



Scarborough Chapter

MEETING:	PEO Scarborough Chapter Board Meeting				
DATE:	Thursday, February 6, 2020			TIME:	6.30 PM ET
LOCATION:	Center for Immigrant and Community Services (CICS), 2330 Midland Ave., Scarborough, ON				
CHAPTER BOARD:	Lin (Victor) Lan, P. Eng., LEED AP, FEC	Chair	x	GUESTS	
	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	Volunteers	
	Rajendra Gadhvi, P.Eng.	Secretary	x		
	Shinta Gragossain, EIT	Executive	x	Councilors	
	Santosh Gupta, Ph.D., P. Eng., FEC	Executive	x		
	René Siguenza, P. Eng.	Executive			
	Samuel Jacob, 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 **Javeed**, Seconded by **Santosh**, all in favour. (2 min)
- 2.3. Approval of Minutes of meeting #12 of January 10, 2020. Moved by **Samuel**, seconded by **Murad** all in favour (5 min)
- 2.4. Monthly Financial Statement – (**Javeed**) (5min) – **Javeed** stated that he will be calculating expenditure every month and would try to visit PEO to get clarification on some issues.
- 2.5. PEO Approved Business Plan (**Victor/Javeed**) – The business plan has not been approved as yet by PEO.
- 2.6. Expense Claims (**Victor/Javeed**) – In connection to the query that after approval of the expense claim who will send to PEO, it was suggested by **Asogan** that the project manager can give to treasurer and treasurer can then scan and send to PEO. Treasurer to retain the original. Given below is the PEOSC Expense Claim Procedure 2020
 1. Expense Claim by individual – Expense approval and claim procedure will be the same as before except the following:
 - a. the person who claim the expense will scan or will take photo of the receipts and approved expense form; send these scanned documents or photos to PEO via Cerfity, meanwhile give the same to the Chapter Treasurer. The Chapter Treasuere keeps all originals. PEO will directly deposit expense.
 - b. The Treasurer will update the chapter Ledger and the Business Report
 2. Expense claim by organization – expense approval and claim procedure will be the same as before except the following:
 - a. The Treasurer will email the invoice and approved expense sheet to PEO
 - b. The Treasurer will update the chapter Ledger and the Business Plan
 - c. PEO will mail the cheque to the organization
- 2.7. Revenue Collection (**Victor/Javeed**) – Given below is the PEOSC Revenue Collection Procedure 2020.
 1. Revenue collection - There will be no collection of cash and Eventbrite will be used.
 - a. The PM of the events will email payment requirements to our chapter Eventbright Coordinator
 - b. Chapter eventbright Coordinator will set up sub account for the event with PEO, then email the link to chapter website coordinator
 - c. The website coordinator will post the link in the event web page
 - d. Eventbright coordinator will provide the revenue amount to the Treasurer
 - e. The Treasurer will update the chapter Ledger and the Business Plan



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3. **Decisions/Special**

3.1. Appointment of Committees for 2020

- 3.1.1. Financial Reviewer – **Dr. Jegga** was appointed the financial reviewer.
- 3.1.2. GLP Committee, Chair and members – Chair-**Dr. Santosh**; Committee members – **Samuel, Rajendra, Shinta, and Martin**
- 3.1.3. LAP Committee, Chair and members – Chair-**Rene**; Committee members – **Peng, Faizan**
- 3.1.4. Aspiring Engineer Scholarship Committee – Chair-**Peng**; Committee members - **Rajendra**
- 3.1.5. LPC, Chair and Committee – Chair-**Rajendra**; Committee members – **Santosh, Samuel, Peng**
- 3.1.6. Seminars, Chair & Committee – Chair-**Samuel**; Committee members – **Murad, Faizan, Stephan.**
- 3.1.7. Technical Tour, Chair and Committee - Chair-**Murad**; Committee members – **Peng, Karthiga**
- 3.1.8. Volunteer Coordinator and Awards Committee, Chair & members - Chair-**Santosh**; Committee members – **Victor, Peng, Javeed**
- 3.1.9. NEM: SRSC/BBC, grade 3 to 8, Chair & members, February 29, 2020 - Chair-**Shinta**; Committee members – **Samuel, Martin, Mathew**
- 3.1.10. MEE & Mechtronics, Grade 3 to 12, Chair & members - Chair-**Murad**; Committee members – **Stephan, Peng, Martin**
- 3.1.11. Mathlectics, Grade 3 to 8, Chair & members, October 24, 2020 - Chair-**Samuel**; Committee members – **Shinta, Cherrisse**
- 3.1.12. Chapter Website, Chair & members - Chair-**Rene**; Committee members – **Shinta**
- 3.1.13. Eventbright Coordination, Chair and Committee - Chair-**Shinta**; Committee members – **Faizan**
- 3.1.14. Venue Coordination, Chair and Committee - Chair-**Javeed**; Committee members – **Asogan**
- 3.1.15. BBQ and Hiking, Chair and Committee (July 25th, 2020) - Chair-**Peng**; Committee members – **Murad, Jega**
- 3.1.16. Women 30 x 30 - Chair-**Shinta**; Committee members – **Karthiga, Cherisse, Peng**
- 3.1.17. Newsletter, media editorial - Chair-**Rajendra**; Committee members – **Victor, Peng, Murad, Madu**
- 3.1.18. School coordination - Chair-**Javeed**; Committee members – **Shinta**
- 3.1.19. Search Committee - Chair-**Murad**; Committee members – **Victor**
- 3.1.20. Financial Accounting Committee - Chair-**Javeed**; Committee members – **Rajendra**
- 3.1.21. E-blast - Chair - **Murad**; Committee members - **Victor, Peng**

4. **Input/Action Items**

4.1. Progress Reports

- 4.1.1. Draft of the 2020 AGM minutes (**Rajendra**) – **Rajendra** stated that he will complete the minutes of AGM in 2 weeks' time.
- 4.1.2. LAP 2019 (**Peng**) – **Peng** informed that she had sent feedback email to all the mentees. She has received response from some of the mentees. She further stated that each group has different challenges to move forward in their process. She is planning an appreciation event in April.

4.2. Upcoming events

- 4.2.1. ECRC Feb 26 (**Victor/Peng**) - **Victor** and **Peng** will attend.
- 4.2.2. Seminars - **Murad** will present a seminar on March 12, 2020 on "How to become Board of Directors).
- 4.2.3. NEM (BBC/SRSC), **Shinta** - **Shinta** informed that the event is to be held on February 29, 2020 and that for registration Eventbrite has been set up. **Shinta** will also check for payments by cash, credit card, and cheque.



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- 4.2.4. MEE & Mechatronics - **Murad** informed that the event will be held sometime in the end of April.
- 4.2.5. Update volunteer list - **Rajendra** will update the list.
- 4.2.6. Technical Tour - **Murad** gave possibility of touring to Ottawa and described the possible stops on-route like RCMP stable, Parliament Hill, War Musuem, Rideau Canal, Aerospace Museum, etc.
- 4.2.7. Transfer printers, projectors, banners, etc.- They are in the storage area.

4.3. Web Updates

5. **Information**

5.1 Councillors' Report. (5 mts each)

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

- 6.1.1 PEO Volunteer - Volunteers to complete their training.
- 6.1.2 MERC (**Murad**) - **Murad** informed that the MERC program has been uploaded on the Gateway and that it is fully functional. He stated that the application is very simple where you log in with a password and get into your dashboard where you can select events and register. He spelled out the rules for creating the passwords and informed that the program is fully CASL compliant. **Murad** he is going to meet the developer on Saturday to explore the possibility of adding other features to the program.

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

- 7.1. Next meeting set for March 5 at 6:30pm, Venue: CICS, booking by **Asogan**. Refreshment by **Javeed**
- 7.2. Adjournment. Motion moved by **Peng**, seconded by **Javeed**.
- 7.3. Meeting adjourned at 8:20 PM ET

Volunteers:

- Madu Suthanan, P.Eng., FEC
- Jega Jaganathan, Ph.D., P.Eng., FEC
- Narayanapillai Asogan, P.Eng., FEC
- Cherisse Diaram, EIT
- Karthiga Thevaseelan, EIT
- Stephan Shatara, P.Eng.
- Mathew Adekunle, EIT
- Faizan Haider, P.Eng.
- Martin Sheet, P.Eng.