



Scarborough Chapter

MEETING:	PEO Scarborough Chapter Board Meeting				
DATE:	Friday, July 10th, 2020			TIME:	6.30 PM ET
LOCATION:	Video Conference - https://zoom.us/home				
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		
	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 6:35 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 -Items 4.1.6, 4.2.2, and 4.2.3 were added. Motion for approval was moved by **Santosh**, and seconded by **Peng**, all in favour. (2 min)
- 2.3. Approval of Minutes of meeting #5 of June 12, 2020. Moved by **Javeed**, seconded by **Santosh** all in favour (5 min)
- 2.4. Monthly Financial Statement – (**Javeed/Rajendra**) (5min) – **Javeed** presented an account of the chapter finances. **Jega** inquired of **Javeed** if the review was to be done this year. **Victor** asserted that the review will be done.

3. **Decisions/Special**

- 3.1.
 - 3.1.1. Gift card for the persons who help organizing the seminar – **Victor** stated that the gift card for the presenter of seminar was approved in the last meeting and advanced the proposal for giving gift card to the organiser which was discarded as it was found unacceptable because it would amount to inducement to volunteers.

4. **Input/Action Items**

- 4.1. Progress Reports
 - 4.1.1. Engineering Scholarship (**Peng**) – **Peng** informed that so far one student has applied and 3 more have shown interest. **Peng** will continue to monitor the email for other applicants.
 - 4.1.2. MERC and its funding (**Murad**) – **Murad** suggested to continue work on MERC if we have the funds and inquired if anybody was ready to take over. **Victor** put forward **Rene's** name who accepted. It was agreed to have a separate meeting for the same to work out the feasibility and other planning. **Rene** will send the notification for the meeting.
 - 4.1.3. LAP 2019 (**Peng**) – **Peng** apprised everyone of the status of the LAP 2019. **Peng** submitted that she communicated with the program manager of LAP at PEO to plan for the closure of LAP 2019. She informed that she has received an email which has 18 attachments containing the certificate of appreciation and a note of appreciation from the program manager for each of the mentor. She further stated that the LAP 2020 will commence in September.
 - 4.1.4. 30 X 30 (**Karthiga**) – **Karthiga** informed that they had a meeting and they are planning a seminar sometime in September or early October in cooperation with the other chapters like York region. She elaborated for understanding of the members and said that it will be a 1-hour session on zoom platform where **Helen** the leader of the task force for 30 X 30 will be going through what 30 X 30 is in part of the session



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and then there will be a breakout session, followed by speeches from a couple of speakers about what this initiative is all about. She emphasized that the action items now are to set up the session and send an email to everyone and actually she has thought of a template that she would send to chapter members who would like to attend. She also brought to the notice of the members that there actually is a letter for GLP members who would like to invite the MPP's. **Victor** asked **Karthiga** to forward that letter to **Santosh** who would then do the needful. With respect to query by **Santosh** about how 30 X 30 task force want the chapter members to involve or help, **Karthiga** submitted that it is more of an awareness session with emphasis on how chapter members can involve and help to expand the awareness of this initiative in the community and work environment.

4.1.5. ECRC, June 24 (**Victor/Peng**) – **Victor** informed about the ECRC meeting and stated that PEO does not require chapters to do the audit, but if chapters want, they can do their audit. It was felt that it would be a good practice for the chapter to continue the audit as it has been done earlier. **Javeed** opined that as all the expense reports were going directly to PEO and not through the treasurer, it would be impossible to compile this report. **Murad** inquired if the total can be generated by the expense reports, for which **Javeed** submitted that a soft copy of the expense reports should be sent to him by the members so that he can compile and get the total. **Javeed** will send an email to members for submitting the soft copy of expense reports. In respect to the inquiry by **Jega** as to whether a detailed statement can be provided by PEO, **Javeed** stated that the monthly statement coming from PEO is combined for all the chapters and itemized expenses chapter wise are not available in that. **Jega** suggested that it would be prudent to check the chapter bye laws and decide the auditing procedure so that we can answer the questions in the next AGM regarding financial management. In connection to forecasting of business expenditures for the next year based on this year's expenditures, **Javeed** presented apprehension about forecasting due to program disruptions of this year because of covid. **Santosh** suggested using the figures of last year as a basis for next year planning. **Victor** agreed to having a business planning meet after receiving indication from PEO. **Victor** suggested that anybody from the chapter interested in a position at CLC should contact the CLC chapter manager.

4.1.6. Mechatronics (**Murad/Stephan**) – **Murad** submitted that he would like to have a volunteer meeting for planning and would like to have emails of volunteers so that he can send the Zoom meeting invite. **Santosh** agreed to send the list of volunteers with the email addresses. **Murad** informed that in consultation with **Stephan** they have decided to have the MEE and Mechatronics together and that this year's programs would be software versions. **Murad** fixed the volunteer meeting on July 28, 2020.

4.2. Upcoming events

4.2.1. Seminars for July 16 and August (**Samuel/Peng**) – **Samuel** informed that so far 39 people have registered and looking forward to some more registrations. **Samuel** inquired if we will be providing an e-gift for the speaker like before to which **Victor** answered in positive. For the August seminar **Samuel** said that he will talk to **Faizi**. **Victor** suggested that if he cannot find anybody else than **Jega** has shown willingness to present a seminar and he could contact **Jega** for August seminar.

4.2.2. BBQ (**Rene**) – **Rene** told the members that under the circumstances BBQ planned for July 20 will have to be cancelled as nothing has been planned and the restrictions due to COVID 19 are not lifted. It was argued that we are not cancelling the event but under the extraordinary circumstances we are not able to hold the event and hence must be cancelled, so we should argue in favour of getting the refund. **Rene** said that he would talk to the person who issued the permit and let **Victor** know the outcome.

4.2.3. Athletics (**Samuel/Shinta**) – It was suggested to call for the volunteers meeting to



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4.2.4. brainstorm with the idea of fixing the format for conducting a virtual (online) Mathletics. MEE/Mechtronics (**Murad/Stephan**) - volunteer kick off virtual meeting was scheduled for July 28, 2020.

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

4.3.1 Upload BBC/SRSC photo links and context results on Past Events on the website. **Asogan** informed that he has sent a link to drop box to **Rene**. **Rene** asked if the photos were uploaded, to which **Shinta** submitted that all are not uploaded. **Victor** asked **Rene** to look into the matter and upload if they are not uploaded.

5. Information

5.1 Councillors' Report. (5 mts each)

6. Other Business: (5 mts)

6.1.1

7. Next Meeting Date and Adjournment – 2 mts

7.1. Next meeting set for August 14 at 6:30pm, Venue: Zoom, booking by **Victor**. Refreshment by **Javeed**

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

N. Asogan, P.Eng.

Jega Jegathan, Ph.D, P.Eng., FEC

Bala,

Mathew Adenkunle, E.I.T

Gajanan Mailvagnam, P.Eng.

Karthiga Theevasalan, E.I.T

Lorraine