



**Mississauga Chapter Board Meeting Minutes**  
**Tuesday September 16<sup>th</sup>, 2014, 6:30 ñ 9:30 p.m.**  
**Peterís on Eglinton, 1035 Eglinton Ave. E., Mississauga, ON**

**Board Members Present:**

Lisa MacCumber, P.Eng., Jana Havard, P.Eng., Suhad Samantha Ateia, EIT, Art Kirnichansky, P.Eng., Colin Moore, P.Eng., Galal Abdelmessih, P.Eng., Juwairia Obaid, EIT, Rishi Kumar, P.Eng., Katherine Diep, EIT, Brett Chmiel, P.Eng.

**Regrets:**

Phil Maka, P.Eng., Amr Kaoud, P.Eng., Jeff Hujan, P.Eng., Jordan DeMello, EIT, Khaled El-Rahi, P.Eng., Pappur Shankar, P.Eng.

**1. Call to Order**

Chair called the meeting to order at 6:56 p.m.

**2. Approval of the Agenda**

The Agenda was reviewed. The Town Hall was added to Other Business.

Motion to approve the agenda:

Moved by: Rishi

Seconded by: Colin

Motion passed unanimously.

**3. Approval of Minutes of the previous meetings**

- The June 16, 2014 Board meeting minutes were approved subject to the following:
  - o Section 7 AGM: change of wording,
  - o Section 7 WIE: correct the spelling of WIE, correct to read \$2500.00 for five events,
  - o Section 7 Engineers AsÖ series: correct to read \$2500.00.

Motion to approve the June minutes as amended:

Moved by: Jana

Seconded by: Juwairia

Motion passed unanimously.

- The March 18, 2014 Board meeting minutes were approved.

Motion to approve the March minutes as amended:

Moved by: Galal

Seconded by: Jana

Motion passed unanimously.

**4. Business Arising from the Previous Meeting**

- Rishi asked about performance measures used during the Scholarships assessment phase. This question was tabled for later in the meeting, to be discussed during the Awards and Nominations Committee Report.

**5. Chairís Report**

- Chapter Picnic: was to be held in August, was not held this year. Khaled was not able to book the park. He had told Lisa no other parks were available. The board suggested that whoever



is organizing the picnic for next year should book the park immediately following the AGM. The PanAm Games next year may present a significant conflict. The board re-emphasized the need to book the park early.

- Executive BBQ at Chairís house: to be held Sunday Sept. 28<sup>th</sup> around 2:30 p.m. Send Lisa an email if available.
- West Central Regional Congress: to be held Oct. 4<sup>th</sup> 9:00 a.m. ñ 4:00 p.m. Can send one EIT. Juwairia will attend. Items to bring up: newsletter.
- Chapter Leaders Conference: to be held (as an all day event) on Sat. Nov. 22, 2014. Topic and Theme: TBA. Chair and Vice-Chair or substitute to attend. Lisa to check if EITs are able to attend. Lisa to check if the additional participant will be able to attend the Awards Gala (on the same day in the evening) and if a hotel room will be included on Saturday evening. Sam expressed interest in attending. It was decided that this topic will be re-discussed at the next board meeting.
- Upcoming Events: 1) Environmental event Oct. 7<sup>th</sup>, organized by Phil, Air Permitting, with Paul Complin, speaker from Ortech, 2) WIE Tour of Ripleyís Aquarium Sept. 21<sup>st</sup>, organized by Sam, 3) OSPE (Engineering Employment Event) E3 Mississauga event Oct. 9<sup>th</sup>, joint chapter event with OSPE organized by Khaled and Sam, 4) Nov. 3 Licence Ceremony, organized by Juwairia.
- Christmas Party for Chapter Executives: planned for Dec. 15<sup>th</sup> or before. Need someone to help Jana with booking restaurant, etc. Looking for a venue with a \$55 per person set menu. Gift certificates for partners and spouses. Lisa to purchase gift cards. In previous years this was held at the Muddy Duck and at the Barber House.
- Municipal Election: the board is encouraged to vote in the election
- West Central Draft Minutes: Lisa to send out. Please send your comments to her.
- Chapter AGM Dates: Galal proposed some potential dates. The AGM needs to be held between end of January and mid-February. Lisa not available on Thursdays. Decided that Tuesdays or Wednesdays would work better. Galal to check with Golf Clubs as a potential venue.

Motion to approve the scheduling of the 2015 Chapter AGM as per dates discussed:

Moved by: Juwairia

Seconded by: Art

Motion passed unanimously.

## 6. Treasurerís Report

- Jana confirmed Credit Valley was paid \$7,425.39
- Jana had a question about line item Eventbrite \$4,097.81 and asked for help in identifying which event(s) it belonged to
- Sam asked about the process for handling Eventbrite and other processing fee(s) for events, should they be charged to the member or to the Chapter? Art confirmed that the proper way is to add it to the event as a fee, charging the attendee, and the way it was handled for the WIE Tour in Sept. was correct.
- We have a total of \$35,899.99 in the accounts as of Sept. 11, 2014
- Currently projected net costs total \$31,875.00
- Jana suggested spending more on food for the AGM
- Jana advised the board to hold additional events as we have sufficient funds

Motion to accept the Treasurerís Report as tabled:

Moved by: Colin

Seconded by: Katherine

Motion passed unanimously.



## 7. Committee Reports

### a) Communication

- Website is up to date. Send any comments to Art.
- Potential events for Fall 2014:
  - 1) Social Media and Marketing Yourself: Planned for Oct/Nov. Expecting around 60 attendees. Plan to charge \$5 per ticket. Need \$1000 for operational expenses.

Motion to approve \$1000 for Social Media and Marketing event:

Moved by: Art

Seconded by: Colin

Motion passed unanimously.

- 2) Presentation Skills: Joint event with OSPE (John Moudakis). Art would like a similar format as last year's Energy Options event. OSPE suggested \$450/person for 2 day course. The idea is parked for now. Suggestions: shrink it down to a 2hr lecture or half-day Saturday afternoon event, with \$400 for speaker fee.

### b) Awards & Nominations

- PEO Scholarships: Art thanked Lisa, Juwairia, Jordan, Phil and Pappur for their excellent work on the scholarship selection process. Modified scholarship guidelines were used this year. 29 applications were collected from 13 schools. Essays (/40), Questions (/30). References were verified but not used for scoring. The team spent 3 hours ranking applications. 1 reference left, Phil to check. End of week will be sending congratulations letters to applicants. Outstanding applications came from Port Credit, Catholic, IB Program schools.
- Cheques to be presented at graduation ceremonies at 4 different schools. Art to get dates of graduation ceremonies. Art suggested the use of certificates in frames rather than the large cheques as a 'classier' method of presenting the scholarship money at the graduation ceremonies.
- Committee wishes to increase number of scholarships to 6 (at \$500 each). Sponsorship money from Engineers as Managers Conference (some of the profits) to be used for funding these additional scholarships.

Motion to approve using \$1000.00 funded by Engineers as Managers Conference sponsors for 2 additional scholarships at \$500 each:

Moved by: Art

Seconded by: Lisa

Motion passed unanimously.

- Rishi asked do we track how many of the scholarship recipients actually complete an engineering degree? Lisa to put a comment to see if we can track this.
- Sterling Award for EITs: Lisa: If EITs on the board require references or letters of recommendation they should not hesitate to ask their fellow executives.
- FEC/ Order of Honour Award: Colin has been asked to nominate a nominee. Recommendation letter from Pappur has been received. Jana to send recommendation letter.



- Everyone is encouraged to review the Award Nomination criteria online
- c) Licence Presentation Ceremony**
  - On track for Nov. 3<sup>rd</sup>. Christine Zimmer from Credit Valley Conservation Authority as keynote speaker. Board members should reply to Juwairia's invitation to attend if they have not done so already.
  - Discussed Rogers TV's delay in airing the video from the last ceremony
  - Last licence presentation ceremony went well, though went late due to long speeches. Also, too many people in the pictures
  - Lisa to send Sharon an email regarding how to simplify reimbursement mechanism for the licence presentation ceremonies
- d) Women in Engineering**
  - Next WIE event to be held on Sunday Sept. 21, 2014. Will be a social tour of Ripley's Aquarium of Canada, downtown. Organized by Sam, Lisa is attending. Sam and 5 other volunteers will lead the tour in small groups. 27 attendees expected. Tickets sold at \$20 + HST + Eventbrite fee. Tickets subsidized at ~ \$7.55 per person.
- e) Education**
  - Bridge Building Challenge ñ the machine is still with Steve. Part of it is a Brett's house. Still need to pick up.
  - Mathletics ñ planning started. Estimated around Nov. 10<sup>th</sup>. Looking for volunteers.
- f) Environmental**
  - Colin reported on the environmental event held the week before
  - Next event to be held on Oct. 7, 2014
- g) Engineers in Training**
  - Planning an EIT event potentially for November around the topic of opportunities for working in Northern Ontario. Lisa suggested her father would be a great contact to assist with this. Lisa to send Galal her father's contact info. This event to be organized by Galal and Sam.
- h) Government Liaison Program**
  - Galal suggested that, as there are several of our regional members running for municipal positions in the current municipal election, we should send out an email blast to all chapter members providing updates and links to each candidate and requesting member support by volunteering for and/or donating to their candidate of choice.
  - Rishi cautioned against using or releasing email addresses for political purposes. Lisa and Juwairia mentioned that they cannot campaign or endorse due to job-related conflict of interest issues. Galal to write up a draft and Lisa to send to Matthew Ng to check and approve content. Once approved, Art to post on PEO MC LinkedIn group.
  - This topic was deferred to the next board meeting due to Khaled's absence.
- i) LAP**
  - 25 interns and 25 mentors matched
  - 15 of these are ìactiveî
  - Most interns are looking for jobs
  - Midterm surveys sent out, only 3 or 4 were received
  - It was suggested that interns attend the upcoming E3 event. Rishi asked Sam to let him know when OSPE opens up registration for the event so that he can inform these chapter



members ahead of the event. Sam provided the details of date, time and cost of the event and agreed to send Rishi notification of registration access as soon as she receives it.

j) Newsletter

- Chapter newsletter was not sent out by PEO. Lisa to re-forward emails and contact Yulia and Sharon, cc Matthew Ng, cc Colin, cc Jordan
- Jordan needs the event reports. Please keep them coming
- Lisa need to report at Regional Congress meetings. All reports for events since end of May need to be sent to her as soon as possible. This applies to events from the following committees:
  - Licence Presentation Ceremony,
  - Environmental,
  - Women In Engineering

**8. Other Business**

- Volunteers List
  - Pappur needs the volunteer list for Experience Count. Lisa to send compiled volunteer list.
- Town Hall
  - Ideas for a "Safety in the Workplace" or "Health and Safety" Town Hall were discussed
  - To be held in November
  - Jana expressed concern that there was not enough time given to attendees of last year's town hall to ask questions. She suggested the board consider a longer question period for this year's town hall
  - It was decided that this topic is to be discussed at the next board meeting

**9. Next Meeting**

To be held on Monday Oct. 20, 2014.

**10. Adjournment**

Motion to adjourn the meeting:

Moved by: Sam

Seconded by: Brett

Motion passed unanimously.

The meeting was adjourned at 9:17 p.m.

Minutes prepared by:  
Suhad Samantha Ateia, EIT, PMP  
In Jordan DeMello's absence