



Scarborough Chapter

MEETING:	PEO Scarborough Chapter Board Meeting				
DATE:	Friday, April 16, 2021	TIME:	6.30 PM ET		
LOCATION:	Zoom				
CHAPTER BOARD:	Peng Zhang, P. Eng., LEED AP	Chair	X	Guests	
	Rajendra Gadhvi, P.Eng.	Vice Chair	X		
	Lin (Victor) Lan, P. Eng., LEED AP., FEC	Past Chair	X		
	Shinta Gragossian, P.Eng.	Treasurer		Volunteers	
	Samuel Jacob, P. Eng.	Secretary	X		
	Dr. Santosh Gupta, P. Eng., FEC.	Executive	X		
	René Siguenza, P. Eng.	Executive	X	Councilors	
	Rui Li, P.Eng.	Executive	X		
	Cherisse Diaram, EIT.	Executive	X		

1. **Call to Order**

- 1.1. Peng Zhang P.Eng., called the meeting to order at 6:37 pm
- 1.2. Introduction of attendees. Everyone known to each other. No new member attending this meeting.
- 1.3. Peng Zhang, P.Eng., welcomed everyone.

2. **Routine Business**

- 2.1. Confirmation of Quorum – a quorum was confirmed.
- 2.2. Approval of Agenda -Moved by Victor Lin, P.Eng. FEC, Seconded by Rajendra Gadhvi, P. Eng, all in favour.
- 2.3. Approval of Minutes of meeting #2 of March 12, 2021. Moved by Dr. Santosh Gupta, P.Eng., FEC, seconded by Victor Lin P. Eng. No comments. All in favour
- 2.4. Monthly Financial Statement – **Shinta** was unable to attend and so there was no update. Dr. Jega Jeganathan, P.Eng., FEC reminded the chair that the semi-annual financial audit is due in end of June and Shinta as treasurer is to start to prepare for the financial report. No March statement received from PEO yet and so nothing was shared to the members.

3. **Decisions/Special**

- 3.1. No items to discuss.

4. **Input/Action Items**

4.1. Progress Reports

- 4.1.1. LAP - **Rene** confirmed that the LAP program is underway and there were total of 16 matches. Mentees are to go to the PEO website and finish the LAP online module before contacting mentors. Peng reminded Rene that feedback/review be done in about 3-month time after the LAP started.

- 4.1.2. YIS 2021 – **Shinta/Cherisse**. As Shinta was not present for the meeting Peng asked Cherisse EIT to give an update on the recently conducted YIS and the NEM event. Cherisse reported that the event was great success especially under the pandemic situation. 22 participants took part on the March 20th event and 4 were selected for the NEM event on the 27th to present top a larger audience. The Post event meeting was conducted on April 9th and a lot of constructive feedback was received and documented by Shinta. Victor confirmed that the gifts cards were sent out to the participants and the winners - total of 22. There were some material costs reimbursements. Shinta is to contact student participants for their feedback as well.

- 4.1.3. March Seminar - **Victor** gave the update on the March Seminar on Building



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Automation. 52 members participated and the topic was well received. The seminar had a Q & A session after the event which was well conducted.

4.1.4. GLP activities - **Rajendra** reported that he attended the post budget Town hall meeting of Hon. Peter Bethlenfalvy on the Ontario 2021 Budget and gave a report on the salient points and the budget spending proposed. Victor updated the members that all 6 local MPP's attended the YIS event on the 2 different days. The Report prepared by Rajendra for the YIS event of March 20 has been vetted by Santosh Gupta and Peng suggested that Rajendra submit to Samuel P.Eng. when the newsletter is being compiled. Rajendra confirmed that the report of NEM event has also been sent to Jeannette Chau P. Eng. to enable them to publish at a later date. There was a discussion on sending of GLP report to Jeannette Chau and Peng once again stressed the need to consolidate and send one report only for one event so that PEO can stick to their norms for publications.

4.2. Upcoming Events

4.2.1. Aspiring Engineering Scholarship -**Rene** reported that he is planning on a volunteers meeting on the following day Saturday April 17th with Cherisse and Karthiga both with experience in previous years committees. It was confirmed that \$1000 funding has been secured. Peng confirmed with Rene that the last years templates sent have been received by Rene by email. Victor asked for a schedule to be determined as last year the schools were sent emails by May.

4.2.2. STEMZ – **Rajendra** is this year STEMZ project manager. There was a lengthy discussion on the STEMZ, what was in past years and what it could be for this year STEMZ. The first step as recommended by Peng was to call for a meeting of the volunteers for a kick-off meeting and to brainstorm. Volunteers as informed to Rajendra (who was absent for the 1st and 2nd BOE meetings) are Mohamed Naqvi, Madusuthan, Cherise and Stephan Shatara P.Eng. Mathletics is scheduled for Oct 23rd and prefer to have STEMZ earlier. Dr Jega suggested that both events be conducted on the same Day. Dr Javeed highlighted the need to manage time considering that the events are going to be virtual. The discussion concluded with Cherisse suggesting that the details be discussed in the next STEMZ committee meeting as we do not know what the situation would be in October. It was suggested that we prepare for an online event regardless of what the situation might be then. The possibility of combing Mathletics and STEMZ on the same day was also explored and Rajendra to confirm an earlier date if possible.

4.2.3. Seminars - **Victor** reported that the next seminar was scheduled for April 28th on the topic of PEAK. Speaker will be Arden Heerah P. Eng. Victor confirmed that he has emailed Rene to post the information on the Chapter website. Seminar committee to meet on April 22 to discuss and fine tune the Agenda and tasks. Javeed volunteered to do a seminar in November 2021 and will provide the topic and other details a couple of months in advance.

4.2.4. GLP activities - **Rajendra** updated the committee that he has received the email from Jeanette Chau P. Eng. the GLP Manager providing the links for the upcoming GLP Academies for training of volunteers on May 05 for the ECR. There is another date provided, April 24th for those volunteers who cannot attend the date set for their region. He has sent out all the information to the committee members and volunteers and is planning to have a meeting once the academies have concluded to plan the activities and strategies for the remaining portion of the year. Samuel requested Rajendra to clarify further on the whole process of certifying GLP volunteers and mentioned that attending the 2-hour webinar was mandatory and there are 2 other components to the training process. Rajendra clarified that the Webinar will be followed by a self-learning process for which material will be provided after the webinar and



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the 3rd part will be an online multiple answer test which all participants have to pass to be certified as a certified GLP volunteer/representative.

- 4.2.5. 30 x 30 - **Cherisse** updated the committee on recent developments in this program. The plan is to continue working on a regional level with a few chapters namely York Chapter, Scarborough Chapter, Lake Ontario Chapter and few other chapters. The focus is on using the Lap program to encourage female engineers to avail of this program and to reduce barriers to Licensing. There would be an effort to establish one on one contact with employers who would enable women engineers to get licensed with the requisite experience.

Cherisse mentioned that they are also on social media such as LinkedIn and twitter and asked members to follow them and be updated on the progress.
 Karthiga mentioned that she will be running the Instagram page for this program and will be posting information next month and will share to BOE members to follow.
 Peng requested Cherisse to include Scarborough Chapter members such as Stephen and Murad and Lorraine in the meeting. Murad clarified the email address to which mail need be sent. Lorraine had communicated to Cherisse that she would be more active in this program once she had done some courses.

- 4.2.6. Virtual Technical Tour: **Peng** gave an update on the proposed virtual technical tour of the F J Horgan Water Treatment Plant. Peng and Jega have watched the video of the plant operation in the end of March and think it will be a good tour for the members. The Plant is in the process of preparing additional video for this tour and members will be updated about this tour in May or June depending on their schedule. It will be a 2-date event to facilitate maximum participation of members. Jega added that he was impressed with the material seen so far and recommended it to the Chapter.

- 4.2.7. PEO AGM, May 2021 and Virtual Volunteers Leadership Conference May 14, 2021: **Peng** confirmed that she will be attending along with Rajendra on behalf of the Scarborough Chapter. Victor suggested that as it is an online event that other volunteers participate as well. Peng informed the BOE members that she will contact the Chapter Manager and find out if others can also join and will inform members of his decision by email. Peng clarified that it is not volunteer training but a volunteer leadership conference.

- 4.2.8. PEO SC Spring/Summer Newsletter: **Samuel** mentioned that this being his first year as Newsletter Editor he would require some help from other past members. Rajendra is to transfer templates for the Newsletter to Samuel in Word format. Samuel is to call for a meeting of the Newsletter Committee to discuss and plan the 1st newsletter of 2021 for the PEO Scarborough Chapter sometime early in May. In the interim committee chairs are requested to prepare and send in reports for the newsletter for projects completed up to March 31st of this year. He requested reports from GLP, Seminars and YIS Program managers. Peng also reminded that Scholarship, LAP and 30 x 30 reports be also used in this newsletter.

- 4.2.9. **Summer Family Event/Virtual BBQ:** Cherisse mentioned that with the current situation with the pandemic, the social event will most probably be a virtual event. She will discuss with Shinta and Karthiga and come up with some ideas for this event in the next 2 weeks. Murad suggested that we consider some virtual games that can be used for this event. Peng suggested that this event be held in July and Cherisse projected a mid to late July date similar to the earlier Bar-B-Que dates.

- 4.3. Web Updates - **Rene** was requested to provide an update on the items below and he confirmed that there was a website committee meeting scheduled for April 17th and other than the one member who will be in training, wanted others to be involved as a backup. Asogan agreed to



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help with Netfirms in the website updates. Asogan and Jega highlighted the requirements of volunteers to be trained and the need to have only 1 editor. Karthiga suggested that the training be recorded for the benefit of future volunteers. Mohamed Naqvi was suggested by Victor and volunteered for the training.

The following items need to be updated on PEOSC website:

- 4.3.1. Upload AGM 2021 information under Past Events on the website
- 4.3.2. Upload the photo of new Board on the website
- 4.3.3. Upload YIS 2021 information under Past Events on the website
- 4.3.4. Upload Seminars information under Past Events on the website
- 4.3.5. Upload the BOE meeting minutes of Feb and March on the website under Past Events

5. Information

5.1 Councillors' Report. (5 mts each). There were no Councillors present and so no report. It was pointed out that Councillors have been very regular in attending or sending their apologies for absence and so Samuel was requested to ensure that meeting minutes and invitations are sent out for the next BOE meeting. After this year's PEO AGM, the new Councillor will take over (Christopher Chahine P. Eng.)

6. Other Business:

6.1 Equipment Transfer. **Javeed Ahmed Khan** P.Eng., Ph. D transferred printer and Rajendra's computer to Peng. Rajendra is to pick up the computer from Peng. Murad reminded that Shinta needs to pick up the Drone and few MEE kits. Madu reminded that he still has parts for Mechatronics training to be given to the schools to be handed over to the Committee. Rajendra has one Mechatronics kit with him that he wants to hand over. Madu suggested that this can be useful for training. Victor mentioned about the Chapter asset list.

6.2 Uploading and posting videos and photos on Google Drive. Victor has set up the Google drive for posting photos for members to share. Madu suggested that he will send out the photos as attachments so that someone else can update on the website. Jega and Madu mentioned about issues on opening the google files sent by Victor. Cherisse suggested that all BOE members get a gmail address for better transmission of google docs. Peng stressed the importance of having the website updated in a timely manner for the better communication with members and the public.

7. Next Meeting Date and Adjournment

- 7.1. Next meeting set for May 21'st at 6:30pm, Venue: Zoom platform to be arranged by Samuel Jacob. Refreshment by Peng for 15 attendees. There was a discussion on gift cards by Skip-The-Dishes as Victor said he did not receive. Cherisse to resend to Victor. Need to register for an account and use to order online. Adjournment. Motion moved and seconded and passed.
- 7.2. Meeting adjourned at 8:01 PM ET.

Volunteers:

- Dr Jega Jeganathan, P.Eng., FEC
- Mohamed Naqvi, EIT.
- Karthiga Thevaseelan, EIT.
- Dr. Javeed Ahamed Khan, P.Eng.
- N Madusuthanan, P.Eng., FEC
- N Asogan, P. Eng., FEC
- Murad Husain, M.Eng., P.Eng., FEC