



Scarborough Chapter

MEETING:	<b>PEO Scarborough Chapter Board Meeting</b>					
DATE:	Thursday, April 2, 2020			TIME:	6.30 PM ET	
LOCATION:	Video Conference - <a href="https://zoom.us/home">https://zoom.us/home</a>					
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	X			
Samuel Jacob, P. Eng.	Executive	X				

1. **Call to Order**

- 1.1. **Victor** called the meeting to order at 6:36 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 **Samuel**, all in favour. (2 min)
- 2.3. Approval of Minutes of meeting #2 of March 5, 2020. Moved by **Santosh**, seconded by **Samuel** all in favour (5 min)
- 2.4. Monthly Financial Statement (**Javeed/Rajendra**) (5min) – **Javeed** gave account of the chapter finances and informed that he is waiting for email from project managers for the expense claims.

3. **Decisions/Special**

- 3.1. Expense Claims – **Shinta** was asked to send the expense claim to **Javeed** using the same claim form as before. **Samuel** suggested that **Shinta** can send the bills to Certify and contact PEO for registration amount for BBC/SRSC. If anyone has unclaimed receipts, he/she can email expense form with receipts to 2 of 5 board officers for approval/signature, then upload approved expense form and receipts on Certify to claim the expense.
  - 3.1.1.
  - 3.1.2.

4. **Input/Action Items**

- 4.1. Progress Reports
  - 4.1.1. Draft of the 2020 AGM minutes (**Rajendra**) – **Rajendra** submitted that the Draft of the corrected AGM minutes has been sent to **Victor** for further necessary action.
  - 4.1.2. MERC and its funding (**Murad**) – **Murad** informed that the MERC portal is up, running and working as intended. He is planning a presentation for the benefit of members who did not get enough time to practice with it. It was agreed to keep the MERC presentation on Wednesday April 18<sup>th</sup> at 6:30 PM through a Zoom meeting.
- 4.2. Upcoming events
  - 4.2.1. Possible online events – **Stephan** suggested some variation or subset of Mechatronics that can be taken for tutoring or engaging students online.
  - 4.2.2. Postpone all events due to COVID -19 – All the events will be postponed until the COVID crisis is looming over.
  - 4.2.3. MEE/Mechatronics (**Murad/Peng/Stephan**) - Postponed
  - 4.2.4. Seminars (**Samuel/Peng**) – It was decided to re-schedule the seminar by Murad to May 13<sup>th</sup>.
  - 4.2.5. Technical Tour (**Murad/Peng**) – The technical tour planned to Hamilton has been cancelled for now. **Murad** would request **Karthiga** to look into the issue of cancellation and any charges associated with cancellation.



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- 4.2.6. LPC (**Rajendra/Peng**) – **Rajendra** informed that the meeting of the core team to plan for the event as suggested in the last BOE meeting could not materialize as a result of COVID crisis. Nevertheless, he will explore the possibility of having this meeting on Zoom platform.
- 4.2.7. PEO AGM, April 25, 2020 (**Victor/Peng**) – The AGM is cancelled which possibly might be arranged through video conferencing. Also, the award ceremony is cancelled.
- 4.2.8. BBQ – To be planned in the later part of the year.

4.3. Web Updates (**Rene/Shinta**)

- 4.3.1 Upload BBC/SRSC information on Past Events on the website – **Rene** to upload.
- 4.3.2 Upload information about postponed events on Upcoming Events – **Rene** has put on the main page a notice regarding cancellation of events in the COVID crisis.
- 4.3.3 **Jega** to revise Google Form for BOE meeting registration

5. **Information**

5.1 Councillors' Report. (5 mts each)

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

6.1.1 Discussion related to COVID-19 – It was agreed to continue following the guidelines and advisories by PEO and government.

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

- 7.1. Next meeting set for May 7<sup>th</sup> at 6:30pm, Venue: Video Conferencing, booking by **Victor**.
- 7.2. Adjournment. Motion moved by **Victor**, seconded by **Peng**.
- 7.3. Meeting adjourned at 7:40 PM ET

**Volunteers:**

- Madu Suthanan, P.Eng., FEC
- Stephan Shatara, P.Eng.
- Faizan Haider, P.Eng.
- Stephan Shatara, P.Eng.
- Parth Bosmia, P.Eng.