



MEETING:	<b>PEO Scarborough Chapter Board Meeting</b>				
DATE:	Friday, 2009-08-07			TIME:	6.30 PM ET
LOCATION:	Yee Hong Centre for Geriatric Care, 60 Scottfield Dr.ON, (SE of Middlefield and Finch Avenue).			PAGE:	1 of 2
CHAPTER BOARD:	Raju Chander, P.Eng. Madu Suthanan, P.Eng Ranee Mahalingam, P. Eng N. Asogan, P.Eng Tom Fernandes, P.Eng Ken Chiu, P.Eng. Whitefield Ye, P.Eng. Murad Hussain, P.Eng. Kwame Johnson, EIT	Chair Vice Chair Past Chair Secretary Treasurer Executive Executive Executive Executive	X X X X X X X X	GUESTS  Volunteers  Councilors	Ramnesh (EIT)  Santosh P.Eng Corneliu P.Eng Denis P.Eng

**1. Call to Order**

- 1.1. Raju called the meeting to order at 7:22 pm
- 1.2. Introduction of new members - done

**2. Routine Business**

- 2.1. Appointment of minute taker  
Asogan was appointed to take minutes for this meeting. Madu Moved and seconded by Ranee
- 2.2. Approval of Agenda  
Moved by Madu, seconded by Ranee to approve the agenda, all in favor.
- 2.3. Approval of 2009-07-03 meeting minutes  
Moved by Ranee seconded by Murad to approve the minutes, all in favour none against.
- 2.4 Monthly Financial Statement (Tom) – Verbally reported financial status. Raju/Madu/Tom to meet and discuss the financial status and compare with the business plan of 2009. Murad to be included in these discussions to facilitate planning of future events.
- 2.5 Action items outstanding from previous meeting minutes. – All outstanding items incorporated in the agenda.

**3. Decisions**

- 3.1 No decision items.

**4. Input/Action Items**

4.1 Web Updates (Asogan/Murad) – Asogan briefed the updates completed. Board appreciated work done by Asogan in the web updates, however suggested that work to be done as a team with Murad leading as decided by board.

4.2 Volunteer Training – Report - training on Excel for accounting (Madu) – Madu reported about the event. Board was pleased of the success of the event. Board appreciated Madu for conducting the event, Murad for organizing the place which was well equipped. Also Board to write to pastor and teacher thanking for the support given for the event.

Madu explained training program on MS projects by Gaurav. Murad to contact Gaurav to organize the event.



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Corneliu mentioned that the training program is good and should look forward to make the chapter visible to community through such programs.

PC's from PEO Volunteer Training – method for allocation (Madu/Asogan) – Asogan informed regarding a questionnaire to active participants for determining who needs a desktop PC and how the chapter and the volunteer would benefit. Board accepted the proposal. Asogan to send out the questionnaire to volunteers actively participating in chapter events. It was also proposed to consider whether it will be possible to donate few computers to Marketplace Ministries of Scarborough who are providing the facilities to our chapter's to conduct the volunteer training programme.

4.3 Mathletics – Provincial and Chapter Level (Raju/Madu/Whitefield) Nov 28, 09 – Scarborough Civic Center for Provincial contest. Chair suggested that a high level steering committee to conduct the first Provincial Level Mathletics is necessary. Board agreed. – Raju to lead with Denis, Thomas, Raneer, Ken, and Kwame as members. Raju to contact Thomas and Kwame and get their consent. Chapter level date changed to Nov 15 Sunday – based on request from Centennial college. Whitefield – coordinator.

- Progress on questions – Madu Reported some questions received – need to have over 200 questions. Madu to prepare a plan.
- Possibilities of YMCA/ Chinese Cultural center for future events (Murad/Santosh) – to continue pursuing the subject.

4.4 Event List and New Events (Murad). – Murad presented an updated list.

- 1) TETRA event scheduled for 20 Aug – 6:30 to 8:30 at Malvern library, Tom for Registration. Web publication and email blast to be done by 12 Aug 09.
- 2) Intellectual property rights seminar – Murad to check to have the event on 11 Sept.
- 3) Softskills – Ramnesh volunteered to conduct.

Murad – to send updated events list to Secretary for inclusion in the agenda.

4.5 Education Coordinator Report (Kwame) – Raju reported on behalf of Kwame of event of NSBE on volleyball and Mathletics. Date to be decided.

4.6 Volunteer Coordinator Report (Whitefield) – Postponed to next meeting as Whitefield not present

4.7 Scholarship Sub-Committee (Raneer) – 15 applications received. Committee met on 23<sup>rd</sup> Jul and studied applications. 3 incomplete applications were disqualified. Finalizing to be done

4.8 Licensing Experience (Raju) – Not moving well. Candidates don't seem to be working hard on the project.

4.9 Newsletter – 2<sup>nd</sup> News letter (Asogan) – reported. No 2 to be published by end Aug/ mid Sept.

4.10 Visit to Enbridge Fuel Cell – 2<sup>nd</sup> round (Bhadresh/Mustafa) – Janaki was contacted. No response yet from Enbridge

4.11 Additional laptop/projector/screen – status of purchase (Madu) – laptop and screen purchased - projector purchase – postponed.

4.12 GLP – Team report (Madu) – Murad reported on event of Bas Baskisoon on 25<sup>th</sup> July which he attended. GLP team to meet on Wednesday, August 19, 2009.

4.13 National Society of Black Engineers (NSBE) Conference March 31, 2010. Additional info (Raju) to be provided. – Spoke to Corneliu to take up with PEO executive committee.

4.14 PEO Education Conference – Oct 16/17, 2009 -

4.15 Tetra Event (Madu) – Madu to give material for web page.

4.16 CPAC request for letter of support – discussed – no objections. CAPC to officially write to chapter chair for letter of recommendation.



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5. **Information**

5.1 Councilors Report –

Corneliu, Denis, Santhosh - presented their reports.

6. **Other Business:**

6.1 Condolence letter to Junior Councillor - Thomas Chong - Report (Raju) – Raju reported that letter sent.

6.2 Thank you letters to Denis Carlos and Matthew Ng sent for donating computers/monitors for volunteers training programme.

6.3 Picture of Scarborough Chapter Certificate Presentation Ceremony in Engineering Dimensions was circulated.

7. **Next Meeting Date and Adjournment**

7.1 Next regular meeting set for Friday September 11, 2009 at 6:30pm, Venue: Yee Hong, to be booked by Ken. Madu - extra food arrangement.

7.2 Chair requested for an in-camera meeting, board agreed. This meeting will be conducted on Thursday, August 27, 2009. Venue to be decided.

7.3 Adjournment

Motion moved by Tom and seconded by Ken to adjourn the meeting.

Meeting adjourned at 9:50 PM ET

Minutes approved at BOD meeting of Sep 11, 2009