

Meeting:	<b>Board Meeting 8</b>				
Date:	October 13, 2015	Time:	6pm	Location:	HIEC Offices, Burlington

## Minutes

### 1. Attendance

Position	Name	Present?
Chair	Bob Loree	Y
Vice Chair	Nigel Birch	Y
Treasurer	Daniel Crosthwaite	Y
Secretary	Jaclyn Spackman	Y
Past Chair	Bozena Bednarska	Y
Executive	Matthew Minnick	Y
Executive	Julie Wedzinga	<i>Later</i>
Executive	Robyn Korenic	N

### 2. Approval of Agenda

Motioned by: JS                      **Approved**

### 3. Approval of Minutes from Meeting 7 – September 14, 2015

Motioned by: JS                      Seconded by: MM                      **Approved**

### 4. Review of Previous Meeting's Action Items, New Business

*Note people with actions required are in **bold***

*Also note many items were not addressed and will wait until next meeting. They are in a separate section below.*

#### HIEC presentation

25 year old organization. Has worked with PEO in the past to link students to various engineering disciplines one-on-one with professional engineers. Does a lot of work with grade 8 students in particular. Sponsorship funding goes to various programs including the grade 8 program, various mentorship and learning events, and online services. Partnership to be announced at HIEC Breakfast with the Mayors on October 28<sup>th</sup>, 2015.

- Yearly event: Women/Men as Career Coaches – would be a great event to partner with our chapter - members/volunteers. Could include some as 'spotlight speakers'
- EmployerRegistry.ca – chapter members can submit that they can open up for tours, be a speaker at an event, etc.
  - o **Jaclyn** make a facebook post about this resource
    - Link HIEC – Halton Industry Education Council facebook page in the post.

#### 1.2.1 Accounting and Budget

Any cheques/reimbursements

- Golf tournament cheque – Peele Island Winery
- CPC nametags - Jaclyn
- CPC venue – Will need a cheque from Daniel on the night of

Budget issues with Western Region – Total region ask is too high

- New 2016 budget being devised.
- **Motion: Daniel** will finalize and submit the copy of the budget from tonight. New ask is 25,000\$, projecting a deficit of 7,000\$. **Moved by Jaclyn. Seconded by Daniel. Motion Passes**

### 1.3.1 Certificate Presentation Ceremony

Certificate presentation ceremony (Nigel, Bozena)

- The menu has been set.
- **Nigel** bringing pins and certificates for people on his list, Bozena has the others.
  - We do not mail certificates with frame, if they want frame need to pick up.
  - Only 22 registered (of 34). 66 total people coming so far. Deadline is Friday – **Bozena** will confirm numbers with venue then.
- **Robyn** is taking care of centrepieces, will do a draw for someone to take a prize home at the dinner.
  - **Robyn** - Door prizes: will need raffle tickets (just for recipients). Can draw for PEO Swag/Mug. Will bring pens.
- **Jaclyn** will make sign-up sheets for members interested in volunteering - **maybe get from Bob?**
- **Julie** will get guest speaker gift – 50\$ multi-restaurant gift card.
- **Bob** will do a program and be MC
- **Bob** will bring projector and screen and liaise with venue re final A/V arrangements/setup
- **Bob** found Welcome New Engineers banner – gave to Robyn to bring to CPC (along with new banners Robyn ordered)
- **Julie** will try to get recipients to fill out ‘background questionnaire’ for introductions and forward collected info to **Bob** prior to the event
- **Bob** to bring ‘background questionnaires’ to the event
- **Nigel** is bringing camera for picture

### 1.3.2 Recognition and awards

- **Bob** will fill out event summary sheet for volunteer BBQ - (**Bob will check if this has been done**).
- **Bob** ask Sharon regarding pins for years of service. **Awaiting response.**
- Board member appreciation dinner, usually early January – **consider this in upcoming meetings**

### 1.6.7 Western Regional Conference

Nigel, Bozena, Jaclyn reviewed.

### 3.3.1 Tours

Thordon Bearings Tour

- We have 30 people signed up for tour – now cut off.
- May schedule another tour based on interest.
- **Bob** will contact Thordon Bearings to ensure they can take 30 (limit was 25), and set up another tour.

### 4.1 Annual Events

Santa Party (Bob) – update – phone calls made, share details as available

- Joint with Hamilton-Burlington Salvation Army – very easy this way. (Free hall, they cook food, nominal fee for participants) - Date December 12<sup>th</sup>

**Bob still awaiting confirmation**

### 3.2 Outreach

#### McMaster University

Meeting with Dean Puri (Bob and Matt)

- Cannot get free parking through Dean Puri.
- Can advertise information about seminars going on at the university to our chapter
- Notify chapter members McMaster co-op office is looking for partnerships with local companies.

**Nigel** will speak with contacts at Innovation Park regarding upcoming seminars (free parking).

**Bob** will speak with contacts at McMaster Burlington campus about upcoming seminars (likely Business related)

Carm Vespri’s Luncheon Xpress Events – Can forward information to our chapter, as well as appropriate events organized by Terry Milson

**Bob** contact Dean Puri about possibly being a speaker at our AGM

### HIEC Breakfast with the Mayors - October 28

Some board members will plan to attend to represent our chapter.  
Our funds will cover those members attending.

## 5. Special Projects & Committees

### 5.1 ITE Partnership

International Trained Engineer Internship Project (Nigel, Bob, Doreen, Raza, Rod) - update  
- **Everyone** read the report Bob recently sent out and discuss over email and at next meeting.

### 2.2.2 Website

The board approved Julie to give a testimonial based on her experience with the website creator.

Service agreement to be proposed by website creator. **Julie looking for technical minded people who can help with website updates.**

**Jaclyn** post on facebook to look for volunteer for website maintenance.

\*\*\*\*\*

## THE FOLLOWING ITEMS WERE PUT ASIDE UNTIL THE NEXT MEETING:

\*\*\*\*\*

## 1. Official Activities

### 1.1.1 Legal

Review of Cornerstone Aims and Functions (Bob)

- (a) possible re-grouping/re-numbering suggestions?
- (b) determine/clarify personal specific roles and responsibilities
- (c) add known volunteers.

Bob sent his most recent version to everyone?

### 1.3.2 Recognition and awards

- Board member appreciation dinner, usually early January – consider this in upcoming meetings

### 1.4.2 Schedules

Schedule 2016 Board meetings

### 1.6 PEO Events

Invitations to Chapter Events – document from Matt Ng to review and send back

PEO Town Hall meetings .. (all) – response?

- Will share town hall meeting on website to help garner interest.

- **Nigel** will go for our chapter and take a report

\*\*Possibility of running a satellite meeting for our chapter?

## 2. Communications

### 2.1 Correspondence

Passwords, committee emails.. (Julie, Jaclyn, Bob) – Standardize passwords to accounts, log somewhere(?)

- For various emails with regards to specific duties (e.g. [HBPEOGolf@gmail.com](mailto:HBPEOGolf@gmail.com))

- **Julie** will investigate

Posting Agenda & Minutes (from Board meetings) to web site (Bob)

- AGM Minutes should be posted.

- General meeting minutes – for transparency may be a good idea.

#### 2.2.2 Website

- Coupons will be developed. Mike and Julie meeting.

#### 2.2.1 News

News article for web site on a member (Bob)

- **Bob** post, **Jaclyn** share to facebook

#### 2.3 External Relations

Promotional items (Robyn) – plans for the year, pins, pens, tote bags, more

Tote bags coming

Display banners (Robyn, Bob) - update?

Brochure? (Jaclyn, Matt) - Updates? - 3 types: Kids, EITs, PEngs? Or just 1 business card? – Matt – what is engineering flyer for kids?

- **Jaclyn** bring info next time on pricing, design

- **Matt** sent out a note

### 3. Education and Professional Development

#### 3.1 Training

Training (all) – plans for the year

- Look into this in future meetings – review cornerstones, etc.

Licensure Assistance Program (LAP) – plans – completion of last program, new one?

- **Bob** sent out meeting notes with Duraid.

- **Bozena/Matt (responsibility to be confirmed)** may take this on as lead board member. Duraid will set up a proposal and come to the board with it.

- **Bob** will post mentor/mentee powerpoints from Duraid and PEO (once permission received) to website

#### 3.2 Outreach

Education activities (Bob, Robyn, Julie, +) – updates from

HIEC,

IEC,

BASEF,

Python's Pit (and video),

high school robotics request,

- IEC: **Robyn & James** will craft an email to our volunteers who might be interested in going.

- Apply for funds in October/November for March's National Engineering Month (NEM) – can get swag from PEO, too.

- Gary/Jacek/Duraid: have previously done a panel at MacNab high school with university students and engineers on panel to answer questions.

- **Bozena** will email Gary Closson regarding planning NEM 2016 and volunteers for this sort of thing.

- Python's Pit – looking for a video spot of HBPEO on cogeco – something to think about coming up

- May be looking for mentors for entrepreneurs – engineers could potentially fill this role

- hope to have a member engineer as a Python – Bob will work on this.

- St. Mary's high school request for money/robotics program

- Investigate having a bursary schools could apply for – to put towards this kind of thing

Meeting regarding upcoming regulatory changes - continuing education (Nigel) – update?

- meeting with a formal presentation and a Q&A instead of a town hall

- next meeting **Nigel** put something together. Maybe November/December or new year.

### 3.3.1 Tours

Honda Tour – spring (Bozena)

### 3.4 Advisory

Past Board Advisory Committee (Bob, Nigel) - update?

## 4. Social Events

### 4.1 Annual

Amalgamation of other engineering group into HB PEO (Bob) - update?

- Ongoing, discuss next meeting.

Golf Tournament (Robyn)

- **Robyn** review, fill out event summary sheet

*Next meeting is Tuesday, November 10<sup>th</sup>, 2015 at Holiday Inn*

***Meeting Adjourned 9:05 pm.***