



Minutes February 9, 2016

Willowdale/Thornhill Chapter

Tuesday Feb 9th, 2016

Thornhill Community Centre, Activity Room B8

Thornhill Community Centre Branch, 7755 Bayview Avenue, Thornhill, ON L3T 4P1

5:30 p.m. – 6.17 p.m.

Dinner

6:17 p.m. – 8.03 p.m.

Meeting

	Vimbai B Munyukwi, P.Eng.	vbmunyak@lakeheadu.ca
	Noubar Takessian, P.Eng.	noubart@rogers.com
	Maziyar Bolour, P.Eng.	mbloor@gmail.com
	Maliheh Farahnak, P.Eng	mfarahnak@yahoo.com
	Mohammad Horriyat, P.Eng.	m.horriyat@gmail.com
	Souheila Bardakji, P.Eng.	Bardakji@iit.edu
	Hamdy Elarabi, P.Eng	helarabi@gmail.com
	Nick Shelton, P.Eng	nps@nickshelton.ca
	Farhad(Fred) Saghezchi, P.Eng	frsamilbox@gmail.com
	Mohinder Grover, P.Eng	msgrover@rogers.com
	Aung Ko Ko Kyaw, EIT	kyaw.aungkk@gmail.com
Observer	Seyed-Abbas Aftab-Jahani, EIT	Abbas_aftabjahani@yahoo.ca
Observer	Ali Ebrahimi, EIT	ali.ebrahimi.kh@gmail.com
Observer	Andrew McMahan	andrewparlmcmahan@gmail.com
Observer	Amit Gupta, P.Eng	amitayal@yahoo.com
Observer	Azin Aslabni, P.Eng	aslani.azin@gmail.com
Observer	Debasis Dey EIT	Debasis1962@gmail.com
Regrets	Nanda Lwin, P.Eng.	lwin@look.ca
Regrets	Joseph (Joe) D'souza, P.Eng	Joedsouza2006@gmail.com
Regrets	John Penaranda, P.Eng	penaranda.john@gmail.com
Regrets	Rana Tehrani Yekta, EIT	rana.ty@gmail.com

1.0 Call to Order and Welcome by the Chair

- Meeting Called to order at 6:17 PM

2.0 Routine Business

- Approval of Agenda
 - Motion to approve the agenda by Mohinder and seconded by Maziyar. All in favour; motion CARRIED.
- Approval of Minutes (Jan 12th, 2016 minutes,)
 - Motion to approve Minutes by Noubar and seconded by Nick. All in favour; Motion CARRIED.



3.0 Chairs Report (Vimbai)

- Vimbai thanked the Board for the growth opportunity that was given during her tenure as Chair
- ECRC which was to be held on the same day previously has been postponed.
- Since the board will be dissolved, the members who are interested in the chair or the vice chair position are welcome to e-mail Vimbai if they are in
- NEM budget from PEO
 - \$700 from headquarters; 350 1st week of march and other \$350 when the report comes in
- The reimbursement for the members and outside of the board to be discussed
- York chapter, May 6th
 - Emotional intelligence for effective leadership
 - Fee associated \$149 per person for the workshop
 - Mohammad to send out an e-blast for the WTPEO members
 - Noubar has attended a seminar with the same topic
- York did a training session for all ex members and WTPEO should look into it
- Voting is open
 - All members are encouraged to vote in the Council Elections
- 2016 allotment figures were released
 - WTPEO – requested \$31450 but only got \$20080 approved.
 - Councillors had a meeting and a matrix was used to determine the allotment
 - Overall all the chapters 510k last year and 561k this year.
 - No details are given on how the allocation was done.
- AGM
 - Draft copy has been set to all board members and to be treated as privileged information
 - Vimbai thanked Maziyar for putting in a lot of personal time in going through the fiscal binder for the chapter

4.0 Treasurer's Report (Maziyar)

- \$ 19925.75 balance as of Feb 9th, 2016.
 - 50% of the allotment has been received
- On Feb 4th, Mark Friedberg was requested to come in and do an audit for the chapter. \$200 and cost of food was given in appreciation; totaling \$258.16.
 - He went through the bank statements and expense sheets looking for the discrepancies and \$698 was found to be the difference from cheques not cashed in



- The individual doing the audit must be certified accountant
- Vimbai asked the new board to sit and down and look through the business plan after march 8 election

5.0 Committees Report

➤ EIT and Mentorships (Maliheh)

- We have 14 EITs and 12 Peng who attended the LAP event
- Better to have seminar for all EITs and P.Engs to introduce the LAP program in the coming future year
 - Need to encourage more Peng to participate as a mentor
- Last year there were 2 events; introduction and kick off meetings
 - This year have 1 combined intro and kick off
 - Start it as early as possible to give time for the sign up
 - PEO will not pay for the mileage for volunteering for the LAP program.
 - Do we need to have appreciation dinner
 - Does EITs need to attend appreciation dinner? No
 - EIT workshops are no longer reimbursed.

➤ Education (Rana) Regrets sent.

- Mohinder updated in Rana's absence
- We had 2 meetings. A lot of volunteers
- Grade 5-6, mathletics and Grade 7-8, water for world
 - Engineering clean water project, helped by EWB and materials has to be procured
- Azin has been central in making the NEM events which will be held on Mar 13th,
- Nanda will try to secure room in Seneca college for weekly meetings
- Event day room booking is also in Seneca. A hall will be divided into 2 portions
- Clickers
 - 100 clickers, \$8957.96 including taxes
 - Rental costs \$1114.99 including taxes each time
 - Azin mentioned that the receiver for the clickers from PEO is not working
 - Scarborough chapter owns their own clicker
 - Hamdy suggest using a software Kahoot that uses Smartphones to assume the functions of clickers
 - Drawback – students can go online to find answers

➤ Programs (Nick)

- Last seminar Stress management for the busy Engineer
 - Talked about the body and to do it from a point of exercise and diet
 - The same talker has other topics that he does
- Feb seminar on sending Human to Mars has been post phoned as the speaker has other arrangements



- Nick has a list of the interested speakers that he can pass on to the new chair

- **CPC/AGM (Souheila)**
 - Feb 23rd AGM
 - Booked room at Hillcrest Library for \$155.87 till 9 pm.
 - Mohammad to resend the invitation for the AGM
 - If we do AGM on the weekend, will we get more people?
 - The invitation was send 19th Jan
 - Newsletter to be printed for AGM
 - Contact Sharon

- **Electronic Media (Mohammad)**
 - Invitation for programs AGM and newsletter
 - Programs
 - Financial planning Feb 22nd
 - AGM invites, follow up invitations to go out
 - Newsletters were sent out with a changed format
 - 1st page will act as a content page
 - Invitation for NEM
 - Eventbrite
 - To have 2 different invitations
 - The parents names and the student names blanks must be given



- The same invitation will have two choices for the two events. Only one option must be chosen before the
- E-mail from campaigner
 - Confirmation of e-mail so that all replies will go back to respective chapter chairs.
 - Advised to wait till the new boards comes in
- **Publication (Hamdy)**
 - Published a newsletter for the February
 - Sharon has requested the piece from Noubar and Fred to be removed.
 - No conflict of interest but it is the possible perception
 - The piece can be ran in the next issue of the newsletter
 - Photo agreement
 - Add on to the invitation about the disclosure
 - PEO no longer prints newsletter for the chapters
- **Awards (Mohinder)**
 - Mohinder mentioned that he will be sending out a record for the service record.
 - Put a hold on it
 - Two nominations made to PEO
 - Order of honor



- One was rejected because it was not completed
- All PEng who signed the nomination has to provide a letter of nomination
 - EIT sterling award
- 5 years service award
 - 15 minutes for the service award is allocated in the AGM agenda
- Chapter office is responsible for tracking the service years
 - Chapter can also vouch for the service years of its own members

6.0 Other Business

- Chapter asset list – Vimbai has reminded the Board members to fill it out if it has not be done so already
- Matt sent an e-mail to all chapter chairs.
 - They got a deal on all podium banner and Vimbai to double check if these are customized
- OSPE
 - Reaching out to chapters to meet the Vice-Chair (Noubar) and EIT Chairs
 - Vimbai has asked to hold off on the meeting till the new board comes in.
 - Vimbai has also mentioned that we cannot send out an invitation for OSPE.
 - Matt from the chapter office will very likely go through with the new chair and vice chair regarding this topic.
- LAP event
 - Reimbursement request from volunteer
 - PEO do not pay from mileage. It will be reimbursement from the chapter
- AGM – The slate of candidates now total 20.



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7.0 Motion to adjourn

- Motion to adjourn meeting. Mohammad and seconded Hamdy. All in favour; Motion Carried.
- Meeting adjourned at 8:09 pm

Minutes Prepared by Ko Ko,