



# Chartered Engineers Pacific (CEP)

a.k.a. Western Canada Group of Chartered Engineers

**ENCL: B**

**Minutes of CEP Committee Meeting  
Held on October 21, 2020  
5<sup>th</sup> Video-conference, via MS Teams software**

Item	Description	Action by
1	<p><b>Welcome</b> The Chairman opened the meeting at 5:06 pm by welcoming everyone present. We are thankful that despite all the ups and downs caused by the Covid-19 pandemic around us, our health remained relatively unaffected.</p>	<b>CHAIR</b>
2	<p><b>Attendance</b> <b>Eleven Committee Members present and they were:</b></p> <ol style="list-style-type: none"> <li>1. Arlene McConnell (AM),</li> <li>2. David Harvey (DH),</li> <li>3. Matthew Walton-Knight (MWK),</li> <li>4. George De Ridder (GDR),</li> <li>5. Suresh Vishwakarma (SV),</li> <li>6. Douglas Yee (DY),</li> <li>7. Michael Immaraju (MI),</li> <li>8. Chris Richardson (CR),</li> <li>9. Alan Wood (AW),</li> <li>10. Walton Lu (WL), and</li> <li>11. David Woo (DW)</li> </ol> <p><b>Apologies for absences were:</b></p> <ol style="list-style-type: none"> <li>12. Zeeshan Khan (ZK),</li> <li>13. Lewis Judd (LJ),</li> <li>14. Prafulla Chavan (PC) and</li> </ol> <p>The meeting was duly constituted as the number in attendance (11) exceeded the quorum of six (6).</p>	<b>SECRETARY</b>
3	<p><b>Setting the Agenda</b> The agenda was reviewed and adopted. Proposer: (GDR), seconder: (SV) and carried.</p>	<b>SECRETARY</b>

Item	Description	Action by
4	<p><b>Approval of Previous Minutes</b> Minutes of 4<sup>th</sup> videoconference on September 23, 2020 has been circulated. No comment or objection was received. Approved as tabled, without corrections or objections. Proposer: (GDR), seconder: (DW), MOVED and CARRIED.</p>	<p><b>ALL</b></p>
5	<p><b>Matters Arising from Previous Minutes</b></p> <p>5.1 <b>IET(CEP)/IET(Ont) proposal entitled IET Sustainability Anniversary Event:</b> In view of current pandemic situation without a chance to meet, arrangements have to be held in further abeyance. Due to insufficient funds and contact restrictions, delay could extend well into late next year.</p> <p>5.2 <b>IET funded IET150 celebration</b> event(s) in Canada. Due to pandemic the date was postponed to Mar. 20, 2021 and might have to be pushed even further back to June 2021. Meanwhile, search for presenters is progressing well and we have commitments from one in the UK, two locals, one from Trinidad and one from Mauritius.</p> <p>5.3 <b>Proposed IET International Essay Competition.</b> Deferred to next year.</p> <p>5.4 <b>Microsoft Teams</b> account has been tested by (SV) and (LJ) and confirmed to be functioning well. (LJ) has made an advanced payment of approximately \$88 to set up CEP's account and reimbursement of said amount has been approved by committee, See paragraph 7.2.1</p> <p>5.5 The committee has proposed to hold Webinar on Nov.18, 2020, at 7:00 pm and Committee Meeting to be delayed by one week to Nov. 25, 2020 also at 7:00 pm. (DY) will draft an email seeking agreement from members.</p> <p>5.6 Following paragraph 5.5 an email poll was executed between Nov. 23 – 30, 2020. The results indicated 50% in favor, 50% unresponsive, no objection and no comment. Since silence was deemed, by default, to agree, the motion was adopted. Proposer: (GDR), Seconder: (DY), moved and carried.</p> <p>5.7 Results of the poll necessitated an amendment to the 2020 CEP Technical Schedule, <b>ENCL: A</b>, as new time and date became effective immediately. Changes indicate that the next Webinar would take place on Nov.18 and Committee Meeting on Nov.25, 2020, both at 7:00 pm.</p>	<p><b>SV</b></p> <p><b>SV, MI, LJ &amp; AMcC</b></p> <p><b>SV</b></p> <p><b>LJ/SV</b></p> <p><b>DY</b></p> <p><b>DY</b></p> <p><b>DY/LJ/DW</b></p>

Item	Description	Action by
6	<b>Technical Program</b>	
	6.1 The confirmed presentation speaker in the Webinar on Oct 21, 2020 is Mr. Grant Conners. (DW) will coordinate the event, making the introduction and (SV) will deliver a vote of thanks at the end of the presentation.	<b>DW/SV</b>
	6.2 November 18, 2020 webinar speaker Mr. Robert Greenwald is confirmed. His topic “Latest Technology and Trends in Energy Management for Buildings in Canada” is also confirmed. Refer <b>ENCL: A</b> .	<b>DW</b>
	6.3 Committee considered recording of Webinar with editing and uploading is important. They have requested that Teams operators keep good Webinar and Meeting records, attendances and other useful statistics that Teams software can provide. These data are good indicators attesting to CEP’s activities throughout the pandemic.	<b>LJ/DW/DY</b>
	6.4 The Incoming Committee, in Agenda of AGM-2021 next February, should consider the following: 6.4.1 <b>Under Covid-19 conditions</b> ; confirm whether to continue separating the Webinars and Meetings and hold each on the 3 <sup>rd</sup> & 4 <sup>th</sup> week of each month; both at 7:00 pm. No catering would be arranged, 6.4.2 <b>Under normal conditions</b> ; confirm whether to continue the tradition of holding, on the same day, Committee Meetings at 5:30 pm and Presentations at 7:00 pm, both, at Accents Inn, Burnaby, on the 3 <sup>rd</sup> Wednesday of each month. Refreshments would be provided, and 6.4.3 Confirm whether to continue holding the Annual Dinner and Appreciation Dinner; at Hart House Restaurant, Burnaby, if conditions were normal. During pandemic conditions, all events would be on virtual platform, 6.4.4 Keynote speaker might be invited to the Annual Dinner at Hart House restaurant.	<b>ALL</b>
6.5 The following presenters have indicated they would be available in 2021: 6.5.1 Mr. Russell Davison 6.5.2 Dr. Sami Khan 6.5.3 Dr. Anuradha Thakare	<b>DW/SV</b>	

Item	Description	Action by
	<p>6.6 All potential speakers should be aware that the presentations may be in person, or go virtual, depending on conditions next year. <b>Further, members are reminded that fewer events of quality are better than too many.</b></p>	<p><b>ALL</b></p>
<p><b>7</b></p>	<p><b>Finances</b></p> <p>7.1 Overview</p> <p>7.2 Prior expense claim approval by 6 members per email: 7.2.1 (LJ) expense report. Setting up of MS Teams account cost \$88. Proposer (DY), seconder (GDR), Approved.</p> <p>7.3 New submissions</p> <p>7.4 Two email enquiries were received, on Aug. 27 and Oct. 1, 2020, from IMechE International Operations Executive. They wanted to have a better understanding of CEP's activities during the pandemic before releasing funding for Q2-2020, see <b>ENCL: C</b>.</p> <p>7.5 In response to enquiries in paragraph 7.4, (ZK), with approval from Exco, submitted two proposed budgets for 2021 to IMechE with explanatory notes, refer to <b>ENCL:D</b>. Response is awaited from IMechE together with release of <b>Q2-2020</b> and <b>Q3-2020</b> funds. The budget proposals are yet to be approved by the Committee.</p> <p>7.6 Unfinished Business. A reminder has been sent to (GG) to recover the long overdue \$130 being cost of dinner on Jan. 22, 2020. Full payment was received on Nov. 2, 2020 by (GDR). Case closed.</p>	<p><b>ZK</b></p> <p><b>ZK/GDR</b></p>
<p><b>8</b></p>	<p><b>Newsletter</b></p> <p>ICE members have not received the last CEP newsletter through their Institution although they receive other publications from the same source. Editor (GDR) has alerted ICE - international on June 6 and Sept 7, 2020 to the problem and had, to date, not received a reply or seen a corrected notice to ICE members. The Newsletter is available on the CEP website.</p>	<p><b>GDR/DY</b></p>
<p><b>9</b></p>	<p><b>Website</b></p> <p>Normal Maintenance and updating is ongoing. Nothing to report.</p>	<p><b>GDR</b></p>

Item	Description	Action by
10	<b>New Business</b> 10.1 (AMcC) was recommended by (SV) to give a presentation to the International Webinar Series being organized by IET Pune LN. Her topic was “What if Women built the World”. She enjoyed the experience, there were good questions, the host was gracious and there were some 60 attendees. <b>Closed.</b>	
11	<b>Next Meeting</b> Nov. 18 and 25, 2020; Webinar and Committee Meeting, respectively; at 7:00 pm.	<b>ALL</b>
12	<b>Adjournment</b> Meeting adjourned at 6:32 pm. Proposer (DY), seconder (MWK). <b>Carried.</b>	

**ENCL: C**

**Mary  
Newton** <Mary.Newton@imeche.org>  
to Zee, george@gdrstruk.ca, me

**Thu, Aug 27, 7:47 AM**

Dear Zeeshan,

I hope you are keeping well.

My sincere apologies for overlooking this email.

Please note your Q2 funding has yet to be processed.

In light of the current pandemic we would like to get a better understanding of the activities that have taken place during the last few months.

Before releasing your Q2 funding could you please advise what activities the CEP have had and any expenses incurred?

Apologies once again for not following up earlier.

Regards,  
Mary

Mary Newton  
International Operations Executive

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From: Mary Newton <[Mary.Newton@imeche.org](mailto:Mary.Newton@imeche.org)>

To: Zee Khan <[treasurer@charteredengineerspacific.ca](mailto:treasurer@charteredengineerspacific.ca)>

**Date: Thursday, October 1, 2020, 7:54 AM -0700**

Subject: CEP 2020 Budget

Dear Zeeshan,

I hope you are keeping well during these unprecedented times.

A lot has changed since March 2020 and indeed the current situation we find ourselves in i.e. no physical meetings and events to the end of the year is likely to continue into Q1 of 2021. What we have seen around the world is our Regional Groups significantly changing their budgets to reflect a fall in income but also a more significant fall in expenditure.

Given the current circumstances I wanted to check in to get a better understanding of any CEP activities that are taking place in 2020.

How has F2F restrictions affected your 2020 programme.

What activities have taken place from March 2020 to date?

What activities do you have planned?

Have you had any virtual Activities.

With that in mind could you please advise if your 2020 Budget requirements have changed? If so how?

Please let me know at your earliest convenience.

Regards,  
Mary

Mary Newton  
International Operations Executive

Institution Of Mechanical Engineers  
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Westminster  
London SW1H 9JJ

# RE: CEP 2020 Budget

Inbox



**ENCL: D**

**Zee Khan**

Oct 18, 2020, 8:44 PM (10 days ago)

to Mary, george, me, Suresh, Chris

Hi Mary,

I must apologize for taking so long to reply. The pandemic; particularly infections at a local level, have drastically transformed the traditional ways we interact with one another. CEP also had early difficulties adjusting to necessary societal and operational restrictions.

IMechE has posed two questions to find out how CEP is functioning in this pandemic period and we are addressing them as best as we can in the following paragraphs.

## **QUESTION 1.**

*On Aug 27, 2020 CEP was advised that its Q2 funding had yet to be processed and that under current pandemic conditions, IMechE would like to get a better understanding of the activities that have taken place in the last few months?*

### **Answer 1.**

This answer has a two-parts; activities that took place under pre-pandemic conditions between January and mid-March when life was normal or “**regular**,” and activities that are taking place under current conditions under “COVID-19” restrictions since mid-March.

**Regular Condition** (January to mid-March 2020). The following activities had taken place as follows:

- a) One dinner social at Hart House Restaurant with Keynote speaker. Annually,
- b) One AGM meeting to vote for officers of CEP. Annually,
- c) One committee meeting. Recurring,
- d) One virtual committee meeting. Recurring.
- e) Organized and moderated an international Seminar in January at Langara College Vancouver, full capacity attended by about 40 persons, titled: Artificial Intelligence - State of the Art.
- f) Organized IMechE’s SOfE Regional Final for America region on Jan 18 without any additional funding from IMechE

**COVID-19 Condition** (mid-March to date 2020). The following activities have taken place or are being planned as follows:

- a) Investigation and setting up of MS Teams virtual platform, one-time event,
- b) Held 4 monthly pre-scheduled virtual committee meetings. Recurring,
- c) Held 4 monthly pre-scheduled technical Webinars replacing typical Technical Meetings attended by members and the public. Recurring,
- d) One scheduled technical Webinar pending (notification recently sent out).
- e) Organizing IMechE’s SOfE competition Vancouver heat through virtual mode in November 2020. Ongoing
- f) Organizing IET’s 150<sup>th</sup> anniversary event in March (or June) 2021. Ongoing,



- g) Planning a joint conference with IET Toronto LN sometime in mid-2021. Ongoing.
- h) Two CEP committee members gave four webinars to IET Local Networks in India and Trinidad and Tobago

***Routine and Fixed costs in year 2020***

- a) Auditor’s expenses, annually,
- b) MS Teams subscription and user fees, monthly payment. Recurring,
- c) CEP Website subscription & maintenance, monthly payment. Recurring
- d) Virtual platform subscription, and other user fees, monthly payment. Recurring
- e) Indemnity Insurance, annually.

The first 3 months of 2020 was normal and CEP spent \$10,395 of which \$5237 was provided by sponsors who funded the CEP event entitled “Artificial Intelligence Seminar”. The remaining (\$10,395 - \$5,237) \$5,158 was incurred by CEP’s own events such as monthly meeting, AGM and annual dinner. When Covid-19 hit, it resulted in lockdown, CEP went over to the virtual mode. The start-up cost in adopting this virtual environment was minimal because all members used their personal or corporate-owned devices and software accounts. Nevertheless, there is still the cost of using commercially available platforms for meetings and webinars incurring usage fees. Internet fees are borne by individual members. CEP has just begun using the virtual platforms and does not have a good estimate on this virtual environment yet, but we have assumed \$3,000 would see us through to the end 2020. Therefore, total expenditure for year 2020 should amount to (\$5,100+\$3,000) \$8,100 which is adequately covered by income of \$8,631 from 2020 budget in **TABLE 1 - COVID BUDGET** below.

**TABLE 1 - COVID BUDGET (Canadian Dollars C\$)**

<b>Income</b>	<b>2020</b>	<b>2021</b>
Grant – IMechE administered and provided by ICE/IMechE/IStructE/IET/CIBSE(?)	5,945	8,000
AGM and Social Event Ticket Sales	1,045	
Cost Sharing	1,571	
Bank Interest	70	70
<b>Total Income</b>	<b>8,631</b>	<b>8,070</b>

There is, however, no contingency and we like to add another \$1,000 to this budget to fund additional activities in order to rebuild our infrastructure when pandemic has receded. Therefore, we ask that another quarterly tranche be given to CEP this year, thus topping the 2020 budget to (\$8,100+\$1,000) \$9,000 against approved regular budget 2020 at \$13,200 in **Table 2**.

**QUESTION 2**

We have named the seven parts of this question a), b), c), d), e), f) & g).

***Question 2(a). A lot has changed since March 2020 and indeed the current situation we find ourselves in i.e. no physical meetings and events to the end of the year is likely to continue into Q1 of 2021. What we have seen around the world is our Regional Groups significantly changing their budgets to reflect a fall in income but also a more significant fall in expenditure.***

**Answer 2(a).** We have included **TABLE 2 - REGULAR BUDGET** below to show that CEP's proposed 2021 Budget under normal circumstances is \$14,570.

**TABLE 2 - REGULAR BUDGET (Canadian Dollars C\$)**

<b>Income</b>	<b>2020</b>	<b>2021</b>
Grant – IMechE administered and provided by ICE/IMechE/IStructE/IET/CIBSE	12,000	12,000
AGM and Social Event Ticket Sales	1,130	2,500
Bank Interest	70	70
<b>Total Income</b>	<b>13,200</b>	<b>14,570</b>

**TABLE 1 - COVID BUDGET** above shows that under Covid-19 conditions the estimated 2021 Budget amounted to \$8,070. This shows a drop of 40% between normal to covid-19 condition, thus reflecting the expected fall in income of Canadians.

*Question 2(b). Given the current circumstances I wanted to check in to get a better understanding of any CEP activities that are taking place in 2020.*

**Answer 2(b).** Please read Answer 1 in its entirety.

*Question 2(c). How has F2F restrictions affected your 2020 programme.*

**Answer 2(c).** Virtual meetings have substituted for F2F meetings. CEP's programme is being affected significantly because of these forced virtual meetings which, although saving cost in the short term, have stabbed at the heart of CEP's service i.e. arranging events for networking, sharing professional opinions, socializing etc. A virtual presentation is not an 'event' in terms of CEP's Constitution. The pandemic will be over in time and CEP will need money for creative events to rebuild the group cohesion and give members value for their membership loyalty. We can already sense how the Committee cohesion is slipping; imagine what is going on in the wider group.

We can't 'divest' and believe money will later be available on demand, considering a likely world recession in waiting.

*Question 2(d) What activities have taken place from March 2020 to date?*

**Answer 2(d).** Please read Answer 1, **Regular Condition** and **COVID-19 Condition** (mid-March to date 2020).

*Question 2(e). What activities do you have planned?*

**Answer 2(e).** Please read Answer 1. **Regular Condition** and **COVID-19 Condition** (mid-March to date 2020).

*Question 2(f). Have you had any virtual Activities.*

**Answer 2(f).** Please read Answer 1. **Regular Condition and COVID-19 Condition** (mid-March to date 2020).

***Question 2(g). With that in mind could you please advise if your 2020 Budget requirements have changed? If so how?***

Answer 2(g). Please see TABLE 1 and TABLE 2, which show CEP's budgets for 2020 and 2021 under regular and covid-19 conditions. Yes, reduced physical events has significantly reduced operational costs but it also has taken a toll on 'personal touch'; a key component vitally important to preserving interest in CEP, an inter-disciplinary and unique organization. Please see answer 2(c) above.

As for whether budget requirements will change, there is, of course, the lower cost under Covid-19 condition compared to regular condition. For year 2020, the regular budget of \$13,200 in **TABLE 2** has dropped to a proposed Covid-19 budget of \$9,000 in **TABLE 1**; a drop of 30%. For 2021, we originally estimated a regular budget of \$14,570 in **TABLE 2** and we propose a drop of 40% from regular condition bringing the budget under Covid-19 condition to \$8,700. This larger drop takes into account only paying for virtual events, plus some float for future organizational rebuilding after pandemic, but not having to pay for renting of meeting premises and catering. Even though there are foreseeable uncertainties, CEP is not keen to significantly reduce its funding. CEP would like to carry over its requested budget this year even though the cost of catering and rent has been deferred since March 2020 due to pandemic. We have reserved some funds for upcoming events mentioned above. The funds essential to operate smoothly do need to be carried forward. In this manner, despite inevitable challenges, CEP can continue to organize both technical meetings and presentations using online virtual platforms and still be prepared for a more normal future.

Please let us know if you have any questions or need additional information.

Sincerely

Treasurer – CEP  
Zeeshan Khan  
&  
Chair – CEP  
Dr. Suresh Vishwakarma