

Meeting:	Board Meeting 11		
Date:	February 9, 2016	Time:	7pm
		Location:	Holiday Inn, Burlington

Minutes

1. Attendance

Position	2015-2016	Present?
Chair	Bob Loree	Y
Vice Chair	Nigel Birch	Y
Treasurer	Daniel Crosthwaite	Y
Secretary	Jaclyn Spackman	Y
Past Chair	Bozena Bednarska	N – sent notes
Executive	Matthew Minnick	N - regrets
Executive	Julie Wedzinga	Y
Executive	Robyn Korenic	N – sent notes

2. Approval of Agenda

Motioned by: JS **Approved**

3. Approval of Minutes from Meeting 11 – January 12, 2015

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

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

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

1.2 Finance

1.2.1 Accounting and Budget

- Financial report for the AGM presentation – ready to go.
- 2016 Business Plan completed.
- After AGM: Budget Examiner will be Doug Benton.
- Any cheques/reimbursements
 - Jaclyn: Business Cards
 - Bob: Board Dinner
 - Julie will look into monthly website fee. Will cheque be ok? If not, Julie will charge and be reimbursed.

1. Official Activities

1.1 Governance

1.1.1 Chapter Guidelines

MOTION – To approve the Chapter ByLaw and Policies document. – APPROVED

1.1.3 AGM

- **Julie** will email members to remind of AGM and curling. Note walk-ins are welcome to AGM.
- **Jaclyn** can scrutineer in the event of election.
- HIEC, IEC, BASEF, Python's Pit, ITE are all coming. **Bob and Julie** to organize room layout.

1.4 Board

Board Reports – **Powerpoint**: Bob change Jaclyn to EIT, Matt to PhD. Add volunteer management section.

1.1 Governance

1.1.4 Volunteer Management

Volunteer Information and Training Workshop – April 3

1.3 Ceremonies and Awards

1.3.1 Certificate Presentation Ceremony

- May 17 - **Mike Bell** will help Julie manage some duties.

From previous CPC event:

- **Bob** post **Bozena's** report to sharepoint.
- 3 uncollected certificates. **Nigel** will ensure they are invited to next CPC. (Send to **Julie**).

1.4.4 Board Annual Dinner

- Good event. Large table and cold room. Food was ok. Consider other venues next year.

2.2 Media

2.2.2 Website

- 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? (i.e. **whoever updates the website, please also post to our facebook**).

2.3 External Relations

- Promotional 15 second commercial

- **Bob** will ask Brad for TV version for Python's Pit
- 1st Video **Done**. 2nd video to be filmed throughout year (AGM, Curling, 1-2 other events).

3. Education and Professional Development

3.1 Training

- Licensure Assistance Program (LAP)

- Reviewed with Doug Benton – merge with EIT, Passport to P. Eng to combine similar programs. Doug to offer to help re-tool program. Call it Path2PEng. (Bob has domain name, etc & will transfer over at an appropriate time). Home page for [current site](#) (which will be updated)

3.2 Outreach

Education activities:

- HIEC

- Women & Men as career coaches events – trying to get engineers involved. **Julie** will look at promotion.
 - Women: March 31, 2016. Men: April 28, 2016.
- Also want to ensure engineering/PEO is within HIEC's resources for students.

- BASEF – March 30 – April 2, 2016 – 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 – video is ready

3.3 Professional Development

3.3.1 Tours

- Honda Tour – Spring 2016 – **Bob** will contact Laszlo again after the AGM
- **Matt** contact Shane about failure analysis tour/presentation. June 14th, 2016.
- **Bob** contact Thordon about another tour after the AGM

4. Social Events

4.1 Annual

- Curling: February 21 – planning underway. (Ron Finnigan) Break-even event planned. 40 people estimate.
- Golf Classic – Planning Meeting March 22, 2016.

5. Special Projects & Committees

5.1 ITE Partnership (Nigel, Bob, Doreen, Reza, Rod)

- Doreen interviewing those interested in the program.

Next meeting Feb 16, 2016 (following the AGM - brief transition meeting 9:15 to 9:30)

The first full meeting is March 6, 2016 (Board Retreat – 8am-4pm)

Meeting Adjourned 8:51pm