



MEETING:	PEO Scarborough Chapter Board Meeting				
DATE:	Friday, February 05, 2021			TIME:	6.30 PM ET
LOCATION:	Virtual Zoom Meeting				
CHAPTER BOARD:	Peng Zhang, P. Eng., LEED AP	Chair	X	Guests	
	Rajendra Gadhvi, P.Eng.	Vice Chair			
	Lin (Victor) Lan, P. Eng., FEC, LEED AP.	Past Chair	X	Volunteers	
	Shinta Gragossian, P. Eng	Treasurer	X		
	Samuel Jacob, P. Eng.	Secretary	X	Councilors	
	Santosh Gupta, P. Eng., FEC	Executive	X		
	René Siguenza, P. Eng.	Executive			
	Rui Li, P.Eng	Executive	X		
	Cherisse Diaram EIT.	Executive	X		

1. Call to Order

- 1.1. Peng Zhang called the meeting to order at 6:35 P.M.
- 1.2. Introduction of attendees – As no new members were present, there was no formal introduction.
- 1.3. Welcome by Chair – Peng Zhang welcomed all board members and volunteers and thanked them for their involvement in the chapter activities.

2. Routine Business

- 2.1. Confirmation of Quorum- a quorum was confirmed.
- 2.2. Approval of Agenda -Moved by Santosh Gupta, seconded by Victor Lan, all in favour. Additional items were included in the Agenda as amended below and the agenda was approved as modified.
- 2.3. Approval of Minutes of meeting #11 of December 11, 2020. Moved by Victor Lan, seconded by Santosh Gupta, all in favour.
- 2.4. Monthly Financial Statement – Shinta informed the board about the closing Balance and confirmed that the request allocation was approved. She mentioned that there was an amount shown as carried forward which she presumed to be interest. Javeed, the former Treasurer clarified that it would represent cash collected as Registration fees during 2020 events. Javeed informed the committee of emails received from PEO and informed Shinta to email PEO chapter office and seek clarification on any financial matters.
- 2.5. PEO Approved Scarborough Chapter’s Business Plan for 2021 and this amount has been received from PEO (Peng / Shinta).
- 2.6. Expense claims (Peng / Shinta). Peng and Victor outlined the procedure for Chapter members / volunteers to submit expenses claims for re-imburement from the PEO. Volunteers were reminded that any claim should be filled in the prescribed form and invoices /claim form to be signed by any two officers, one of who has to be the Chapter Treasurer. Others considered as officers are the past chair, chair, vice-chair and secretary. All claims will be submitted to PEO via the certify app which volunteers are to download and use to connect/ setup with PEO accounts. Victor suggested that he would conduct a workshop in mid-February for those volunteers who felt the need to get a better understanding of how the app certify works in the PEO



context.

- 2.7. Revenue collection will through Eventbrite if required for any event and the money will be directly deposited to PEO account.
- 2.8. 2020 Financial Ledger update and Business plan. Victor asked Javeed to update all Invoices in the PEO Ledger. Javeed mentioned that as all accounts were centralized, there would be no need, but Victor clarified that this would have to be done anyways by the Chapter from our chapter side. Javeed requested for time till March end to complete this but agreed to have this updated as best as he could by end of February. He mentioned that if any member had an issue with any discrepancy to contact PEO directly. The 2021 Business plan had a lot of room in the budget. Peng thanked Javeed for his years of service as the chapter treasurer and Victor for his assistance in these matters.

3. Decisions/Special

3.1. Appointment of Committees for 2021

- 3.1.1 Financial Reviewer – Jega Jeganathan was re-appointed as the financial reviewer. Victor clarified that the financial reviewer position is a must as per chapter by-laws and any changes to be made to by-laws, to amend this requirement, would be a lengthy and tedious process that the chapter deems prudent not to embark on.
- 3.1.2 GLP Committee, Chair and members – Chair-Rajendra; Committee members – Santosh, Shinta, Victor, Samuel, Murad and Mathew.

Peng thanked Santosh for serving as chair for the past 2 years.
- 3.1.3 LAP Committee, Chair and members – Chair-Rene; Committee members – Rui, Lorainne and Peng.
- 3.1.4 Aspiring Engineer Scholarship Committee – Chair-Rene; Committee members – Cherise and Karthiga. RCC provides \$ 1,500 on first cum first served basis. After amount is approved event can be finalized, Cherise and Karthiga to prepare document / application for finance. Jega cautioned embarking on this activity before the funding is in place. Peng clarified that the committee is essential to do the application process to get the finances from RCC.
- 3.1.5 CPC, Chair and Committee – Chair; Committee members - Pending due to Covid-19 situation.
- 3.1.6 Seminars, Chair & Committee – Chair-Victor; Committee members – Santosh, Samuel and Cherise. Last year 6 seminars were hosted. Peng thanked Samuel for being the chair.
- 3.1.7 Technical Tour, Chair and Committee – Chair; Committee members - Pending due to Covid-19 situation.
- 3.1.8 Volunteer Coordinator and Awards Committee, Chair - Santosh; Committee members – Peng, Asogan and Murad.
- 3.1.9 NEM: Little Inventor, grade 5 to 8, Committee Chair - Shinta; Committee members: Cherise, Javeed, Victor and Rui.
- 3.1.10 MEE & Mechatronics, Grade 3 to 12, Chair & members - Pending due to Covid-19



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situation. Victor suggested we combine with STEMZ.

- 3.1.11 Mathletics, Grade 5 to 8, Chair & members, October 23, 2021- Chair-Cherise; Committee members – Javeed, Shinta, Jega, Samuel and Stephan. Suggested that questions this year be prepared earlier and easier for the students participating.
- 3.1.12 Chapter Website, Chair & members – Chair- Rui; Committee member – Asogan.
- 3.1.13 Eventbrite Coordination, Chair and Committee - Chair-Rene; Committee member-Shinta.
- 3.1.14 Venue Coordination, Chair and Committee – Chair & Committee members - Pending due to Covid-19 situation.
- 3.1.15 BBQ and Hiking, Chair and Committee - Chair-Cherise / Rajendra; Committee members – Lorraine and Bala.
- 3.1.16 Women 30 x 30 Committee – Chair - Cherise, Members: Lorraine, Murad and Karthiga.
- 3.1.16 Newsletter, media editorial, e-blast - Chair-Samuel; Committee members – Asogan, Madhu, Jega and Syed Reza. E-blast – Victor.
- 3.1.17 School Coordination Committee - Chair-Shinta; Committee members –Mathew, Javeed and Lorraine
- 3.1.18 STEMZ – Rajendra Chair: Mohamed Naqvi, Jega, Madhu, Cherise and Stephan

4. Input/Action Items

4.1. Progress Reports

- 4.1.1 Draft of 2021 AGM minutes (Samuel)- Samuel mentioned that it is half way through, he will be having a draft in a week's time. Only to Board members for review by email. After it is reviewed and there are no questions, it will be submitted to PEO.
- 4.1.2 LAP 2020 (Rene). Victor contacted and mentioned he did not get a response.
- 4.1.3 2020 Aspiring Engineer Scholarship update: Peng indicated that last year 2 students got the PEO scholarship and the amount has been already deposited in recipient's account.

4.2. Upcoming events

- 4.2.1 ECRC (Peng/Rajendra): The ECRC of Jan 26 was missed by Victor and Peng and we are waiting for the minutes to ascertain when and where the next ECRC meeting would be.
- 4.2.2 Seminars: Victor informed that the first seminar was already setup on Feb 24'th. Presenter is from York University. Victor confirmed that the next seminar topic is space exploration. Seminar committee meeting would be on the 18'th not on Feb 17'th during the certify workshop, to keep things separate on Peng's suggestion.



This meeting would be important as seminars will be more often this year. Peng suggested that once a year to have financial related topics for our members seminars in addition to the regular technical topics. This would be in keeping with what was done last year. It was suggested to have the financial seminar in April.

- 4.2.3 NEM (Little Inventor /BBC/SRSC): Little investor will be the only NEM event for 2021. Shinta informed the Board that there is a full day Scarborough chapter competition planned for March 20th and a finale presentation on March 27 where we have a time slot of 2 hours where kids work will be showcased. There would be a volunteers' meeting in the next week and Jega wanted to be a part of that meeting. Shinta mentioned she wanted to restrict the invitation for the brainstorming meeting only to volunteers. First volunteer meeting Tuesday Feb 09, 2021 and will decide the frequency as it goes. Grades to be included will be from Grades 5-6 and 7-8. Shinta to send to all volunteers including her committee. Jega suggested that limited people be on the brainstorming meeting. Brainstorming on 9th. Kick off meeting on 10th.
- 4.2.4 STEMZ. Rajendra is not here. So this will be discussed later.
- 4.2.5 Update Volunteer list. Santosh is asked to update. New volunteer Mohamed is to be included and he is to send first email to Santosh. New Volunteers are to complete PEO 3 modules of the volunteer trainings according to the Chapter office. Members who did not have a record of their volunteer training to contact Santosh by email. It was confirmed that Syed Reza has completed this training while it was not clear if Mohamed Naqvi had done. Peng stressed the need to comply with PEO requirements for volunteers.
- 4.2.6 Technical Tour: On Hold. Only possibility is to have the virtual tour.
- 4.2.7 Transfer Printers, projectors, banners, etc:

Javeed wants to hand over the heavy printer to Peng. All Banners are in the storage. Javeed Computer goes to Rajendra once he comes. Javeed needs to use the computer for the ledger updating till end of task. Treasurers documents already received by Shinta today. Murad handed over the projector to Peng.
- 4.2.8 Web Updates (Rene). Need to update AGM on website. Rui is to contact Rene as per information on Board members contact list.

5. Information

- 5.1 Councillors' Report: None. Samuel invited the councillors by emails but there was no response from them. Secretary to send meeting invite to all councillors who are on the list.

6. Other Business:

- 6.1. Chapter document management (Victor). Javeed to train Shinta and to transfer all documents to Shinta. Victor will post all files on the Google drive. Board members to upload from the link. After that it will be removed. All new photographs to be uploaded on the google drive for newsletters and other articles.
- 6.2. New Treasurer's training session: the outgoing treasurer is to train the new treasurer. For the training session the past chair Victor and the financial reviewer Jega (if possible) will



be there. Victor is to send zoom meeting link for this. Javeed suggested weekend Sat 27th for meeting around 6:00P.M in the meeting. Jega left and to talk offline for this meeting. The board officers and committee chairs can have the zoom accounts to facilitate arranging the meets, the virtual events.

7. Next Meeting Date and Adjournment

- 7.1. Next meeting: March 12, at 6:30pm, (second week of March) so that PEO Bank statement will be released by then. Venue: by zoom platform. Refreshment by gift cards for food. \$ 15.00 recommended. For today's meeting, 17 people on the attendee list as per Samuel. Shinta is to provide e-gift cards for today's attendees' meals. Samuel is to send the list of attendees to Shinta and list of committee members to Santosh.
- 7.2. Meeting adjourned at 8:51 PM ET.

Volunteers:

Bala Balasingham
Jega Jaganathan, Ph.D., P.Eng., FEC
Myles Mylvaganunam, P.Eng.,
Narayanapillai Asogan, P.Eng., FEC
Karthiga Thevaseelan, EIT
Stephan Shatara, P.Eng.
Lorraine Fraser, P. Eng.,
Javeed Ahamed Khan, Ph.D., P.Eng.,
Mohamed Naqvi, EIT
Syed Raza, P.Eng.