



MEETING:	PEO Scarborough Chapter Board Meeting			
DATE:	Friday, October 15, 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	X	Volunteers
	Samuel Jacob, P. Eng.	Secretary	X	
	Dr. Santosh Gupta, P. Eng., FEC	Executive	X	Councilors
	René Siguenza, P. Eng.	Executive	X	
Cherisse Diaram, P.Eng.	Executive	X		

1. Call to Order

- 1.1. **Peng Zhang P. Eng., LEED AP**, the chapter chair called the meeting to order at 6:32 pm.
- 1.2. Introduction of attendees. No new members present. All members are known to each other
- 1.3. Welcome by Chair. **Peng Zhang** welcomed the BOE members and volunteers present.

2. Routine Business

- 2.1. Confirmation of Quorum – Done
- 2.2. Land Acknowledgement; Read by **Victor Lin P.Eng., LEED AP, FEC**.
- 2.3. Approval of Agenda -Moved by **Dr. Santosh Gupta P.Eng., Ph D.** seconded by **Victor Lin P.Eng.,** as amended. All in favour.
- 2.4. Approval of Minutes of meeting #8 of September 16, 2021. Moved by **Rajendra Gadhvi P.Eng.** seconded by **Dr Santosh Gupta**. All in favour. Dr Santosh Gupta sought a clarification of the wording of the monthly financial statement. Samuel Jacob clarified, and the minute will be expanded, to add this clarification before uploading in the chapter website.
- 2.5. Monthly Financial Statement: **Shinta Gragossian P.Eng.** updated the members present on the Chapter expenses to date and the available balance as of Sep 30, 2021.

3. Decisions/Special

- 3.1.
 - 3.1.1. Updates from Regional Councillors – Chapters may resume in-person activities in accordance with PEO’s regulations as mentioned in Peng Zhang’s email to all BOE Members. There was a discussion on holding the next BOE meeting in person, and it was decided to hold off for the time being and have the next 2 BOE meetings virtually.
 - 3.1.2. Meal vouchers / refreshment guidelines. **Dr Santosh Gupta** shared some guidelines. Refreshment gift cards to be preferably sent within 1 week of the event by the event manager or person delegated. It was discussed and confirmed that there will be no refreshment allowance for GLP sub committee meeting as far as the chapter is concerned. **Samuel Jacob** reminded the earlier directive from the GLP that chapters can allocate up to \$300 per MPP in their riding but must be added in the business plan.

4. Input/Action Items

- 4.1. Progress Reports
 - 4.1.1. LAP: **Rene Siguenza P.Eng.** not present. No updates
 - 4.1.2. September Seminar **Victor Lin P.Eng.** gave an update on the Sep 25 seminar where 54 members registered.



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4.1.3. GLP activities **Rajendra Gadhvi P.Eng.**, informed the members that the GLP activity report to be updated by the different members assigned to the MPP as this must be completed by the end of October. **Samuel Jacob** informed the members that **Dr Santosh Gupta P.Eng.** and **Samuel Jacob P.Eng.**, represented the chapter at the last GLP quarterly meeting of Ontario GLP representatives. The next Quarterly meeting would be scheduled in Feb of 2022.

4.1.4. Aspiring Engineering Scholarship **Rene Siguenza P.Eng.**, not present. **Peng Zhang P.Eng.**, informed the members that the committee has selected the recipient and the Chapter Manager will do the e transfer of the funds. Report on this will be in the next newsletter by **Rene**.

4.1.5. 30 by 30 (**Cherisse**) **Peng** requested **Cherisse P.Eng.**, and **Karthiga** to inform the members on the 30x30 initiative. Employer engagement session that was conducted was well attended by employers. Breakout sessions and polls were conducted. Next steps were achieving smaller goals and having coffee talks and bi-weekly meetings. A YouTube of the event is being planned and a link will be provided for interested members.

4.1.6. Chapter Business Plan of 2022 (**Shinta**)

4.1.7. Financial Auditing: **Dr Jega Jeganathan P.Eng., Ph D.** confirmed that 4.1.6 and 4.1.7 can be removed from future agendas as these points have been concluded.

4.1.8. Chapter Financial Manual: Peng mentioned about the special meeting to discuss the new financial manual and reminded the members of the main points.

4.1.9. PEO SC Spring/Summer Newsletter: **Samuel Jacob P.Eng.**, confirmed that newsletter is available on the website and requested **Victor Lin P.Eng.**, to send an e blast to all members with the link. Samuel inquired of the Board if they were aware of any data on the communication of the newsletter. Jega confirmed that 2107 emails were sent out to those members who had given their emails and only 2 returned as incorrect email. 758 members opened the email and 75 members clicked on the link to view the newsletter. This information has never been asked for by any member. However, it is readily available in the PEO Campaign monitor as pointed out by **Dr Jega**.

4.1.10. ECRC: **Rajendra Gadhvi P.Eng.**, and **Peng Zhang** attended the ECRC meeting on Sep 25, 2021. 2022-chapter allotment was informed. For RCC scholarships no fund raising is allowed. Chapter leadership conference is scheduled for next month.

4.2. Upcoming Events

4.2.1. STEMZ/Mathletics (**Rajendra/Cherisse**). **Rajendra P.Eng.**, confirmed that the STEMZ dry run was conducted on Oct 14'th and the question-and-answer processes was tested and found OK. A couple of mistakes in the questions were pointed out and are to be corrected before the actual competition. Registrations will close as scheduled and no extensions planned.

4.2.2. Seminars: **Victor Lin** confirmed that the next seminar is slated for Oct 27'th and the website has been updated. Victor Lin will send out an e blast for this event shortly. Topic is cyber security and protection by **Changiz Sadr P.Eng., FEC**. Website is already updated as confirmed by **Dr Jega**.

4.2.3. GLP activities: **Rajendra** updated the Board on the efforts made to ensure MPP participation and 2 out of 6 MPP's invited have already confirmed their attendance and participation. MPP **Christina Mitas** will attend STEMZ and so will MPP **Aris Babikan**. MPP **Raymond Cho** will send a pre-recorded video or attend if possible. MPP **Vijay Thanigasalam** has confirmed for Mathletics. One of the GLP committee member appointed by PEO Head office has not responded to calls from Rajendra for some time. Peng Zhang requested Rajendra to call him one more time and report back.



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- 4.2.4. PEOSC Fall/Winter Newsletter: **Samuel Jacob P.Eng.**, the Editor, and Peng Zhang requested all PM's present to send in their event reports earlier this time as this newsletter is time bound, as it contains important information on the 2022 AGM and election of the new BOE.
- 4.2.5. Volunteer Appreciation Lunch (**Santosh/Peng**). There was a discussion on this event and the following was agreed. There will be an in-person lunch. The venue on the ground floor of the Chinese Immigrant services facility will be booked by N Asogan. Food will be catered to and served. N Asogan has confirmed that the venue has been fixed and the details for EFT have been sent to the PEO Head office. Volunteer appreciation gifts will be disbursed during this program. The room / hall booked can accommodate 30-40 persons. Date agreed is Dec 11'th.
- 4.2.6. Search committee: **Victor Lin** was appointed as the chair of the search committee. **Ranee Mahalingam P. Eng., FEC.**, and **N. Asogan P.Eng., FEC** will be the other members on this year's committee. 1 Vacancy expected and **Victor Lin** will call for nominations
- 4.2.7. AGM 2022: The date has been fixed for Jan 22, 2022. **Victor Lin** gave an update. A separate sub committee under **Victor Lin** will oversee organizing this AGM. **Dr Santosh Gupta** reconfirmed that PEO President **Christian Bellini P.Eng., FEC** has confirmed as being the keynote speaker for the event. Everything needs to be finalized before Dec 22'nd.

4.3. Web Updates: **Rene Siguenza** not present but chapter chair Peng Zhang confirmed that most items have been uploaded on the 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 Virtual Technical Tour for both June 24 and July 8
- 4.3.5. Upload Virtual Summer BBQ of July 23
- 4.3.6. Upload Seminars information under Past Events on the website
- 4.3.7. Upload the BOE meeting minutes from Feb to September on the website under Past Events

5. **Information**

5.1 Councillors' Report: Councillor **Peter Cushman** is still in recovery. **Councillor Christopher Chahine** sent his regrets for not attending the BOE meeting. Peng and Rajendra will attend the next Chapter Leaders conference on Nov 20'th.

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

6.1 No other business.

7. **Next Meeting Date and Adjournment.**

7.1. Next meeting set for Nov 19'th at 6:30pm, Venue: Zoom - booking by **Samuel Jacob**.

Refreshment by **Dr Santosh Gupta P.Eng.**

7.2. Adjournment. Motion moved and seconded and all in favor.

7.3. Meeting adjourned at 7:59 PM ET

Volunteers:

- 1. Dr. Jega Jeganathan, P.Eng., FEC
- 2. Muhamad Naqvi, EIT
- 3. Narayanapillai Asogan, P.Eng., FEC
- 4. Ranee Mahalingam, P.Eng., FEC
- 5. Maha Mahalingam
- 6. Nathaly Villada, P.Eng.
- 7. Gajanand Mylvaganam. P.Eng.
- 8. Karthiga Thevaseelan, EIT