



Chartered Engineers Pacific (CEP)

aka Western Canada Group of Chartered Engineers

Minutes of CEP Committee Meeting March 20, 2019

Venue: Accent Inns Burnaby

Item	Description	Action
1	<p>Welcome: The Chairman (SV) opened the meeting at 5.15 pm and welcomed attendees to the first committee meeting of 2019, with special mention of new members Ciaran Clarke (CC), Prafulla Chavan (PC) and Walton Lu (WL).</p>	
2	<p>Attendance: David Woo (DW), George De Ridder (GDR), Graeme Green (GG), Suresh Vishwakarma (SV), Prafulla Chavan (PC), Walton Lu (WL), Zeeshan Khan (ZK) <u>Apologies</u> of absence from meeting were received from: Alan Kay (AK), Arul Raja (AR), Alan Wood (AW), Chris Richardson (CR), Ciaran Clarke (CC), David Harvey (DH), Douglas Yee (DY), Matthew Walton-Knight (MWK), Meeting was duly constituted as the minimum number of six members were in attendance.</p>	
3	<p>Setting of Agenda: The Agenda was adopted without additions.</p>	
4	<p>Approval of Previous Minutes: The Minutes of the last Committee Meeting on November 14, 2018 were approved as tabled, without corrections or objections. Proposed by GG; seconded by DW, no objections; CARRIED.</p>	
5	<p>Matters Arising from Previous Minutes: a) <u>Promotional Items</u>, previous 5 a): AW procured and paid for 30 umbrellas at a total cost of \$718.14. AW was thanked for managing the selection, design and purchase of the umbrellas. An umbrella will be presented to CEP event speakers, including participants of the PATW and SOFE events during 2019, as a token of appreciation and promotion of CEP. Committee members interested to purchase umbrellas from AW at \$25 could contact AW. thanked for managing the selection, design and purchase of the umbrellas.</p>	AW

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	<p>b) <u>ICE-200, 12th Brunel International Lecture</u> on July 29, 2019, Previous minutes 5c): GG reported that Hatch- corporation and potentially Translink agreed to sponsor the event. Progressing with securing a primary funder, promoters and venue. Speaker will be Linda Miller. All CEP members will be invited, though the five parent institutions to attend the free event. Allow 6 weeks for distributing the event notice in time.</p> <p>c) <u>IMechE</u>: meeting with William Hesser (AMIMechE), Previous 10a): IMechE Americas Young Member Representative met with CEP representatives SV, MWK and GDR in December 2018 and discussed about local participation by young members of IMechE, and about CEP collaboration in international competitions (examples: Speak Out for Engineering and Global Engineering Design Solutions Challenge.) SV is following arrangements for an SOFE competition to be arranged for May 25, 2019 at UBC. <u>Post meeting note</u>: Notice of event was published on CEP website during March 19, 2019, and same was emailed to members via IMechE head office.</p> <p>d) <u>Communities Committee for the Americas (CC-A)</u>: Meeting March 21, 2019 Boston, USA: SV announced his plan to attend the meeting as an elected board member and will report back to CEP.</p> <p>e) <u>Potential seminar 2019</u> by Prof. Dr. Indrajit Pal, Assistant Professor and Chair: Disaster Preparedness, Mitigation and Management (DPMM) India: The matter was put on-hold until further notice.</p>	<p>GG</p> <p>SV</p> <p>SV</p> <p>SV</p>
6	<p>Technical Program: Updated schedule 2019 per</p> <p>a) <u>2019 Program</u> The calendar is filled. Refer ENCL. A <u>Post Meeting notes</u>: Prof. Emerita Diana Lary of UBC Centre of Chinese Research gave an interesting illustrated historic overview of China's Engineers from Li Bing (3rd Century B.C.) to today, with participation from the audience of 15. More description of the content will be published in the next edition of Cep Newsletter by July 2019.</p> <p>b) <u>Annual Dinner-Jan 23, 2019</u>, previous Minutes 6b): Report - attended by 18 persons including the guest speaker RAdm. Richard W. Greenwood, CEng, FRINA, FSNAME, comprising of members and guests from UBC-Naval Architecture. Speaker's topic was about his reflections on a career in Naval Engineering. MWK was master-of-ceremony. Total bill charged by restaurant was \$1,738.29 for 24 registrations (per agreement on Jan 21, 2019). Total no-show-ups who did register was 7. Write-off cost was 6@\$60=\$360 and total revenue 18@\$60=\$1080. The Committee concluded not to recover cost from no-show-ups; the event was enjoyable, effective as a</p>	<p>DW, GDR</p> <p>DW, GDR, MWK</p>

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	<p>social meeting for members and was judged successful as a format for future events. DW was thanked for managing the PIER7 restaurant arrangements, and MWK for arranging the speaker.</p> <p>c) <u>AGM on February 20, 2019 at Accent Inns: Report – The Annual General Meeting of members was attended by 14 members. Total expense per invoice from Accent Inns was \$714.97. Minutes of the AGM will become available in due course. No guest speaker was invited, and light catering was available.</u></p> <p>Separating the member's social dinner from the AGM meeting on different dates worked well, as each event progressed more relaxed and meaningful, judged by feedback from all. This arrangement may be considered again in future.</p>	
7	<p>Finances</p> <p>a) <u>Overview</u></p> <ul style="list-style-type: none"> i. Current account balance = \$ 18,635 ii. Cashable lockout account reserve = \$ 5,000 (in addition to i) iii. Membership (in addition to i) = \$ 123.81 <p>b) <u>Approved and CARRIED</u> expense claims, proposed by GG and seconded by SV, all the following:</p> <ul style="list-style-type: none"> 1. Pre-approved by email: non 2. Provisional \$1000 for November 14, 2018 meetings; <i>Post meeting note: actual invoice paid to Accent Inns (AI), claimed by GDR was \$ 1,131.88; The over-run was caused by a carry-over from the February 20, 2019 AGM of catering cost, under-charged by AI on their invoice of February 21, 2019; CEP members ordered beer and wine directly from the Accent Inns attendant, outside of the budget and original instructions of the Secretary. AI apologized for executing the orders without approval from the Secretary in-attendance and offered a discount of \$300 towards the next booking (April 17), which was accepted by the Secretary.</i> 3. Provisional for travel expense claims by AK: non (AK not in attendance) 4. New submissions: \$752.43 to AW, Ordering and purchase of umbrellas: refer item 5a). <p>c) <u>Q4-2018:</u> Awaiting payment via IMechE-London.</p> <p>d) <u>Q1-2019 funding request:</u> The 2019 Budget of \$12,000 was approved on February 8 by IMechE on behalf of the five patent institutions; MWK volunteered to submit the Q1-2019 request for pro-rata funding.</p>	<p>DY/ ZK</p> <p>ZK</p> <p>WMK /ZK</p>
8	<p>Newsletter:</p> <p>a) Vol 2-2018: Published during February 2019. No feedback from Committee or members.</p>	<p>AW/ GDR</p>



March 20, Wednesday	Accent Inns	China's Engineers: from Li Bin (3rd Century B.C.) to today	Diana Lary	Confirmed
April 17, Wednesday	Accent Inns	Cyber Threats	Tom Duggam	Confirmed
May 15, Wednesday	Accent Inns	TBC	Faramarz Jab	Confirmed
June 19, Wednesday	Accent Inns	TBC	Christie Stephenson	Confirmed
July 29, Monday	TBC	ICE: 12th Brunel International Lecture: July 29th 2019	Linda Miller	Confirmed
September 18, Wednesday	Accent Inns	TBC	David McQuiggan	TBC on Dec 1 by Suresh, alternative date, Nov 20
October 23, Wednesday	Accent Inns	TBC	Paul Wilson	Confirmed
November 20, Wednesday	Accent Inns	TBC	ZK to TBC	Open