

Meeting:	Board Meeting 10				
Date:	December 15, 2015	Time:	6pm	Location:	Holiday Inn, Burlington

Minutes

1. Attendance

Position	2015-2016	Present?
Chair	Bob Loree	Y
Vice Chair	Nigel Birch	N - sent notes
Treasurer	Daniel Crosthwaite	Y
Secretary	Jaclyn Spackman	Y
Past Chair	Bozena Bednarska	Y
Executive	Matthew Minnick	Y
Executive	Julie Wedzinga	N - sent notes
Executive	Robyn Korenic	Y
Guest – Python's Pit	Fareen Samji (First half hour only)	Y
Guest – Python's Pit	Mark Suan	Y
Observer	Pierre DeMartin	Y

2. Approval of Agenda

Motioned by: JS **Approved**

3. Approval of Minutes from Meeting 9 – November 10, 2015

Motioned by: JS Seconded by: BL **Approved**

4. Presentation

Pythons' Pit presentation 6:05 - 6:20pm

- ~4 years old, Burlington/Halton local, including high school students. Works with all 10 Halton Rotary clubs. High school vs. open (anyone in Halton). HS prize 5k\$, also a scholarship to McMaster. Open prize 20k\$ prize – 15 to winner, 5 to second place. MBA scholarship to McMaster as well. Mentorship program: all contestants paired with mentors throughout application cycle. Work with MARS program (entrepreneur training program).
- 4th year of the program this year.
- 30 minute episodes, 10 episodes on Cogeco TV
- Successful Halton businesspeople are the Pythons.
- Gap in engineering representation, especially in the mentorship area. Also would like an engineer Python.
- Mark was a winner of the high school division 2 years ago. The program was very beneficial to him.

The ask: Ask our engineers and EITs:

- To submit ideas and be a part of the program as an entrepreneur. January 7th deadline. (Must be Halton – not Hamilton, except McMaster)
- Apply to be a mentor. (Help screen applicants, pair up with applicants).
 - o 3 hours in January for screening. Pitch preparation: two 4-hour sessions. Further time – up to mentor and mentee through process. TV presentation is in April, live presentation May.
 - Can be involved in only sections of this, or the whole thing
- Apply to be a Python.

Members can contact Fareem directly for any aspects

- 15 second PEO spot can be done every other episode as part of our level of sponsorship.
- Also get a booth at the live performance.

Further details at pythonspit.ca

ITE presentation 6:30 - 6:45

- Doreen Knol's final report presented. Recommendations for moving forward with this project with regards to

employers, candidates, and funding. Work with identified people who have responded to our survey and have been interviewed and have all of the P. Eng. requirements except for the 12 months of Canadian experience.
- Matt emailed out McMaster's internship methods/processes which may help.

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

*(Note people with actions required are in **bold**.)*

1. Official Activities

1.1 Governance

1.1.1 Chapter Guidelines

- **Bob** will follow up with PEO with the Volunteer Guide. **Done – see 1.1.4 Volunteer Management.**

1.1.3 AGM

- Dr. Puri not available

- Discussion on how to handle AGM.

- **Matt motions, Robyn seconds deciding what format in which to have AGM:**

No guest speaker. PEO covers dinner. Combine as a networking event. Approved.

- Present year achievement pins at the AGM (Daniel, Julie)

- Must notify members of AGM and board positions (as in bylaw) at least 2 weeks before. January will be good – send an email after next meeting. Send an announcement sooner reminding membership of AGM upcoming, details forthcoming (Save the date). **Bob will draft.** Also send 2 weeks and 1 weeks before info to members.

- Transparency: Notification to members about nominees for each position & indicating may nominate on floor, link to nomination form, etc.

- Look at policy for next meeting to determine election status for executive members (Elect? Acclaim? Appoint?)

- Also regarding nominating board and duties.

1.1.1 By-Law and Policies

- Our bylaws are OK except for treatment of EITs. Overlap and discrepancies between documents at different levels (Bylaw, regulations, Act) – PEO has to fix this. (i.e. Some other docs say: EITs have all rights and privileges VS. Our bylaw: EXCEPT certain board positions such as Chair, Vice Chair, Treasurer).

- **Motion from BL: Continue with our current bylaw that our board approved until conflicts are resolved.**

JS Seconds. Vote deferred after everyone reviews. At January meeting.

- Also review our 'policies' Bob wrote and approve at January meeting.

1.1.4 Volunteer Management

- Any updates? Volunteers stepping forward for any of the identified tasks?

- PEO not interested in our volunteer guide, but we can use it at our chapter level. **Everyone read this to vote on as a policy at January meeting.** *Bob send an email with all documents to review.*

1.1.5 Cornerstones

- Bob has put people in for various tasks. **ALL: look and review.**

1.2 Finance

1.2.1 Accounting and Budget

- Any cheques/reimbursements

- Cheque from golf submitted to Daniel

- Expenses from Bob submitted to Daniel (will be later after invoiced for tonight)

- Expenses from Julie submitted to Daniel

- Expenses from Doreen submitted to Daniel

- Invoice from Pythons' Pit (will be sent to Daniel asap)

- Receipt from BASEF submitted to Daniel

- **Bob and Daniel** will talk with Holiday Inn regarding setting up an account with them / payment for services. **Done with follow up sent to all Board members.**

- **Bob contact Denika tomorrow to expedite direct payment forms regarding this.**
- We will work to clear up all chapter finances for Dec 31, 2015 so bank balance is representative.

1.2.2 Financial Planning

- Daniel submitted our new plan. No word back again.

1.3 Ceremonies and Awards

1.3.1 Certificate Presentation Ceremony

- Event review sheet – **Bozena** complete.
- 3 uncollected certificates. **Nigel** will finish distribution.
- Bozena posted logs to sharepoint?
- Nigel has a group photo. **Nigel** will send to Julie so she can put onto the website/Instagram feed/facebook. **Robyn** will also send her photos to Julie to post.

1.4 Board

1.4.2 Schedules

- any updates/issues? Bob handed outline to everyone (in blue folder) to update for next meeting

1.6 PEO Events

1.6.7 Regional Conference

- Next one is Feb 18

2. Communications

2.1 Correspondence

Not discussed this meeting:

- Passwords, committee emails
- Standardize passwords to accounts, log on sharepoint
- For various emails with regards to specific duties (e.g. HBPEOGolf@gmail.com)
- **Julie** will investigate

2.2 Media

2.2.2 Website

Not discussed this meeting:

- Coupons will be developed. Mike (James?) and Julie meeting.
- Julie sent some suggestions for web care program – will be reviewed before next meeting
- Service agreement to be proposed by website creator. **Julie looking for technical minded people who can help with website updates.**

2.2.1 News

- **Jaclyn** share website news to facebook.

2.3 External Relations

- Brochure/Business card - Business card seems best choice – point to website, have relevant information there.
 - Have logo, chapter name, website, facebook, email.
 - Vistaprint - 500 double sided colour for ~30\$ including shipping
 - **Jaclyn** will mock up.

- **Bob** will check logo with PEO (hyphen between Hamilton & Burlington? Sometimes? Logo on sharepoint? Bylaw says hyphenated.)

3. Education and Professional Development

3.1 Training

Not discussed this meeting:

- Licensure Assistance Program (LAP) – plans?
 - **Matt and Nigel** will review this and other educational programs.

3.2 Outreach

Education activities:

- HIEC (no updates)
- BASEF – David Howard - *maybe have a booth/lounge area with games, snacks? Ask David Howard. (Robyn – Bob get contact info to Robyn)*
- IEC - Looking to create a program bringing engineers into classrooms to give presentations.
- Python's Pit - *presentation this meeting - see above*
- St. Mary's robotics event – maybe next year.
- National Engineering Month
 - Did not make funding submission time limit. Next year, perhaps.
- **Nigel** planning a technical session regarding Continuing Professional Development with Annette Bergeron early next year. Perhaps in May around exam time.

McMaster University

- **Matt** draft email about: Notifying chapter members McMaster co-op office is looking for partnerships with local companies. **Jaelyn/Julie** send. Info and links to be added to web site.
- **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)
Done – 2 items posted on web site news
- Institution of Eng & Tech (IET) lecture for students at end of November at McMaster about Licencing, etc. PEO is providing a speaker. Nigel will attend. Done. Report was include in blue folder.

3.3 Professional Development

3.3.1 Tours

- Honda Tour – Spring 2016 – **Bob** contact Laszlo

3.4 Advisory

Past Board Advisory Committee? – Bob looking for contact info from PEO for past chairs. Request has been made and approved by PEO – still waiting for contact information from PEO.

4. Social Events

4.1 Annual

Golf Tournament Review:

- 50 attendees, 44 golfers, 30 members.
- Outstanding sponsors: SNC (Aubrey?), PEO (forthcoming).
- Next year: do not plan in 6 weeks – take all spring and summer to prepare.

Seasonal Family Breakfast:

- 123 PEO participants, 86 pre-registered. 220 breakfasts served. Very successful.
- Next year potentially at Mercedes Benz, still through Open Doors.

5. Special Projects & Committees

5.1 ITE Partnership

International Trained Engineer Internship Project – Presented this meeting (see above)
(Nigel, Bob, Doreen, Reza, Rod)

- GLP - next meeting

Next meeting is Tuesday, January 12th, 2016

Meeting Adjourned 9:10 pm.