- 4.2.6. AGM (**Victor**) – It was decided to keep the AGM on January 25, 2020. In connection to the venue, **Asogan** was requested to select and book the venue either at CICS, or at a library. **Jega** suggested that all the planning including Secretary’s Report, Financial Report, and Chair’s Report be ready so that the notice for AGM can go immediately after the Volunteers Appreciation Lunch. The notice of AGM needs to be distributed one month before the AGM. Invitation of PEO election candidates, volunteer awards and presentation need to be planned ahead.
- 4.2.7. CLC – **Murad** will attend the CLC on November 16, 2019.
- 4.2.8. MERC (**Murad**) – **Murad** apprised the Board that MERC is up and running barring some final touches, which would be applied after presentation at the CLC.

4.3. Web Updates

Rene to continuously update

5. Information

5.1 Councillors’ Report. (5 mts each)

Councillor, **Arthur**, updating on the ECRC meetings informed that the Registrar has prepared an action plan for the recommendations contained in the external reviewer’s report (Keyton Report). Revealing further, he highlighted the issues of concern to be addressed, like submission from members, discussion of licensure issues, evolution of engineering, issues related to EIT’s, Chapter Elections, volunteer club, etc. He elaborated further and mentioned that Bye-Laws is still an issue requiring resolution by PEO and so are many queries about licensure. He suggested that the chapter representative should take part in upcoming conference call to get update on various issues listed above.

With respect to the query by **Javeed** regarding centralized banking, **Arthur**, contended that it will



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be challenging for PEO, but if planned and implemented properly it can allay the apprehension that it would lead to delays and in fact could very well expedite.

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

- 6.1.1. Search Committee (**Murad/Jega**) – **Murad** informed that the committee will meet on November 22, 2019.
- 6.1.2. 30 X 30 (**Shinta/Karthiga**) – The committee will update on next event when necessary.
- 6.1.3. Storage (**Victor**) – **Victor** informed that the storage has been renewed.
- 6.1.4. York Region Engineering Forum – **Victor** revealed the program arranged by York Chapter and asked anybody who wanted to attend to register.
- 6.1.5. 2020 Ontario Awards – **Victor** informed that PEO notice of the 2020 Ontario Awards have been circulated among the members and those who want to nominate somebody can nominate for the same. **Asogan** opined that nominations for these awards are mainly from research-oriented organizations or researchers.
- 6.1.6. Chapter Centralized Banking – PEO plans to centralize all chapter bank accounts. Teleconferences are planned to disseminate information.
- 6.1.7. Chapter Inventory – Inventory of chapter assets will be prepared. **Murad** suggested that the inventory can be updated starting with an already existing list of assets present.
- 6.1.8. Mandatory PEO Volunteer Training – An email from PEO in this connection has been received according to which all the volunteers have to complete this mandatory volunteer training by December 31, 2019. All Project Managers are to ensure that the participating volunteers have completed the volunteers training. **Murad** volunteered to provide group training to chapter volunteers in the end of November on November 29, 2019. **Murad** asked **Rajendra** to send him the list of volunteers. **Asogan** to book CICS for the same.
- 6.1.9. MERC (**Murad**) – **Murad** has been invited by PEO to have a presentation at upcoming PEO Leadership Conference. After the presentation, **Murad** to discuss with PEO future course of action.

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

- 7.1. Next meeting (in Camera) set for December 06, 2019 at 6:30pm, Venue: CICS, booking by **Victor**. **Victor** to bring refreshment. Only BOE members will attend.
- 7.2. Adjournment. Motion moved by **Javeed**, seconded by **Santosh**.
- 7.3. Meeting adjourned at 8:30 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.
- Mathew Adekunle, EIT
- Faizan Haider, P.Eng.
- Rashin Kaja Hussain, EIT
- Chintan Patel, EIT
- Adem Abel
- Faiz UI Islam
- Azizur Rahman
- Parth Bosnia
- Senthilkumar Subramani, P.Eng.