

Meeting:	Board Meeting 11				
Date:	January 12, 2016	Time:	6pm	Location:	Holiday Inn, Burlington

Minutes

1. Attendance

Position	2015-2016	Present?
Chair	Bob Loree	Y
Vice Chair	Nigel Birch	N
Treasurer	Daniel Crosthwaite	Y
Secretary	Jaclyn Spackman	Y
Past Chair	Bozena Bednarska	Y
Executive	Matthew Minnick	Y
Executive	Julie Wedzinga	Y
Executive	Robyn Korenic	N
Guest – GLP	Mike Bell	Y
Guest – GLP	David Howard	Y

2. Approval of Agenda

Motioned by: JS **Approved**

3. Approval of Minutes from Meeting 10 – December 15, 2015

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

4. GLP Presentation (6:20-6:55pm)

- Yearly events: GLP academy in each PEO area each May/June, Queen's Park Reception in Toronto each October/November, & various MPP events – try to be involved in all 3 major parties' events, some have costs and some do not (PEO takes care of these through GLP budget – submissions through PEO, not local chapter).
- Have HBPEO members in the specific ridings meet the MPPs from their areas (as much as possible) to develop relationships. Met to discuss recommendations to government: e.g. repealing industrial exception, Elliot Lake
- GLP started in 2005 to initiate relationships between local PEO chapters and MPPs & hopefully have more engineers involved in politics.
- Government Liaison Committee which meets fairly often, including: GLP chairs, PEO elect members, and also reps from OSPE, PEO EITs and student members, Consulting Engineers Ontario, Engineers Canada.
- GLP weekly newsletter comes out each Friday – members can sign up to get the email
- All other PEO Chapters have their GLP chair someone other than their Chapter Chair.
- GLP members usually attends 1-2 events per year (paid), office hours are available to meet MPPs as well.
- Mike's PPT presentation has been sent to Board members

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

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

1. Official Activities

1.1 Governance

1.1.1 Chapter Guidelines

- Bob discussed with Matt Ng – summary –

Issue with ByLaws – relates to inconsistencies among the Act, Regulations, PEO Bylaw and Chapter Bylaws – with respect to rights and privileges of Engineering Interns and positions they may hold. Bob's understanding from this discussion – it doesn't matter what the Chapter had/has/will have in its Bylaw – an inconsistency will remain until PEO sorts out their own documents . . . therefore – so long as we stay away from the EIT issue we can proceed with what we have – and we should move forward with any changes we would like to implement, knowing that everything will have to be ratified/approved by PEO at some time in the future. We should review our ByLaw well before the AGM in February.

MOTION – To continue with our Board-approved Chapter Bylaw in all aspects, and carefully note sections pertaining to Engineering Interns. - Passed

Chapter Policies – as a Board duly propose, move, and pass what is desired to supplement the Chapter ByLaw, as was suggested in a previous communication when we were revising and approving our ByLaw. Therefore – Bob proposes that we review the Chapter Policies and supplement from last August and approve it in principle and produce a ‘final’ document before the Jan 2016 meeting for discussion and approval. Bob would like to work with someone else to get this done. We should have it ready well before the AGM in February if possible.

MOTION – To approve the Chapter Policies document ‘in principle’ and expeditiously complete them for Board approval. – Everyone email their approval in by Jan 24 so this can be included in nomination details for the email to the membership 2 weeks before meeting.

*(*note to Bob: treasurer – define collect all funds or remove this point. Next point is ok.*

Chapter Volunteer Guide – the document that Bob collected/wrote and forwarded to Matt (at his suggestion) was a very rough draft of what might be in such a document, with links to others who have similar Guides. He deemed it ‘too hodgepodge’ for his understanding and time available – and further suggested that I produce a more ‘complete’ or ‘finished’ document before sending it to him again. Therefore – if we wish to pursue this, we should have this in place before the AGM if possible. Bob would like to work with someone else to get this done as soon as possible. If we wish to send a copy to Matt Ng – that should be considered at some time in the future years.

MOTION – To complete and approve a Chapter Volunteer Guide before the scheduled Volunteer Information and Training day in the spring. -

1.1.3 AGM

- **MOTION – all ok with Bob’s plan for AGM? (Desserts, networking event, volunteer event) – Passed.**

- 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: send an email after meeting.** Also send 2 weeks and 1 weeks before info to members.

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

- Nomination committee: Bozena (as past chair as indicated in Policy), Matt & Julie. Secretary position will be available.

- Jaclyn can scrutineer in the event of election.

- **Julie** will look at what to have for displays to entice volunteers.

- **Bob** contact partners to see if they have information we can display for AGM and/or a person to come talk

- **Bob** change time from 8 to 7:45 for start and add mingling after as well.

- **Part of AGM presentation: need for volunteers**

1.1.4 Volunteer Management

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

- Volunteer information & training workshop in April

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

- What is needed for AGM presentation?

- Need an examiner – **Bob contact John Hill.**

- Holiday Inn booked for monthly meetings until July 2016 on Bob’s personal card.

MOTION – Approve this contract - Approved

1.3 Ceremonies and Awards

1.3.1 Certificate Presentation Ceremony

- May 17: **Will need a volunteer** to manage event on website & RSVPs & introductions. Julie will manage but **Mike Bell** will help with some duties.

From previous event:

- 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

1.4.3 Board Retreat

Julie will help Bob plan

1.4.4 Board Annual Dinner

- Jan 22, within budget. **Approved by board.**

1.6 PEO Events

1.6.7 Regional Conference

- Next one is Feb 9, teleconference. Niagara taking minutes
- June 11th 9am-4pm in Brantford
- Oct 1 9am-4pm in Grand River

2. Communications

2.1 Correspondence

- 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

- **Motion – website maintenance contract – 100\$/mo** for basic help. Do for 6 months to match our yearly budget and revisit at that point if we should continue or do not need. – **Approved.**
- Still require a full time volunteer to maintain website.

2.2.1 News

- Sharing website updates on facebook: can this be done at the same time as the website update to ensure consistency?

2.3 External Relations

- Business card – **Jaclyn** will send out new business card proof with left justified PEO logo per rules and order.

- Promotional 15 second commercial – **Ok to spend 565\$ for Howe Video?** Budget: from chapter communications & some unplanned events (e.g. volunteer event looks overbudgeted). **Approved. Jaclyn work on it.** Bob and Matt can give guidance.

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
 - Women & Men as career coaches events – trying to get engineers involved. **Julie** will look at promotion.
 - Also want to ensure engineering/PEO is within HIEC's resources.
- BASEF – David Howard
 - Robyn and David have been in contact regarding logistics day-of.
 - Recommendation: it is a busy day, have a banner and maybe a contest or something on the website to incite traffic. Not much time will be spent at the booth.
- IEC - Looking to create a program bringing engineers into classrooms to give presentations.
- Python's Pit
- 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. **Julie** send. Info and links to be added to web site.
- **Nigel** will speak with contacts at Innovation Park regarding upcoming seminars (free parking).
- 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
- **Matt** contact Shane about failure analysis tour/presentation.
- **Bob** contact Thordon about another tour

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. It has been received.

4. Social Events

4.1 Annual

- Curling: February 21 – planning underway. (Ron Finnigan) Break-even event planned. 40 people estimate.
- Winter Gala
- Seasonal Family BBQ (Summer?) – at a park or something more family-centered.
- Golf Classic – March 22nd first committee meeting. Date for Golf Classic 2016 is Sep 12
- Fall Luncheon
- Seasonal Family Breakfast

5. Special Projects & Committees

5.1 ITE Partnership

(Nigel, Bob, Doreen, Reza, Rod) - **Motion – Spend remaining money earmarked for this project – PASSED.**

Next meeting is Tuesday, February 9th, 2016

Meeting Adjourned 9:00pm