



Chartered Engineers Pacific

(CEP)

Aka Western Canada Group of Chartered
Engineers

Minutes of CEP Committee Meeting JUNE 27, 2018

Venue: Accent Inns Burnaby

Item	Description	Action
1	<p>Welcome: The Chairman (MWK) opened the meeting at 5.15 pm and stated the Group's adopted mission: '<i>Deliver inspirational engineering events and networking opportunities</i>'</p> <p>Chair welcomed Walton W. Lu (MIStructE) joining the meeting as a guest.</p>	
2	<p>Attendance: Alan Kay (AK), Arul Raja (AR), Chris Richardson (CR), George De Ridder (GDR), Matthew Walton-Knight (MWK), Douglas Yee (DY), Suresh Vishwakarma (SV), David Woo (DW), Zeeshan Khan (ZK), Walton Lu (WL)</p> <p><u>Apologies</u> of absence from meeting were received from: David Harvey (DH), Alan Wood (AW), Graeme Green (GG).</p> <p>Meeting was duly constituted as the minimum number of six members were in attendance.</p>	
3	<p>Setting of Agenda: The Agenda was adopted with no additions.</p>	
4	<p>Approval of Previous Minutes: The Minutes of the last Committee Meeting on May 16, 2018 were approved as tabled, without corrections or objections. Proposed by DY; seconded by AR, no objections; CARRIED.</p>	
5	<p>Matters Arising from Previous Minutes: a) <u>Expressive Promotional Items</u>, previous 5 a): no report; carried to next meeting.</p>	AW



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	<p>b) <u>ICE-200-year celebratory talks for 2018</u>: speakers program as described in previous Minutes 5b) of Nov 2017 was being deployed; AK (MICE) presented an illustrated talk about the history of the ICE. A transcript is available on CEP website (Past Events), and in the forthcoming CEP Newsletter. The next presentation will be on Sept 19, 2018 by GG (MICE), followed by Tim Langmaid (MICE) on October 17, 2018; Doug Madsen (FICE) on November 14, 2018.</p> <p>c) <u>School-engagement project initiative by IET</u> to promote engineering and technology among school students: stand over to September meeting. May 16 Minutes 5c)</p> <p>d) <u>PATW competition UBC May 12, 2018</u>: no further discussion after previous Minutes; matter closed. Above reports are also posted on CEP website under <i>PAST EVENTS</i>.</p> <p>e) ICE-200, 12th <u>Brunel International Lecture</u> on July 29, 2019, Previous minutes 5e): no report; stands over to September 2018.</p>	<p>MWK</p> <p>SV</p> <p>GG</p>
6	<p>Technical Program: Updated schedule 2018 per ENCLOSURE A</p> <p>a) <u>Summer social in July</u>: Appreciation Dinner for Committee on July 14 at 7 pm at Felicos Restaurant Richmond; committee members fully subsidized at \$50 max, welcome one non-subsidized guest per member, no speaker. Expense of \$600 was approved on proposal by DW, seconded by GDR, no objections; CARRIED.</p> <p>b) <u>2019 Program</u> Four speakers are confirmed, four potential speakers under negotiation to be confirmed. No vacancies open. AGM speaker, format and venue of event to be selected. The 2019 event dates must be finalised by September, and venue bookings immediately arranged with The Accent Inns for the larger Fraser Room for all events.</p> <p>c) <u>June 27, 2018 Technical Meeting</u>: (post meeting notes): Speaker Professor Vijay. K. Verma (PMI fellow, PMP, MBA, P.Eng.) spoke about <i>Influence Without Authority</i> which generated stimulating participation from the audience of 25, appreciated by all. Slides of the presentation are still awaited for the CEP website.</p>	<p>DW, GDR</p> <p>DW GDR</p> <p>GDR</p>
7	<p>Finances</p> <p>a) Overview</p> <p>i. Current account balance = \$ 20,552</p>	<p>DY</p>

Item	Description	Action
	<p>ii. Cashable lockout account reserve = \$ 5,000 (in addition to i)</p> <p>iii. Membership (in addition to i) = \$ 123.81</p> <p>b) Approved and CARRIED expense claims, proposed by AR and seconded by ZK:</p> <ol style="list-style-type: none"> 1. Pre-approved by email: non 2. Provisional \$1000 for June 27, 2018 meetings; <i>Post meeting note: actual invoice paid to Accent Inns, claimed by GDR was \$952.30</i> 3. Provisional for travel expense claims by AK: \$120 4. New submissions: (i) \$22.27 for printing of Agendas, to GDR, (ii) \$99.23 for internet maintenance period July-Dec 2018 service to ANNO Internet Services paid and claimed by GDR, (iii) \$91.15 to DY for stationary. All per invoice to the Treasurer. <p>c) Q2-2018 funding request to be submitted by end of June 2018</p>	
8	<p>Newsletter: Volume -1 2018 is due in July. Final editing was in progress.</p>	ZK/ AW/ GDR
9	<p>Website: After a round-table discussion, the following objectives were concluded:</p> <ol style="list-style-type: none"> 9.1 Refreshing of the Home page 9.2 Request parent Institutions to create links from their sites to CEP 9.3 Create sub-accounts for seminars, courses, competitions and Minutes of CEP Committee Meetings. 9.4 Create link to other chartered engineering groups in Canada. 	GDR
10	<p>New Business:</p> <p>a) <u>General Data Protection Regulations (GDPR)</u>, First trial run to communicate with members under a new system will be the NEWSLETTER emailed via the five parent institutions. Institutions using their individual secured data bases. CEP will have no control over the logistics, other than the content of notices. GDR will notify Committee members when to expect the Newsletter by email in their servers, asking them to notify the Committee of receipt. Test completed if notices arrive all successfully.</p> <p>Non-member guest on our current distribution list will receive the Newsletter through the current email protocol (CEP domain server under CEP control). Member data will be destroyed under the GDPR instructions, once CEP is satisfied with the effectiveness of the new procedure via the institution servers, foreseen by October 2018.</p>	GDR



Item	Description	Action
	b) <u>Proposal for organizing one-day IET seminar</u> in Vancouver, Canada 2018. An overview of the seminar on <i>Corporate Social Responsibility</i> proposed by SV (initiator and organizer) is per ENCLOSURE C ; Committee decided on proposal by MWK seconded by DY, CARRIED : (i) CEP positively supports the initiative; target audience to include members of all CEP institutions (ii) limit of CEP contribution \$1,250 (iii) travel expenses sponsored only for local speakers/presenters. (iv) provided payment is made on presentation of receipts.	SV
11	Next Meetings: Next Committee Meeting is on Wednesday September 19, 2018, 5:00 pm at the Accent Inns, Burnaby, followed by a technical presentation by Keith Belsham at 7pm	ALL
12	Adjournment: MWK closed the meeting at 6:45 pm.	

Minutes by GDR, June 27, 2018

ENCLOSURE A- Events Schedule 2018

ENCLOSURE B- Events Schedule 2019

ENCLOSURE C- Corporate Social Responsibility (CSR) Seminar proposal, overview by SV.



Enclosure A – EVENTS SCHEDULE 2018

Technical meetings commence 7:00 pm, following Committee Meeting at 5:00 pm. Additions and amendments to the above schedule along with details on individual functions will be distributed via email and posted on our websites: www.wcgce.org.ca or www.charteredengineerspacific.ca

Date	Venue	Tech Meeting at 7 pm Subject - Topic	Presenter	Status
January 24, Wednesday	Terminal City Club Vancouver	AGM & Annual Dinner	Guest speaker: Mr. Bob Stewart P.Eng, past president of EGBC.	Executed
March 14, Wednesday	Accents Inn Burnaby	General Fusion	Mike Donaldson	Executed
April 11, Wednesday	Accents Inn Burnaby	Growing a Consulting Firm; Converting a Vision to Reality	Dr Zak El-Ramly	Executed
May 16, Wednesday	Accents Inn Burnaby	Arthritis, Where Engineering Principles Play A Role	Dr Barry Koehler	Executed
June 27, Wednesday	Accents Inn Burnaby	Management - Influence Without Authority	Prof. Vijay Kumar Verma	Executed
July 14, Saturday	Felicos Restaurant, Richmond	Committee Appreciation Dinner	-	Executed
September 19, Wednesday	Accents Inn Burnaby	Modern Measuring and Sensing devices; Spatial Technologies	Keith Belsham	Confirmed
October 17, Wednesday	Accents Inn Burnaby	Battery Powered Electric Vehicle	Bruce Stout	Confirmed
November 14, Wednesday	Accents Inn Burnaby	Provincial Government Transportation Policy & Planning	Bowinn Ma, P.Eng, MLA, BC Provincial Government	Confirmed

Enclosure B – EVENTS SCHEDULE 2019

Date	Venue	Tech Meeting at 7 pm Subject - Topic	Presenter	Status
January 23, Wednesday	TBC	AGM	Richard Greenwood	TBC
March 20, Wednesday	Accent Inns Bnby	TBC	Diana Lary	TBC
April 17, Wednesday	Accent Inns Bnby	Cyber Threats	Tom Duggam	TBC
May 15, Wednesday	Accent Inns Bnby		Faramarz Jab	TBC
June 19, Wednesday			SV to TBC	
July 29, Monday	TBC	ICE: 12th Brunel International Lecture: July 29th 2019	TBC	Confirmed
September 18, Wednesday	Accent Inns Bnby		Zk to TBC	
October 23, Wednesday	Accent Inns Bnby		SV to TBC	
November 20, Wednesday	Accent Inns Bnby		ZK to TBC	

Enclosure C – CSR SEMINAR OVERVIEW

As advised during the last Committee Meeting on June 27, I am elaborating below my plan to organize a one-day seminar on Corporate Social Responsibility (CSR) under the aegis of IET and CEP on Sep 15 (or Sep 22).

I. Seminar Information

- General Topic – Corporate Social Responsibility (CSR).
- Seminar Title – CSR awareness in young engineers and engineering students.
- Seminar Description – Three presentations by representatives from international organizations and industries in FN session. Workshop including group learning / activities by an academician in the AN.
- Length of Time – 7 hours (with one lunch and two coffee / snacks breaks).
- Targeted delegates: 50 (Approx. 25 CEP members, and 25 young engineers & students).

II. Seminar Rationale



CSR aims to ensure that companies conduct their business in a way that considers their social, economic and environmental impact, and consideration of human rights. CSR is being increasingly realized by organizations as a crucial tool for achieving a better image in government and public. This seminar is designed to inspire future engineers on businesses' responsibility to act ethically and consider their impacts on the community at large. Going down in their professional career, the early professionals shall have to necessarily give a CSR perspective to their all business decisions. Educating young engineers and engineering students on CSR will motivate them to give a CSR insight to whatever assignments they will be undertaking later at their workplace.

III. Learning Objectives

After attending the seminar, participants especially the young engineers will get a better insight of CSR as well as their responsibility to contribute to the CSR initiatives of their organization. They will also learn how to carry out their work in a way that positively contributes to the society, economy, environment, and human rights.

Participants are expected to take away the under-listed information/concepts/skills from the seminar.

- Concept of CSR.
- Major components of CSR.
- Relevance of CSR in their work-place decisions.
- CSR skills and styles.
- Understanding needs of society and environment. Undertaking smart CSR initiatives.

The revised estimated seminar expenses now amount to CAD 3500. I have requested IET to fund at least CAD 2500. I am exploring the possibilities of few sponsorships also. I will however request CEP to sponsor at least CAD 1250 to successfully organize this maiden IET seminar in Vancouver. This will pave the way to organize more such events in future.

I am requesting Zeeshan to cancel the earlier booking for Aug 25 and book the same venue for Sep 15 and Sep 22. The exact date will be known within a couple of weeks.

I thank CEP committee in anticipation for its usual support and a positive response on above.

Sincerely

Dr. Suresh Vishwakarma

P.Eng., CEng, MIET, MIE, MBA, PhD, MSPE, MISTD

IET Representative &

Vice Chairman

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