

Meeting:	Board Meeting 9				
Date:	November 10, 2015	Time:	6pm	Location:	Holiday Inn, 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	Y
Executive	Robyn Korenic	Y
Member	Sahitya Gupta (for first hour)	Y

2. Approval of Agenda

Motioned by: BL **Approved**

3. Approval of Minutes from Meeting 8 –October 13, 2015

Motioned by: BL Seconded by: RK **Approved**

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

1. Official Activities

1.1 Governance

1.1.1 Chapter Guidelines

- **Bob** will follow up with PEO

Note: Bob was confused at the meeting Sorry.

1.1.1 – section on Chapter '**Guide**' – this should be Chapter '**Policies**' (consistent with the By-Law Article 2 ... note 2) - which has not been approved by our Board, nor sent on to PEO. This will follow after our Chapter By-law (which was sent last summer) has been approved by PEO – at an undisclosed time in the future.

I thought the discussion was regarding 1.1.4 section on '**Volunteer**' **Guide** – which was produced by Bob and given to Matt Ng (at the RCC at his suggestion) for review and edits by PEO.

So – I will follow up with the Volunteer Guide. I have already tried to follow up with the By-Law (so that we can get on with other things at the Chapter) and told to back off.

1.1.3 AGM

- **Matt** contact McMaster Engineering's Dean Puri about possibly being a speaker at our AGM, ~20 min.

1.1.1 By-Law and Policies

- Matt Minnick will monitor this.

1.1.4 Volunteer Management

- **Jaclyn** will draft email to volunteers about all events and items that require volunteers to run. (Take items from cornerstones). Include website updater help requirement. IEC volunteers. Men/women as career coaches (HIEC). Python's Pit as investors (Pythons) and advisors. Talk to high school and university students on a panel about engineering? And set up this event/events like this.

- When a volunteer steps up, link them to a board member. Giving planning dates, protocol, and budget to volunteer(s) goes through board member in charge.

1.1.5 Cornerstones

- Good to have detailed items in the cornerstones. Need to fill in with volunteers – it is a lot of work for 8 board members.

1.2 Finance

1.2.1 Accounting and Budget

- Any cheques/reimbursements
 - Nigel for CPC
 - Nigel for Remembrance Day wreath
- **Bob and Daniel** will talk with Holiday Inn regarding setting up an account with them / payment for services.
- 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 logged every step to coordinate this event for the future. Items in green when they are done. **Bozena** will send to group to have for next time, and post 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.
- Ensure payment is completed before event next time.

1.3.2 Recognition and awards

- **Bob** will fill out event summary sheet for volunteer BBQ
- PEO recognizes 5, 10, 15 years' service as a volunteer, not necessarily all continuous, not necessarily all in Ontario.
 - **Nigel** will take care of this and will follow up with Sharon regarding Bob's inquiry for volunteers.
 - **Julie** email her dates of service to Nigel.

1.4 Board

1.4.2 Schedules

- Schedule 2016 Board meetings, AGM, CPC, board member dinner
 - Bob will book board meetings at holiday inn
 - Board meetings – Jan 12, Feb 9, Mar 6 (retreat), Apr 12, May 10, June 14
 - Board dinner – Jan 22
 - AGM – Feb 16
 - Curling (?) Feb 20
 - Volunteer training (?) Apr 3
 - CPC – May 17
 - Gala? – Apr 23

1.6 PEO Events

- Invitations to Chapter Events – document from Matt Ng to review and send back - Bob has responded.
- PEO Town Hall meeting – Nigel attended
- PEO events, galas which allow for board members to attend, paid, should be attended by at least 1 board member.

1.6.7 Regional Conference

- Next one is Feb 18

2. Communications

2.1 Correspondence

- Notifications to chapter heats from PEO of news regarding members – distribute this to board members in the future. (e.g. employees passing away). (As deemed necessary.)
- 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
- Posting Agenda & Minutes (from Board meetings) to web site
 - **Bob** will post last AGM minutes and board meeting minutes in members only section.

2.2 Media

2.2.2 Website

- Coupons will be developed. Mike (James?) and Julie 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

- News article for web site on a member - **Bob** post, **Jaclyn** share to facebook **Julie** to please help Bob with this

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.
 - **Jaclyn** look into PEO services/costs &/vs. vistaprint/other 3rd party services.
- **Bob** will check logo with PEO (hyphen between Hamilton & Burlington? Sometimes? Logo on sharepoint? Bylaw says hyphenated.)
- Magnetic nametags through PEO with board member names/chapter name/logo. **Robyn** will look into this.

3. Education and Professional Development

3.1 Training

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

3.2 Outreach

Education activities:

- HIEC,
 - HIEC Breakfast with the Mayors - October 28, 2015. Bob went. Speaker was excellent. We were represented in advertising throughout meeting. Opportunities for Career Coaches
- BASEF – David Howard
- IEC, - **Robyn** is following up
- Python's Pit (and video),
 - Will have a meeting with someone from this next board meeting. **~15 minutes.**
- **Bob** forward robotics request to Matt – he may be able to help them
- National Engineering Month
 - Bozena emailed Gary Closson regarding planning NEM 2016 – he is already helping BASEF.

- Apply for funds mid-November for March events. **Nigel** will email Sharon about this.
- **Nigel** planning a technical session regarding Continuing Professional Development with Annette Bergeron early next year
- Gary/Jacek/Duraid(?): have previously done a panel at MacNab high school with university students and engineers on panel to answer questions. **Matt** will speak with Jacek regarding his interest for this sort of thing. **Robyn** will speak with IEC contacts – invite many high schools? Do for many schools?

McMaster University

- **Matt** draft email about: Notifying chapter members McMaster co-op office is looking for partnerships with local companies. **Jaclyn/Julie** send.
- **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 Vespi's Luncheon Xpress Events – Put links on our website as they come up.
- 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.

3.3 Professional Development

3.3.1 Tours

- Thordon Bearings Tour - event review sheet.
- Honda Tour – Spring 2016 – **Bob** contact Laszlo

3.4 Advisory

Past Board Advisory Committee – no updates

4. Social Events

4.1 Annual

Amalgamation of other engineering group into HB PEO – no updates

Golf Tournament

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

Seasonal Family Breakfast

- 29 people signed up, email sent out, ready to go. (update on Nov 13 ... now at 44 attendees registered)
- Still looking to solidify live musical entertainment.

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 set aside ~15 min next meeting.

Next meeting is Tuesday, December 15th, 2015 at Holiday Inn

Meeting Adjourned 8:54pm