

OACETT York Chapter Executive Meeting Minutes



Date and Time:	
Wednesday February 15, 2023, at 7:30PM	
Location:	
Zoom	
Attendance	
Phelia Kung	Oliver Xiao
David Willison	Adam Lawrence
Patrick Lau	
Vir Alvaran	
Karpal Khara	
Vladimir Saknovich	
Carlo Scaramuzza	
Regrets: David Cotter, Jen Hazelton, Jürgen Friedrich, Amandeep Pathak; Maryam Rouyanipour, Davor Vujcic (volunteer)	
No Shows: Bradley Ballanger	
AGENDA:	
Sign in	Phelia welcomes all committees attending the ninth Chapter meeting in this term. There is no further connection issue with this latest changed Zoom link provided by the head office. Phelia confirms a quorum is presented and this meeting shall proceed as normal.
Review of Last Meeting Minutes	Phelia asks the floor on comments to the last meeting minutes and there is no comment/concern. David W motions and Vladimir

	<p>seconds to accept the meeting minutes. The last meeting minutes is accepted by the Executive Committee as official records.</p>
<p>Chair Comments on Month-by-Month Schedule</p>	<p>Phelia starts the commenting session with the following:</p> <ol style="list-style-type: none"> 1. Phelia reports that the Bowling Event that held on February 9th is very successful with 19 people attended and within budget. However, due to packing of a CPD event in March and then the ACM, Phelia intends not to fit in another Bowling Event in March. Phelia will invite few members met in the Bowling Event to attend the coming Chapter Meeting. 2. David W updates everyone that Mrinmoy Kanungo will be ready to present a CPD on 'Risks in Urban Tunnelling Projects, A Geotechnical Perspective' will refresh materials on March 8th. David needs consensus from the team on whether we should charge the attendants or to be free of charge in this meeting tonight. After a serial of debate, there is no agreement reached in the meeting but a view of free of charge can be a good option for virtual CPD (Post Meeting Note: an email is sent by Phelia and the final decision from the vote is \$5/person to make sure member will be presented for the CPD, no exemption for Chapter Executives). 3. David W also confirms speaker for the hybrid CPD on April 12th is ready, info will release later. 4. Phelia presents the proposed budget of the year which planned to have one event every month is

	<p>presented to the team for information since it still needs to be approved by the head office.</p> <p>5. Phelia also posts her options on swags in the poll. However, due to insufficient people doing this poll, Phelia will send another email to the team to get a proper reply on what to procure.</p>
<p>Task Force for ACM Preparation – David W</p>	<p>Jen is not available tonight and Jürgen still in vacation. David W confirms that the Task Force will follow the latest ACM presentation material populated by the head office. ACM venue has already booked since last meeting and CPD speaker also arranged. More information such as registry, food and hybrid equipment arrangement should be able to update in the next Chapter Meeting.</p>
<p>Durham Chair Updates - Adam</p>	<p>Adam updates the Chapter of the following:</p> <p>After the Chapter Forum, Adam expresses that they need clarification from PSAB on what is acceptable as Chapter event before drafting the new budget.</p> <p>ACM will be organized as usual funded from left-over budget last year.</p> <p>A grade 8 & 9 student function on Feb 25th is being organized as a yearly event.</p> <p>A Bowling event will also be held on March 1st in Ajax Bowling Centre as a wrap-up for all event before the ACM.</p> <p>April 5th has been scheduled as the Durham Chapter ACM with a CPD in the meeting like York Chapter.</p>

PSAB Councillor Updates – David C	No update as David C is not available for this meeting and head office confirmation is required on whether this position needs to be carried in the coming meeting.
IETO Councillor Updates – Jen	No update as Jen is not available for this meeting due to family issue and head office confirmation is required on whether this position needs to be carried in the coming meeting.
PEO Comments – Oliver Xiao	<p>Oliver updates the Chapter that:</p> <p>There is also a Bowling event with the PEO.</p> <p>Oliver is communicating with David W helping out York Chapter to secure more speakers for CPD in the next term.</p> <p>Jointed NEM (National Engineering Month) event with PEO is a no-go as OACETT has determined to run his own event instead. Oliver mentions that our Chapter Executives are always welcome to join the PEO, NEM event too.</p>
Treasurer – Financial Summary	<p>Jürgen is on vacation.</p> <p>A detailed monthly financial summary for end of February 2023 is incorporated into the Attachment 1 in this minutes.</p>
Women-in-Technology - TBA	Phelia asks Patrick whether there is any known candidate available to fill

	<p>up this vacancy. Patrick replies that he will follow-up one of his colleagues to see whether she has time and interest to take up this position. Will be reported in next meeting.</p>
<p>College Liaison - Vir</p>	<p>Vir reports not much to update as waiting head office to finish their college liaison module. He also comments that it will be good to keep the same expense value as last year in the Chapter budget.</p>
<p>Procurement of Equipment for Hybrid Meeting - Patrick</p>	<p>Oliver is kind enough if the Chapter cannot get the hybrid equipment in time for the ACM, then he can lend those equipment to the Chapter for the ACM.</p>
<p>AOB</p>	<p>Karpal apologizes that he could not participate in the Bowling Event due to his wife not feeling well that night and Phelia welcomes Karpal and family to join in the next event.</p> <p>Patrick mentions that Vir has not been given enough time to update the team on College Liaison. A message has been posted in the chat block. Vir gives the team more info on what's going on with the head office. (refer Attachment 2)</p> <p>Patrick also reminds all members that self-nomination paperwork shall be responded for running the executive position in next term and need to be sent to Phelia before the ACM.</p> <p>Carlo expresses his difficulty in catching up the respond time when a decision needs to be made by the Chapter. He has no idea now how he</p>

	can participate in the next term and will see.
Next Chapter meeting Wednesday March 15 th , 2023, @ 7:30PM	David W motions to adjourn the meeting and Patrick seconds. Meeting is agreed to end at 8:33pm. Next Chapter Meeting will be notified accordingly.

Thank you,

Recorded by Patrick Lau, MBA, C.E.T.

York Chapter Secretary

Secretary@oacett-york.org

Attachment 1 – Financial Statement

Financial Year in Review for 2023

Budget

Month	Event	Status	Lead Members	Budget	Spent	Notes	Actual Expense (Revenue)	Cost Details	Members Pay	Paid Attendees	Income
Jan-2023	-						\$ -				
Feb-09-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Open	Phelia	\$ 100.00	\$ 100.00	Lane rental deposit. Cheque 338.	\$ 100.00				
Feb-09-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Open	Phelia	\$ 200.00		Event final cost?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Feb-16-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 100.00		Lane rental deposit.	\$ -				
Feb-16-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 200.00		Event final cost?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Mar-2023	CPD (virtual)	Planned	David W	\$ 250.00	\$ -	Honorarium for CPD speaker? Gift cards for prizes? Estimated attendance? Members pay?	#VALUE!		\$ 10.00	?	#VALUE!
Mar-09-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 100.00		Lane rental deposit.	\$ -				
Mar-09-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 200.00		Event final cost?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Apr-12-2023	In-person Chapter and ACM (hybrid)	Open	Jürgen	\$ 75.00	\$ 62.26	Venue rental. Cheque 339.	\$ 62.26				
Apr-12-2023	In-person Chapter and ACM (hybrid)	Planned	Phelia, Karpal, Patrick, Jen	\$ 425.00		Refreshments.	\$ -				
Apr-12-2023	CPD (at hybrid ACM)	Planned	David W	\$ 250.00		Honorarium for CPD speaker? Gift cards for prizes? Estimated attendance? Members pay?	#VALUE!		\$ 10.00	?	#VALUE!
May-19-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 100.00		Lane rental deposit.	\$ -				
May-19-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 200.00		Event final cost?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Jun-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 100.00		Lane rental deposit.	\$ -				
Jun-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 200.00		Event final cost?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Jul-2023	Garage Sale?	Planned	Phelia	\$ 1,000.00		Details re budget and revenue?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Aug-01-2023	E-mail Hosting Renewal	Open	Jürgen	\$ 60.00		Renewal with Hosting.ca from August 1 2023 to July 31, 2024	\$ -				
Aug-04-2023	Domain Name Renewal	Open	Jürgen	\$ 30.00		Renewal with Google from August 4, 2023 to August 3, 2024	\$ -				
Aug-2023	Picnic (Budget 40 ppl @ \$40 = \$2,000)	Planned		\$ 1,800.00		Venue rental.	\$ -				
Aug-2023	Picnic (Budget 40 ppl @ \$40 = \$2,000)	Planned				Food.	\$ -				
Aug-2023	Picnic (Budget 40 ppl @ \$40 = \$2,000)	Planned				Drinks.	\$ -				
Aug-2023	Picnic (Budget 40 ppl @ \$40 = \$2,000)	Planned				Registration.	-\$ 200.00		\$ 5.00	40	\$ 200.00
Sep-2023	CPD (virtual)	Planned	David W	\$ 250.00	\$ -	Honorarium for CPD speaker? Gift cards for prizes? Estimated attendance? Members pay?	#VALUE!		\$ 10.00	?	#VALUE!
Sep-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 100.00		Lane rental deposit.	\$ -				
Sep-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 200.00		Event final cost?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Oct-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 100.00		Lane rental deposit.	\$ -				
Oct-2023	Bowling (Budget 30 ppl @ \$15 = \$300)	Planned	Phelia	\$ 200.00		Event final cost?	-\$ 150.00		\$ 5.00	30	\$ 150.00
Nov-2023	CPD (virtual)	Planned	David W	\$ 250.00	\$ -	Honorarium for CPD speaker? Gift cards for prizes? Estimated attendance? Members pay?	#VALUE!		\$ 10.00	?	#VALUE!
Dec-2023	Holiday Dinner (Budget 15 ppl @ \$60 = \$900)	Complete		\$ 900.00		Who to include given the new Executive rules?	\$ -		\$ -	15	\$ -
Dec-2023	Bank Service charges estimate			\$ 60.00		Estimate \$4.95 x 12 months	\$ -				

Donations and Charity	Planned				
Swag items Chapter Executives	Planned		\$ 600.00		
Women in Technology activities	Planned				
College Liaison activities	Planned				
Swag for prizes at networking events	Planned		\$ 1,000.00		

Totals \$ 9,050.00 \$ 162.26

#VALUE!

#VALUE!

Budget to Bank Reconciliation

Date
31-Dec-2022
31-Jan-2023
31-Jan-2023

Reconciled	Description	Amount
	Bank Balance	\$ 11,371.23
	Monthly Plan Fee	-\$ 4.95
	Monthly Plan Fee	\$ 4.95
	Bank Balance	\$ 11,371.23
	Cash Balance	\$ -
	Total	\$ 11,371.23

Legend (since last report)	
Activity	
Functional/cosmetic additions/changes	
Items not on Phelia's budget to consider	

Outstanding Financial Issues

1	Feb 9 2023 Bowling Deposit	Open	Cheque 338 issued to Phelia - pending
2	Apr 12 2023 ACM Venue	Open	Cheque 339 issued to Jürgen - pending

**Attachment 2 – Message Relating to Head Office Direction on College
Liaison (screenshot from meeting Chat)**

