



Scarborough Chapter

MEETING:	PEO Scarborough Chapter Board Meeting				
DATE:	Friday, October 16, 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		-----	
	Javeed Ahmed Khan, Ph.D., P.Eng, SMIEEE	Treasurer	x	Volunteers	
	Rajendra Gadhvi, P.Eng.	Secretary	x		
	Shinta Gragossain, EIT	Executive		Councilors	Peter Cushman
	Santosh Gupta, P. Eng.	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 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** with amendment, Seconded by **Peng**, all in favour. (2 min)
- 2.3. Approval of Minutes of meeting #8 of September 11, 2020. Moved by **Santosh**, seconded by **Javeed** all in favour (5 min)
- 2.4. Monthly Financial Statement – (**Javeed/Rajendra**) (5min) – **Javeed** presented the account statement summary. **Victor** pointed out the discrepancy in the amount of revenue recorded by PEO (\$ 284) and the revenue collected from BBC/SRSC (\$ 307) and asked if **Javeed** can send an email for clarification. **Javeed** submitted that he will wait for the itemized statement from **Julie** which she is going to share after receiving from their finance department. **Victor** mentioned appointment of an officer who will expedite the expense account processing.
- 2.5. Financial Auditing (**Jega**) – **Jega** expressed his inability to complete review as the chapter accounts are not matching with PEO. **Javeed** reiterated that unless he gets the itemized statement from PEO he will not be able to comment on the difference and account for the mismatch. **Victor** emphasized that in a short while we are going to have our AGM and we will have to get ready with the answers in connection to accounts.
- 2.6. Update Business Plan 2021 – **Victor** sought clarification from **Javeed** about an email communication with **Julie** about the updated Business Plan 2021 and asked if it was updated. **Javeed** clarified that he has carried out whatever changes suggested by PEO and resubmitted the Plan which now has an amount of \$ 57000 for 2021, and that it remains to be seen to how much allocation is done by PEO.

3. **Decisions/Special**

- 3.1.
- 3.1.1.

4. **Input/Action Items**

4.1. Progress Reports

- 4.1.1. Engineering Scholarship (**Peng**) – **Peng** informed that in the last BOE meeting it was decided to award all the seven applicants but when she checked with the chapter manager she was advised that the scholarship money has to be raised from the income that chapter has from previous programs and so with the amount of money available we can only award to two students from the seven applications. **Victor** inquired from **Peng** as to when we can finalize the selection of candidates to which **Peng** replied that she would try to finalize by the end of October so that the students can be informed about the decision in November. **Peng** sought some suggestions



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regarding transferring the award amount to students in view of the centralized banking system of PEO and informed that she is going to communicate with PEO and find out how this could be accomplished. One possible solution was to ask the students to send their direct deposit information to PEO for PEO to transfer amount directly to the student. **Victor** agreed that we can ask students to provide their void check which can be sent to PEO. **Jega** added that awarding two students is matching with what is mentioned on the web site that one male and one female student will be awarded and thus there is no need to deviate.

- 4.1.2. Mathletics (**Samuel/Shinta**) – **Samuel** updating for the benefit of those who did not attend the volunteers meeting where a lot of issues came to the fore assured that we are trying to resolve all of them before the competition and for which he has kept a mock event tomorrow i.e. October 17, 2020. He requested **Jega** to further the details for the mock event, to which **Jega** informed that he has sent an email for the same and will send it again. **Jega** inquired from **Samuel** if it was paid or free one to which **Samuel** said that it is the free one because he tried to purchase G-Suite paid one but could not purchase it because of issues with his laptop and further stated that with his new laptop he should be able to setup the business account and purchase. **Victor** added that in that case we should purchase the new laptop. **Madu** inquired if we are using classroomgoogle.com to which **Jega** said that we will be using google meet paid one as program will go for more than one hour and free one will not be useful for longer duration. **Victor** inquired as to who is going to remind the MPP's and asked **Santosh** if he can send an email to MPP's. **Santosh** agreed that he will send a reminder just before the event and informed that the details of the agenda as to when **MPP Vijay** and **MPP Mitzie Hunter** are going to be accommodated in the agenda has already been communicated to them by **Samuel**. **Victor** also requested **Santosh** to remind **MPP Raymond Chow** office for sending his video. As **Rene** was not present, **Victor** asked **Samuel** to look after the web update for the event. **Victor** asked **Samuel** to complete the laptop purchase. **Marqini Patel** appreciated the good work done by PEO Scarborough Chapter and brought up the issue of some students in Ajax who were enthusiastic of taking part in the competition. The issue was debated by the Board and it was agreed that since the number of students who have registered is less, we can allow deviation in the rule to accommodate such students who are enthusiastic to attend.
- 4.1.3. 30 X 30 (**Karthiga**) – To be updated later.
- 4.1.4. MEE/Mechatronics (**Murad/Stephan**) – Please refer to the minutes of the BOE meeting of August 14, 2020.
- 4.1.5. Seminar for September (**Samuel/Peng**) – **Samuel** submitted that there was a seminar by Murad about Tendering and utility projects which was attended by 33 people and that he will prepare a small report and send to Rajendra for including in the minutes and the Newsletter.
- 4.1.6. Past Chair Workshop (**Madu/Murad**) – **Madu** summarizing stated that the workshop was successful and the video recording of which has been sent to be shared with the Board members and that if **Murad** is unable to send it to the Board members, he will send it to the members. **Victor** joined in to express his experience of the workshop and stated that past chairs of six east central region chapters provided their experience regarding various issues concerning chapter affairs and how to deal with them and the current chairs of the six chapters presented their success stories. **Santosh** added his observations and stated that from his perspective it was a good learning experience from the other chapters. **Victor** asked **Madu** to request the minutes of the workshop as a pdf document if possible.
- 4.1.7. ECRC (**Peng/Victor**) – **Peng** giving information of a lot of updates from the ECRC attended by **Victor** and her said that ECRC approved a total of \$ 4000 for the scholarship out of which the maximum amount of \$ 1500 for the chapters will be allotted on first come first served basis. She informed that another issue discussed



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was the chapter web site update which will be migrated to the PEO site by October 21 and each chapter will not have the role in updating the chapter website individually but will be controlled by the PEO IT department. Another issue noted by her was that shortly a template for welcoming PEO Licence holders would be provided by PEO which can be used by us for the LPC event. She informed that another issue which came up for discussion was that of conference security for which PEO has suggested that the host or chair of the meeting should control access and allow or disallow a person joining the seminars or virtual events. **Victor** concluding from the information obtained said that now since the web update is going to be controlled by PEO we don't need to get quotations for web site update.

4.2. Upcoming events

- 4.2.1. Seminars for October (**Samuel/Peng**) – **Samuel and Peng** both submitted that since the month of October was almost over and with the Mathletics event scheduled for October it will not be feasible to have any seminar in the month of October but they will communicate with **Murad and Allen** to line them up for presenting seminars in the remaining months i.e. November and December.
- 4.2.2. LAP 2020 (**Rene**) – **Rene** was absent and so **Victor** said that he will communicate with Rene and find out the status for the program.
- 4.2.3. Newsletter Spring 2020 (**Rajendra**) – **Rajendra** submitted that as he had indicated in the last BOE, he is going to start putting the newsletter together after the Mathletics event and requested all the project managers to send him the details or information that they would like to have included in the newsletter. In connection to inquiry from **Peng** regarding receipt of any articles from the volunteers, **Rajendra** asserted that he had received an article from **Parth Bosmia** but he was requesting him to approve so that he can include in his company newsletter, which **Rajendra** cannot do as the completed newsletter with articles has to be first reviewed by the committee and which thereafter has to be sent to PEO for approval. **Rajendra** further stated that he is going to let **Parth** know about this process. **Santosh** suggested that **Rajendra** should write to **Parth** and let him know that we are going to include the article in the newsletter but will have to wait for the process to be completed which involves approval by PEO. **Rajendra** agreed and indicated that he intends to do the same and will communicate the process to **Parth**.
- 4.2.4. LPC (**Rajendra**) – **Rajendra** informed that he had drafted a letter to be sent to the recipients which he sent to **Sharon** to get the approval from the PEO's Communications Department. **Sharon** informed him to put on hold all the communications with the recipients as PEO is preparing a template for communication with the recipients which will be provided to chapters for correspondence with the recipients. **Victor** added that some of our members have received their P.Eng. designation and have been provided with the stamp/seal to practice but the licence ceremony will be held later whenever possible.
- 4.2.5. Little Inventor (**Shinta**) – **Victor** said as Shinta is absent, she will provide the update later. **Madu** stated that it is a very good idea and that he will help **Shinta** in preparing the proposal for the event.
- 4.2.6. Virtual BBQ (**Rene**) – **Victor** said that **Rene** was absent to give the details which will be obtained later. **Madu** suggested that the virtual BBQ was a misnomer as the BBQ as to be prepared and eaten, so rather should be named as virtual Scarborough talent event. **Victor** agreed and suggested that it can be named virtual family/social event and added that he will ask **Rene** to spare some time and make this happen.
- 4.2.7. Volunteers Appreciation Dinner – **Victor** showed apprehension to the possibility of holding the event as due to COVID restrictions a gathering in a restaurant would not be possible. **Santosh** optimistically said that may be by December the situation might improve and we might be able to hold the event to which **Asogan** said that there is also



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the possibility that situation might worsen. **Santosh** suggested that we can try to book with Mandarin and if the situation is such that dine-in is not permitted we can give gift cards to members to take out the food and find some place where we can sit in limited numbers and enjoy. **Asogan** said that he does not think any restaurant is accepting the bookings now and that soon also he does not think that they will accept bookings.

Victor called **Jega** for some idea who submitted that he had a discussion with **Murad** regarding this and they felt that this money we have allotted for gift for volunteers and dinner can be used to provide gift cards to volunteers. **Javeed** interjected and stated that we can use the money allocated for gift but not the amount allocated for dinner.

Madu suggested that the machine for measuring the load in BBC and the shaking table for inducing vibrations in SRSC in their rudimentary form can be upgraded to provide better engineering measurements by forming a committee which will upgrade the machines so that engineering **measurements** are used to decide the winner and not any guesswork. **Santosh** suggested that the money allocated for volunteer's appreciation event should not be utilized for other projects. **Santosh** also suggested forming a committee that will look into the technical suggestions given by **Javeed**.

Victor said that for now we will say that the volunteer's appreciation event is put on hold and to be decided as the situation becomes clear by December.

4.2.8. AGM 2021 – **Victor** called for the date of the AGM to be fixed. January 23, 2021 was unanimously set up as the date of the AGM and **Victor** emphasized that one month before the date the Financial Report, Secretary's Report, and Newsletter has to be finalized. **Santosh** suggested that the venue for the event should be finalized to which **Jega and Victor** opined that mostly it would be a virtual event as they don't think restriction would be lifted by that time to hold the event in person at some venue which **Victor** said is normally some library hall.

4.2.9. Search Committee (**Murad**) – **Victor** informed that **Murad** is leaving the Board and **Javeed** is moving to Barrie because of which there are two vacancies and called the members to forward their nominations to **Murad**.

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

4.3.1

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 November 13, 2020 at 6:30pm, Venue: Zoom, booking by **Victor**.

Refreshment by **Javeed**

7.2. Adjournment. Motion moved by **Samuel**, seconded by **Javeed**.

7.3. Meeting adjourned at 7:40 PM ET



Volunteers:

Madu Suthanan, P.Eng., FEC
N. Asogan, P.Eng.
Jega Jeganathan, Ph.D, P.Eng., FEC
Bala Balasingam
Stephan, P.Eng.
Marqini Patel