



Chartered Engineers Pacific (CEP)

aka Western Canada Group of Chartered Engineers

Minutes of CEP Committee Meeting Sept 19, 2018

Venue: Accent Inns Burnaby

Item	Description	Action
1	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> '	
2	Attendance: Alan Kay (AK), Arul Raja (AR), David Harvey (DH), George De Ridder (GDR), Matthew Walton-Knight (MWK), Douglas Yee (DY), Graeme Green (GG), Suresh Vishwakarma (SV), Zeeshan Khan (ZK), Walton Lu (WL) <u>Apologies</u> of absence from meeting were received from: Alan Wood (AW), Chris Richardson (CR), David Woo (DW) Meeting was duly constituted as the minimum number of six members were in attendance.	
3	Setting of Agenda: The Agenda was adopted with addition of item 10 a).	
4	Approval of Previous Minutes: The Minutes of the last Committee Meeting on June 27, 2018 were approved as tabled, without corrections or objections. Proposed by DH; seconded by AR, no objections; CARRIED.	
5	Matters Arising from Previous Minutes: a) <u>Expressive Promotional Items</u> , previous 5 a): no report; carried to next meeting. b) <u>ICE-200-year celebratory talks for 2018</u> : speakers program as described in previous Minutes 5b) of Nov 2017 was being deployed;	AW GG



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	<p>GG (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.</p> <p>Tonight's presentation was delivered by Greame Green (ICE) with an historical overview of civil engineer John Smeaton the founder of the Society of Civil Engineers in 1771. The next presentation will be on Oct 17, 2018 by Tim Langmaid (MICE) followed by Doug Madsen (FICE) on November 14, 2018.</p> <p>c) <u>ICE-200, 12th Brunel International Lecture</u> on July 29, 2019, Previous minutes 5e): GG reported that a venue has not yet been secured; key speaker will be Linda Miller OBE. Max Logan (EGBC) and Translink could help promoting the event.</p> <p>d) <u>General Data Protection</u> (GDDPR) roll-out: GDR reported that some Institutions were not able to publish all CEP event notices in time; IMechE is behind with the Newsletter and CIBSE is behind with all publications (Newsletter and two event notices). CEP did not publish material directly to local members after May 25, 2018.</p> <p>e) <u>IET Seminar (CSR) Sept 22, 2018, Langara College, previous 10b)</u>: SV reported that five presenters have committed and 40 participants have registered. A networking dinner is arranged for speakers on September 21. Prizes will be awarded for best questions and best participation during the after-noon workshop, to be lead by prof. Ruchi Tyagi.</p> <p>Total budget is \$4,300 which exclude any payment for international travel. Various sponsors include CEP (\$1,250), IET and others from local industry.</p> <p>Concern was expressed by DY that CEP sponsorship could be interpreted to include speaker's honoraria and international travel expense. The meeting resolved that the seminar is not a regular technical event, as it is focused on students and young engineers (including non-members of CEP); usual policy of no-honoraria to invited speakers need not apply in this case.</p>	<p>GG</p> <p>GDR</p>
6	<p>Technical Program: Updated schedule 2018 per ENCLOSURE A</p> <p>a) <u>Summer social July 2018:</u> An Appreciation Dinner took place for the Committee on July 14 at 7 pm at Felicos Restaurant Richmond, attended by 19 people including 5 non-paying and 4 paying (\$50 each) guests; committee members were subsidized fully. Total cost carried by CEP was \$758.88. The Secretary recorded eight approvals by email by July 30, 2018, no objections or enquiries for the motion to accept the restaurant bill and reimburse Douglas Yee for \$958.88. In</p>	<p>DW, GDR</p>



Item	Description	Action
	<p>terms of our Constitution requiring a quorum of six, the proposal was thus CARRIED for execution. Approvals were received by email from SV, DH, AR, GG, AW, CR, proposed by GDR, seconded by MWK.</p> <p>b) <u>2019 Program</u> Four speakers are confirmed, four potential speakers under negotiation to be confirmed. ENCLOSURE B</p> <p>c) <u>AGM 2019</u> speaker confirmed: Rear-Admiral Richard Greenwood PEng, CEng, and a fellow of the Royal Institution of Naval Architects. Format and venue of event to be selected.</p> <p>d) The <u>2019 event dates</u> were finalised, and venue bookings arranged accordingly with The Accent Inns for the larger Fraser Room for all events.</p> <p>e) <u>GDPR procedure</u>: Secretary noted that the new GDPR procedure for communicating event notices through the parent Institutions has delayed notices reaching some members. The slow process may affect attendance numbers negatively in future. Steps are taken to speed up CEP notice preparation, where possible.</p> <p>f) <u>September 19, 2018 Technical Meeting</u>: (post meeting notes): Speaker Keith Belsham of <i>Spatial Technologies</i> in Burnaby spoke about and demonstrated modern survey and measuring instruments used in a wide variety of geomatical data capturing. Based on Global Navigation Systems (GNSS) with open platform technology, these devices feature the following uses: Real Time Kinematics (RTK) radio reference rover station; alert sensors for machine control, dam structure movements, seismic monitoring, earth moving equipment (road building grader controls); HD scanners for walk-through recordings of buildings, down-loadable to Autodesk and Revit software; aerial vehicle mounted sensors for helicopter and drone surveying; ground penetrating radar; fully automated mapping by radar scanning, and more. Stimulating participation from the audience of 12 was generated, appreciated by all.</p>	<p>GDR, MWK</p> <p>GDR</p>
7	<p>Finances</p> <p>a) <u>Overview</u></p> <ul style="list-style-type: none"> i. Current account balance = \$ 21,660 ii. Cashable lockout account reserve = \$ 5,000 (in addition to i) iii. Membership (in addition to i) = \$ 123.81 <p>b) <u>Approved</u> and CARRIED expense claims, proposed by DH and seconded by SV:</p> <ul style="list-style-type: none"> 1. Pre-approved by email: \$958.88 to DY (see 6a) 	DY



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	<p>2. Provisional \$1000 for Sept 19, 2018 meetings; <i>Post meeting note: actual invoice paid to Accent Inns, claimed by GDR was \$773.42; (reduced scope for catering resulted in savings over budget)</i></p> <p>3. Provisional for travel expense claims by AK: \$120</p> <p>4. New submissions: Non</p> <p>c) <u>Q3-2018</u> funding request to be submitted by September 27, 2018</p> <p>d) <u>Proposed Budget-2019 Enclosure C</u> was approved without alteration, for submitting to London; proposed by DH, seconded by GDR. Chair expressed appreciation to Treasurer DY for preparing the budget.</p>	<p>MWK</p> <p>DY</p>
8	<p>Newsletter:</p> <p>a) <u>Volume -1 2018</u> Committee expressed appreciation to the editing committee (GDR, ZK, AW) for the good quality of last edition. Secretary noted that compliments were received by email from members. Secretary noted that the new GDPR procedure through the parent Institutions has delayed the Newsletter reaching all members. Some members have not yet received the Newsletter by end of September 2018.</p> <p>b) <u>Vol 2-2018</u>: Plan publication in January 2019 due to less events-material in second semester.</p>	<p>ZK/ AW/ GDR</p>
9	<p>Website:</p> <p>Progress with upgrades are:</p> <p>9.1 Requested parent Institutions to create links from their sites to CEP</p> <p>9.2 Sub-accounts were created for Minutes of CEP Meetings; AGM Minutes from 2013, and Committee meeting Minutes of 2018 are available on-line.</p>	<p>GDR</p>
10	<p>New Business:</p> <p>Chair encouraged incumbent committee members to stand as volunteers to fill the portfolios of Chair-person, Treasurer and Secretary for 2019.</p>	<p>ALL</p>
11	<p>Next Meetings:</p> <p>Next Committee Meeting is on Wednesday October 17, 2018, 5:00 pm at the Accent Inns, Burnaby, followed by a technical presentation about Battery Powered Electric Vehicles by Bruce Stout.</p>	<p>ALL</p>
12	<p>Adjournment: MWK closed the meeting at 6:45 pm.</p>	

Minutes by GDR, June 27, 2018

ENCLOSURE A- Events Schedule 2018

ENCLOSURE B- Events Schedule 2019;

ENCLOSURE C- PROPOSED BUDGET 2019.



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	Transit oriented development and North Vancouver transportation.	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	



WESTERN CANADA GROUP OF CHARTERED ENGINEERS

2019 BUDGET

in Canadian dollars (\$)

2019 Grant Request

The Western Canada Group of Chartered Engineers (WCGCE) doing business as *Chartered Engineers Pacific* requests grant funding in 2019 of **\$12,000** to be provided in four equal quarterly tranches.

Comparison of 2018 and 2019 Budgets

Income	2018	2019	
Grant - IMechE administered and provided by ICE / IMechE / IStructE / IET / CIBSE	\$12,000.00	\$12,000.00	Note 1
AGM and Social Event Ticket Sales	\$2,000.00	\$1,300.00	Note 2
Bank Interest	\$70.00	\$70.00	
Total Income	\$14,070.00	\$13,370.00	
Expenses			
Administration	\$2,320.00	\$2,000.00	Note 3
Communication with Members	\$500.00	\$1,000.00	Note 4
Liability Insurance	\$1,382.00	\$1,400.00	Note 5
Presenter Expenses	\$1,200.00	\$600.00	Note 6
Mentoring Initiative	\$1,000.00	\$0.00	Note 7
Back Office Expenses	\$500.00	\$500.00	Note 8
Professional Meeting Costs	\$11,800.00	\$12,000.00	Note 9
Promotional Initiative		\$100.00	Note 10
One-Off Seminar		\$900.00	Note 11
Foreign Exchange Shortfall		\$400.00	Note 12
GST/PST or HST	\$380.00	\$0.00	Note 13
Total Expenses	\$19,082.00	\$18,980.00	
Net Income: Deficit:	-\$5,082.00	-\$5,530.00	



WESTERN CANADA GROUP OF CHARTERED ENGINEERS

Notes

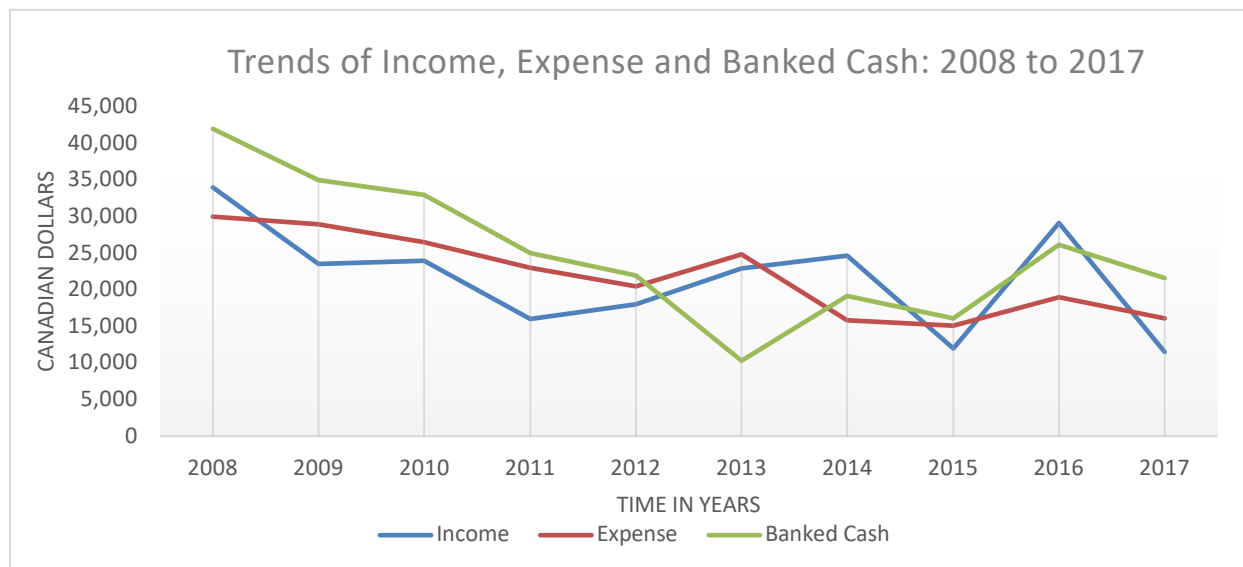
- Note 1: Actual grant approved by the five Institutions for 2018 was \$12,000. A \$12,000 grant for 2019 is in line with the continuation of our efficiency drive to reduce grant support yet maintain the same or better service to members. A deficit of \$5,530 for the 2019 financial year is manageable given the modest funds that we have accumulated; however, such a deficit will not be manageable in 2020.
- Note 2: Ticket sales were significantly reduced in 2018 because of waning participation.
- Note 3: For administrative support, bank charges, audit meetings and travel.
- Note 4: For reviewing, updating and maintaining the WCGCE website.
- Note 5: The cost of liability insurance in 2018 was \$1,382; a marginal increase is anticipated in 2019.
- Note 6: For presenter honorarium and travel expenses; these costs are being proactively reduced.
- Note 7: Our mentoring initiative waned in 2018; allocated funding was used for a joint WCGCE / IET professional seminar. No allocation for mentoring in 2019.
- Note 8: For office supplies, printer consumables and maintenance, computer maintenance, postal supplies.
- Note 9: Professional Meeting costs are based on seven technical meetings / presentations, an AGM, one site visit and one social event: technical meetings costs \$1,000 each; AGM dinner costs \$3,000; site visits cost \$500; social events cost \$1,000; contingency \$500.
- Note 10: An allowance for the investigation and potential setup of improved professional relations and marketing initiative.
- Note 11: For support to a one-off professional seminar or similar special event.
- Note 12: Foreign exchange fees and exchange conversion shortfall when allocated grant is converted from Great British Pounds into Canadian Dollars.
- Note 13: WCGCE does not enjoy Canadian charitable / tax free status, however provincial and federal taxes are now included within individual allocations.



WESTERN CANADA GROUP OF CHARTERED ENGINEERS

General Trends of WCGCE Finances

The graph below shows the recent trends in WCGCE’s finances up to 2017.



Income. In 2008, income was \$34,000 but dropped to \$16,000 in 2011 and to \$12,000 in 2018; however, in 2015 only \$9,000 was received. Between 2011 and 2017 the income line has swung wildly due to the irregular arrival of Institution funds, being provided in sometimes one and sometimes up to four tranches per year.

Expense. The expense line is trending downwards, although at a gentler gradient than income as we proactively reduce costs. In 2019, we are focusing on reducing our AGM costs further.

Banked Cash. In January 2018, WCGCE had \$21,636 banked cash in addition to \$5,000 in a term deposit account. Irregular arrival of funding and an inability to borrow funds, means that WCGCE should maintain approximately \$15,000 banked cash in addition to the \$5,000 term deposit for it to be able to commit to event bookings across the year and to operate prudently.

Prepared by:

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WCGCE Honorary Treasurer

September 23, 2018