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|----------------|--|------------|---|-----------------|---|
| MEETING:       | <b>PEO Scarborough Chapter Board Meeting</b>   |            |   |                 |   |
| DATE:          | Friday, 2011-02-04   |            |   | TIME:           | 6.30 PM ET                                |
| LOCATION:      | Yee Hong Centre for Geriatric Care,<br>60 Scottfield Dr.ON, (SE of Middlefield and Finch Avenue).... |            |   | PAGE:           | 1 of 2                                    |
| CHAPTER BOARD: | N. Asogan, P.Eng   | Chair      | X | GUESTS<br>----- | Corneliu Chisu,<br>Vice President,<br>PEO |
|                | Ranee Mahalingam, P. Eng   | Vice Chair | X |                 | Volunteers                                |
|                | Raju Chander, P.Eng  | Past Chair |   | Councillors     |   |
|                | Uthayan T. Raja, P.Eng   | Secretary  | X |                 |   |
|                | Murad Hussain, P.Eng   | Treasurer  | X |                 |   |
|                | Pompilian Tofilescu, EIT   | Executive  | X |                 |   |
|                | Jega Jeganathan, P.Eng   | Executive  | X |                 |   |
|                | Alireza Shamshiri, EIT   | Executive  | X |                 |   |
|                | Parvez Akhtar, EIT   | Executive  | X |                 |   |

**1. Call to Order**

- 1.1. Asogan called the meeting to order at 7:20 pm
- 1.2. Introduction of attendees – (10 mts)

**2. Routine Business**

- 2.1. Appointment of minute taker (2 mts)
- 2.2. Pompilian was appointed to take minutes for this meeting. Alireza moved and seconded by Parvez
- 2.3. Approval of Agenda - Moved by Pompilian, seconded by Alireza, all in favour to approve amended agenda. (2mts)
- 2.4. Approval of 2010-11-12 meeting minutes, Moved by Ranee seconded by Parvez, all in favour to approve the amended minutes. (2 mts)
- 2.5. Approval of AGM 2011 minutes for presenting to next AGM.
  - Denis Carlos, brought to attention errors in the AGM minutes regarding the elections recording
  - AGM minutes will be corrected, circulated and approved electronically between Board members
- 2.6. Monthly Financial Statement with comparison with Business Plan– Murad. Future action
- 2.7. Action items outstanding from previous meeting minutes – all outstanding items have been included in this agenda.

**3. Decisions**

- 3.1 None

**4. Input/Action Items**

- 4.1. Welcome - New Chair welcomed meeting participants (2 mts)
- 4.2. Introduction of essential documents – Chair. Chapter essential documents are attached to the Chapter Manual which was given to the Board members before the start of the meeting (2 mts)
- 4.3. Review of 2010 finance documents – Chair (2 mts)  
Discussion – (10 mts) Asogan, Murad, Madu, Corneliu participated
  - There have been discussion about how the 2010, Financial Reporting was done
  - Proposals to improve the system
  - Asset list needs to be updated
  - Murad proposed to make and bring the corrections for approval to next AGM.
  - Corrections will be done before end of February.
  - Committee to review the Financial Report: Murad, Asogan, Alireza



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- 4.4. Assistants to Treasurer, Secretary, Financial Reviewer etc – Chair (3 mts)
- Alireza – assistant treasurer
  - Jega – assistant secretary
  - Paul Morton – Financial Reviewer
  - Volunteer coordinator – Parvez
  - Award committee: Raneer, Asogan, Pompilian
  - Education committee: Pompilian – coordinator, Corneliu – member
  - Newsletter editor: Pompilian, assistant: Parvez.
  - Bylaw review committee: Asogan, Pompilian, Raneer. Denis – consultant
  - Parvez is the new Events Coordinator  
Raneer proposed, Parvez seconded. All in favour.
- 4.5. Monitoring of our activities in 2011 to match Business Plan Submission – Chair/Treasurer (3 mts) – To be taken up before end Feb.
- 4.6. Events for the Year – planning –the event coordinator will make a draft list and present it at the next Board meeting
- 4.7. GLP – Appoint team – Chair (2 mts)
- Asogan, Raneer, Alireza
- 4.8. Mentorship Programme – Latest developments – Raju/Whitefield. (2 mts) – not present.
- 4.9. Career Fair – Centennial college – Murad lead + volunteers (3 mts)
- Jahan to volunteer
- 4.10. BBC 2011 – Status – Uthayan (3 mts)
- 20 teams registered
  - Help needed with advertisements and articles.
  - To contact TDSB and follow up with the schools.
  - Mainstream media not contacted yet.
  - More laptops needed: Jahan, ...
- 4.11. Volunteer Training WORD Advanced - Murad– (2 mts) – postponed second week of March.
- 4.12. Event List and New Events finalise. (2 mts). See 4.6
- 4.13. Adam Beck Visit – second quarter of 2011 – to be booked in advance (Kannan/ Murad – KIV - Keep in View) (2 mts). No updates
- 4.14. Bombardier Aerospace – postponed to 2011,(KIV) Jo Ha (2 mts) – not present
- 4.15. “Engineering your future by Design- RBC investment workshop for P.Engs” organized by OSPE & York Chapter for 15 Jan, 2011. (Raju) – Report Raju. (2 mts). Raju absent. Asogan presented the report: close to 30 people attended
- 4.16. Joint activity with NSBE/VOS – Feb 2011 (Raju/Jega) (2 mts)
- No info at this time, will be circulated by Jega once have details
- 4.17. Joint activity with Toronto Police – Black History Month activity – Meeting on Jan 27, 2011 (Raju/Jega) (2 mts)
- Same as 4.16
- 4.18. Assets list report status – Ken Chiu /Asogan (2 mts) – Asogan will update and circulate the list
- 4.19. Web Updates – Web Master? – Chair (2 mts) Assistant to WB
- AGM page not yet updated
  - Raji, Madu – Web Master assistants
- 4.20. Proposal to institute an award for volunteers at the Chapter level – Kannan
- PEO guidelines to Kannan (Raju) (2 mts) – not present – item postponed for next meeting
- 4.21. Promotional video (DVD) for the Chapter Report – (Madu/Asogan/Pompilian) (2 mts)
- Corneliu proposed to be done by the Chapter volunteers
  - It will be followed up at next BOD meeting
- ~~4.22. Engineers Without Borders’ proposals of Danielle Zacarias~~
- ~~• To invite EWB to our AGM (KIV – Action Raju) (2 mts).~~
- 4.23 Volunteer Appreciation dinner and celebration – (Raju, Uthayan, Pompilian, Asogan) – Report – Asogan (2 mts)



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- William raised the point that the criteria for being invited was not made public
  - Criteria will be forwarded to all volunteers.
  - “Non-engineering” volunteers issue has been brought to attention by Asogan and Madu
  - Corneliu presented clarifications
  - William, Alireza, participated in discussion.
  - Asogan will take it up to PEO.
- 4.24 ~~BBC 2011 Planning Progress Uthayan 3 mts.~~ See point 4.10
- 4.25. PEO Election
- Vote!!!
  - Corneliu: role of Chapter should be to get members involvement into PEO business
  - Denis: Chapter should promote the elections and candidates.
- 4.26. Limitations and authorities of Chapter officers and executives – Asogan presented clarifications
- 4.27. Post Mathletics meeting – Friday 11 February. Same location. Asogan will book the venue. Mathletics Team Leaders and main volunteers and BBC organizers will be invited.

**5. Information**

- 5.1 Councillors' Report. (5 mts each)
- Denis and Corneliu presented the report.

**6. Other Business: 5 mts**

- Asogan informed of request from Brampton Chapter to Raju (Past Chair) for assistance to conduct BBC.
- Arul main volunteer of chapter, assisted by William Dale.

**7. Next Meeting Date and Adjournment – 2 mts**

- 7.1. Next meeting set for March 11 at 6:30pm, Venue: same, booking by: Asogan extra food Alireza
- 7.2. Adjournment. Motion moved by Pompilian, seconded by Raneer.
- 7.3. Meeting adjourned at 9:50 PM ET

**Volunteers attended:**

Raji Puthurath, P.Eng.  
Jahan Reza, EIT  
P. Balasingham (Volunteer)  
N. Madusuthanan, P.Eng.  
William A Dale, EIT.

Minutes approved on 11 Mar 2011