

OACETT York Chapter Executive Meeting Minutes



Date and Time:	
Wednesday January 18, 2023, at 7:30PM	
Location:	
Zoom	
Attendance	Jen Hazelton
Phelia Kung	Oliver Xiao
David Willison	
Patrick Lau	
Jürgen Friedrich	
Vir Alvaran	
Karpal Khara	
Vladimir Saknovich	
Maryam Rouyanipour	
Regrets: David Cotter, Amandeep Pathak; Davor Vujcic (volunteer)	No Shows: Adam Lawrence; Bradley Ballanger; Carlo Scaramuzza
AGENDA:	
Sign in	Phelia welcomes all committees attending the eighth Chapter meeting in this term. There is no connection issue with this latest changed Zoom account provided by the head office. Phelia confirms a quorum is presented and this meeting shall go 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 Maryam seconds to accept the meeting minutes. The last meeting minutes is accepted by the Executive Committee

	as official records.
Chair Comments on Month-by-Month Schedule	<p>Phelia starts the comment session with the following:</p> <ol style="list-style-type: none"> 1. Phelia mentions that there are 4 meeting remaining in this term including the ACM. Would like all Executives work together to determine the date for the coming ACM. Patrick asks for consensus on those suggested dates of February 15th, March 15th and ACM (to be decided in this meeting) for Chapter meeting. All agreed with the suggested meeting dates. 2. David W updates everyone that subway tunneling can be an interesting topic as the current Yonge North Subway Extension becoming a hot topic now in the region. He would like anyone of the Executive Team to look at right speaker and he will also try to secure a speaker as well to fill up the CPD slot by late February or early March. And, David W mentions CPD topic which is a major context of the ACM, in hybrid mode, is still exploring. Patrick seconds David W having 2 CPD as suggested. 3. Phelia reports that the last Year-end gathering event is considered very successful. Venue can be utilized as a choice in the coming year. 4. Phelia opts those swags shall not be personalized for Executives only but kind of gifts for future events to increase their attractiveness. What to order shall be followed up by Phelia and update the committee next month. Jürgen states that there is no budget currently

	allowed in 2023 and needs approval from David C.
Durham Chair Updates - Adam	No update as Adam is not available for this meeting.
PSAB Councillor Updates – David C	No update as David C is not available for this meeting due to clash with other Chapter meeting.
IETO Councillor Updates – Jen	<p>Jen updates of the following:</p> <ol style="list-style-type: none"> 1. President-Elect, Micheal Mooney for OACETT with a commitment of 6-year term. 2. Application for the Board of Directors is now announcing in email to all members. 3. New OACETT Governance has removed function on IETO & PSAB and sub-committee groups to be formed under the Board of Directors to resume those functions and expecting more interaction with different members. 4. Members' due will be increased to cover cost increases during the last few years. 5. Jen advises Chapter ACM shall be held prior to OACETT AGM which has been scheduled on May 27th.
PEO Comments – Oliver Xiao	Oliver updates the Chapter that the PEO is still working hard to get back to the pre-pandemic routine for meetings and other events. Not too much to share now.
Treasurer – Financial Summary	<p>Jürgen updates the team that we have finished all donations in 2022 and issued cheque to Fletcher Foundation already cashed.</p> <p>Jürgen emphasizes that the Executive</p>

	<p>Team shall be carefully itemized those items/events by responsible leads, it has to plan in the fashion to include potential spend and revenue for 2023. This budgeting exercise is an ultra-important topic for operating of the Chapter in 2023. Imminent event needs to be planned and approved by David C on a case-by-case situation before approval of the budget in 2023. Patrick gets the former budget file in Jen's time from the Chapter Google Drive and shares to the Executive Team for preparation of the coming year budget.</p> <p>A detailed monthly financial summary for end of December 2022 is incorporated into the Attachment 1 in this minutes.</p>
<p>Women-in-Technology - TBA</p>	<p>Phelia update the team that there is no replacement to fill-up this vacancy due to limited time available in the term. Jen suggests the best way to get a replacement shall be some sort of in-person Chapter activities to source new volunteers. Gender is not a constraint for this position.</p> <p>Remaining budget for WIT and College Liaison, about \$500/each x2 = \$1,000 will be combined for securing swags. Vir has been assigned to follow up this issue. Vir further updates that there is no WIT in any colleagues within York Region. Vir suggests keeping the current budget for both WIT and College Liaison this year to next week. He will collaborate with other Chapter/s the best way to utilize this budget to bring a fruitful result.</p>

College Liaison - Vir	Vir reports as above.
Procurement of Equipment for Hybrid Meeting - Patrick	Patrick has provided hybrid equipment list to David C for review and pending approval. Procuring hybrid equipment by the head office is a set procedure due to maximizing of utilization. However, storage of equipment can still be flexible to reduce unnecessary haulage of equipment by executive to the head office and vise-versa. Pending head office response at the moment.
AOB	<p>Patrick mentions it will be best for all Executives to reply the meeting invite for attendance record keeping and give an idea to the Chair whether enough member to form a quorum beforehand.</p> <p>In reply to Maryam question on budget, Jürgen provides some detailed examples on approaches and reiterates this is a join effort for all Executives.</p> <p>Oliver supplements most updated info can be found from PEO website.</p> <p>Phelia raises idea to the team either mini-golf or bowling event will be good for net-working purposes. A voting exercise has been conducted by the Chair for number of people and possible date for the event in the meeting to secure the venue. The team eventually agrees to set February 9th as date for the Bowling Event.</p> <p>AGM date has also been agreed by the team in the evening on April 12th, 2023, in hybrid mode, after a simple</p>

	<p>voting exercise conducted in the meeting. Jen reminds the team that 30 days notification in advance to all members for ACM is crucial in complying with the rules for ACM and possible way to increase members participation to the ACM in the region.</p> <p>Jen and David W are kindly agreed to serve as leads organizing the ACM such as venue, setting of hybrid meeting mode, CPD, refreshment etc.</p> <p>ACM venue such as Regional Police Office Board Room and Library Conference Room are also a choice for the Chapter to explore (Post Meeting Note: Richmond Hill Central Library, Room B, 1 Atkinson St, Richmond Hill, ON, L4C 0H5 from 6:00pm to 9:00pm has been booked for the Chapter ACM by Jürgen). Cost saving for the ACM is also a main theme as reminds by Jürgen under this late pandemic recovery time.</p> <p>Patrick and Karpal are volunteered to set up the hybrid meeting mode for the ACM.</p>
<p>Next Chapter meeting Wednesday February 15th, 2023, @ 7:30PM</p>	<p>Patrick motions to adjourn the meeting and Jürgen seconds. Meeting is agreed to end at 8:54pm. Next Chapter Meeting will be notified accordingly.</p>

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 2022

Budget

Month	Event	Status	Lead Members	Budget	Spent	Notes	Actual Expense (Revenue)	Cost Details	Members Pay	Paid Attendees	Income
Apr-06-2022	In-person Chapter and ACM (hybrid)	Complete	Steven	\$ 300.00	\$ 310.75	Room rental. Cheque 315.	\$ 310.75				
Apr-06-2022	In-person Chapter and ACM (hybrid)	Complete	Amandeep	\$ 300.00	\$ 164.93	Refreshments. Cheque 317.	\$ 164.93				
Apr-06-2022	In-person Chapter and ACM (hybrid)	Complete	Patrick	\$ 100.00	\$ 100.00	Cheque 314. Gift cards (\$50.00 each) for past two chairs (Jen and Steven).	\$ 100.00				
Apr-06-2022	CPD (at hybrid ACM)	Complete	David W and Oliver	\$ 150.00	\$ 150.00	Honorarium for CPD speaker. Cheque 316.	\$ 71.01			15	\$ 78.99
May-04-2022	CPD (virtual)	Closed	David W and Steven	\$ 150.00	\$ -	Honorarium for CPD speaker. Cheque 318. Steven donated back to chapter.	-\$ 159.79		\$ 10.00	19	\$ 159.79
Aug-01-2022	E-mail Hosting Renewal	Complete	Jürgen	\$ 59.00	\$ 48.82	Renewal with Hosting.ca from August 1 2022 to July 31, 2023 Cheque 320	\$ 48.82				
Aug-04-2022	Domain Name Renewal	Complete	Jürgen	\$ 24.00	\$ 19.21	Renewal with Google from August 4, 2022 to August 3, 2023 Cheque 321	\$ 19.21				
Aug-06-2022	Picnic-Venue	Complete	David W	\$ 500.00	\$ 444.13	Estimate 120 members attend, food, rentals, swag prizes Cheque 319	\$ 284.13	\$ 10.00		16	\$ 160.00
Aug-06-2022	Picnic - Food	Complete	Teresa d B	\$ 2,000.00	\$ 585.99	Estimate 120 members attend, food, rentals, swag prizes Cheque 322	\$ 570.99	\$ 5.00		3	\$ 15.00
Aug-06-2022	Picnic - Drinks	Complete	Vir A		\$ 39.39	Estimate 120 members attend, food, rentals, swag prizes Cheque 323	\$ 39.39				
Aug-06-2022	Picnic - Registration	Complete	Patrick		\$ 57.18	Estimate 120 members attend, food, rentals, swag prizes Cheque 324	\$ 57.18				
Aug-06-2022	Picnic - Food	Complete	Phelia		\$ 337.50	Estimate 120 members attend, food, rentals, swag prizes Cheque 325	\$ 337.50				
Aug-06-2022	Picnic - Drinks	Complete	David W		\$ 35.51	Estimate 120 members attend, food, rentals, swag prizes Cheque 326	\$ 35.51				
Oct-13-2022	Milestone Card Printing	Complete	Davor V	\$ 45.00	\$ 48.95	Printing of milestone cards (cheque 330)	\$ 48.95				
Oct-19-2022	Milestone Card Postage	Complete	Vir A	\$ 45.00	\$ 51.98	Postage of milestone cards (cheque 331)	\$ 51.98				
Oct-19-2022	In-person Chapter meeting (hybrid)	Complete	Jürgen		\$ 54.68	Venue (cheque 329)	\$ 54.68				
Oct-19-2022	In-person Chapter meeting (hybrid)	Complete	Patrick	\$ 250.00	\$ 63.82	Refreshments (cheque 332)	\$ 63.82				
Nov-24-2022	CPD (virtual)	Complete	David W	\$ 150.00	\$ 150.00	Honorarium for CPD speaker.	\$ 150.00				
Nov-24-2022	CPD (virtual)	Complete	Jürgen	\$ 50.00	\$ 50.00	Amazon gift cards for CPD prizes. Cheque 335.	\$ 100.00				
Dec-03-2022	Chapter Executive Holiday Event	Complete	Jürgen	\$ 750.00	\$ 553.20	Budgeted \$50 per Chapter Executive member (15). Cheque 333.	\$ 553.20				
Dec-03-2022	Chapter Executive Meeting	Complete	Phelia	\$ 10.00	\$ 6.87	Cheque 334	\$ 6.87				
Dec-2022	Hybrid Equipment	In Progress	Patrick	\$ 500.00		Patrick to send detailed list to David C. for approval					
Dec-2022	Bank Service charges estimate			\$ 45.00	\$ 9.90	Estimate \$4.50 x 10 months	\$ 9.90				

Donations and Charity	Complete		\$ 200.00	\$ 200.00	Pledged \$200 to Fletcher Foundation. Cheque 327 issued (lost). Cheque 328 issued.
Donations and Charity	Complete		\$ 1,800.00	\$ 1,800.00	Fletcher Foundation. Cheque 336.
Swag	In Progress		\$ 500.00		
Women in Technology activities	In Progress	Teresa d B	\$ 500.00		
College Liaison activities	In Progress	Vir A	\$ 500.00		
Swag for Prizes	In Progress		\$ 500.00		

Totals \$ 9,428.00 \$ 5,282.81

\$ 2,919.03

\$ 413.78

Budget to Bank Reconciliation

Date	Reconciled	Description	Amount	
31-Dec-2021		Bank Balance	\$ 12,020.18	
31-Jan-2022		Monthly Plan Fee	-\$ 4.95	
31-Jan-2022		Monthly Plan Fee	\$ 4.95	
28-Feb-2022		Monthly Plan Fee	-\$ 4.95	
28-Feb-2022		Monthly Plan Fee	\$ 4.95	
08-Mar-2022	Yes	Cheque 312	-\$ 2,000.00	Fletcher Foundation donation
31-Mar-2022		Monthly Plan Fee	-\$ 4.95	
31-Mar-2022		Monthly Plan Fee	\$ 4.95	
06-Apr-2022	Yes	Cheque 317	-\$ 164.93	ACM Refreshments (Amandeep)
07-Apr-2022	Yes	Cheque 315	-\$ 310.75	ACM Room Rental (Steven)
07-Apr-2022	Yes	Cheque 314	-\$ 100.00	ACM Gift Cards for Steven and Jen (Patrick)
07-Apr-2022	Yes	Cheque 313	-\$ 226.00	Zoom account 2021 (Steven)
08-Apr-2022	Yes	Cheque 316	-\$ 150.00	ACM CPD Honorarium (Oliver)
11-Apr-2022	Yes	EventBrite ACM CPD V	\$ 33.30	ACM CPD Virtual Attendees (9)
11-Apr-2022	Yes	EventBrite ACM CPD IP	\$ 45.69	ACM CPD In-Person Attendees (6)
29-Apr-2022		Monthly Plan Fee	-\$ 4.95	
09-May-2022	Yes	EventBrite CPD	\$ 159.79	CPD May 4 Steven (19 paid attendees)
26-May-2022	Yes	OACETT 2022 Grant	\$ 6,493.82	OACETT 2022 Chapter Grant
31-May-2022		Monthly Plan Fee	-\$ 4.95	
30-Jun-2022		Monthly Plan Fee	-\$ 4.95	
30-Jun-2022		Monthly Plan Fee	\$ 4.95	

Legend (since last report)	
Activity	
Functional/cosmetic additions/changes	

Financial Year in Review for 2022

15-Jul-2022
29-Jul-2022
29-Jul-2022
08-Aug-2022
08-Aug-2022
08-Aug-2022
08-Aug-2022
08-Aug-2022
09-Aug-2022
10-Aug-2022
11-Aug-2022
15-Aug-2022
31-Aug-2022
31-Aug-2022
29-Sep-2022
29-Sep-2022
20-Oct-2022
20-Oct-2022
24-Oct-2022
31-Oct-2022
31-Oct-2022
10-Nov-2022
21-Nov-2022
30-Nov-2022
30-Nov-2022
05-Dec-2022
05-Dec-2022
12-Dec-2022
14-Dec-2022
19-Dec-2022
30-Dec-2022
30-Dec-2022

Yes	Cheque 319
	Monthly Plan Fee
	Monthly Plan Fee
Yes	Cheque 325
Yes	Cheque 321
Yes	Cheque 322
Yes	Cheque 320
Yes	Cheque 324
Yes	Cheque 323
Yes	EventBrite Picnic
Yes	Cheque 326
	Monthly Plan Fee
	Monthly Plan Fee
	Monthly Plan Fee
	Monthly Plan Fee
Yes	Cheque 329
Yes	Cheque 332
Yes	Cheque 331
	Monthly Plan Fee
	Monthly Plan Fee
Yes	Cheque 328
Yes	Cheque 330
	Monthly Plan Fee
	Monthly Plan Fee
Yes	Cheque 333
Yes	Cheque 335
Yes	Cheque 334
Yes	Cheque 336
Yes	Cheque 337
	Monthly Plan Fee
	Monthly Plan Fee
Bank Balance	
Cash Balance	
Total	

-\$	444.13	Aug 6 Picnic Venue Rental (David W)
-\$	4.95	
\$	4.95	
-\$	337.50	Aug 6 Picnic Food (Phelia)
-\$	19.21	York Chapter Domain Aug 2022 to July 2023 (Jürgen)
-\$	585.99	Aug 6 Picnic Food (Teresa)
-\$	48.82	York Chapter Email Aug 2022 to Aug 2023 (Jürgen)
-\$	57.18	Aug 6 Picnic Registration (Patrick)
-\$	39.39	Aug 6 Picnic Drinks (Vir)
\$	127.25	Aug 6 Picnic Ticket Sales (19 paid attendees)
-\$	35.51	Aug 6 Picnic Drinks (David W)
-\$	4.95	
\$	4.95	
-\$	4.95	
-\$	54.68	Oct 19 Chapter Meeting Room Rental (Jürgen)
-\$	63.81	Oct 19 Chapter Meeting Food and Drinks (Patrick)
-\$	51.98	Milestone Cards Stamps (Vir)
-\$	4.95	
\$	4.95	
-\$	200.00	Fletcher Foundation donation (Bob van den Berg)
-\$	48.95	Milestone Cards Printing and Paper (Davor)
-\$	4.95	
\$	4.95	
-\$	953.20	Dec 3 Executive Holiday Dinner (Jürgen)
-\$	50.00	Nov 24 CPD Amazon Gift Card Prizes (Jürgen)
-\$	6.87	Dec 3 Executive Meeting Coffee (Phelia)
-\$	1,800.00	Chapter 2022 donation to Fletcher Foundation
-\$	150.00	Nov 24 CPD Speaker Honorarium (Darren V)
-\$	4.95	
\$	4.95	
\$	11,371.23	
\$	-	Oct 4 -Jürgen paid cash and cheque for Oct 19 meeting and postage for Fletcher Foundation cheques.
\$	11,371.23	

Outstanding Financial Issues

15	Milestone card expenses.
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Closed	Davor-cheque 330 \$48.95.
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