

APPENDIX B



The Western Canada Group of Chartered Engineers doing Business as Chartered Engineers Pacific (CEP)

Members of Institution of Civil Engineers, Institution of Mechanical Engineers, Institution of Engineering and Technology, Institution of Structural Engineers, and Chartered Institution of Building Service Engineers, located in British Columbia, Yukon, Washington State & Alaska.

www.charteredengineerspacific.ca and www.wcgce.org

Minutes of Virtual Committee Meeting Dated Wednesday, March 24, 2021 at 7:00 pm via Microsoft Teams

| Item | Description | Action by | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|---|-----------|--|-----|--|---|----|-----|--|---|-----|-----|--|---|----|-----|--|---|----|-----|--|---|----|-----|---|---|----|-----|--|---|----|-----|---|---|----|-----|---|----|----|-----|---|----|----|-----|--|----|----|-----|---|----|----|-----|---|----|----|-----|--|----|----|-----|---|----|------|-----|--|--|
| 1 | <p>Opening & Welcome The Chair extended a warm welcome to the newly elected committee (see ENCL: A) in the 1st meeting of 2021; especially new members, TD, RD, MA and MF. Despite the challenges presented by the pandemic, CEP managed to successfully execute all its programs last year and hopes to continue just as successfully in the coming year.</p> | CHAIR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Attendance (Online)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="width: 5%; text-align: center;">1</td><td style="width: 10%;">MA</td><td style="width: 10%;">Ms.</td><td>Mandeep Arora, <i>BTech, ME, CEng MICE, CEng AMIE.</i></td></tr> <tr><td style="text-align: center;">2</td><td>RD</td><td>Mr.</td><td>Russell Davison, <i>M.Eng, CEng FIET</i></td></tr> <tr><td style="text-align: center;">3</td><td>GDR</td><td>Mr.</td><td>George De Ridder, <i>B.Sc, B.Sc, M.Sc, PEng (BC&AB), CEng FIStructE, FSAICE, Past Chair, Past Secretary.</i></td></tr> <tr><td style="text-align: center;">4</td><td>TD</td><td>Mr.</td><td>Tom Duggan, <i>CEng MIET, PEng</i></td></tr> <tr><td style="text-align: center;">5</td><td>MF</td><td>Dr.</td><td>Martin Fandrich, <i>B,ASc, P.hD, CEng FIMechE, PEng, FEC, Ex-Officio representative for IMEchE</i></td></tr> <tr><td style="text-align: center;">6</td><td>DH</td><td>Mr.</td><td>David Harvey, <i>M.Sc, CEng FIStructE, FICE, F.ASCE, PEng Struct Eng, Ex-Officio Representative for IStructE.</i></td></tr> <tr><td style="text-align: center;">7</td><td>MI</td><td>Mr.</td><td>Michael Immaraju, <i>CEng MIET, PEng</i></td></tr> <tr><td style="text-align: center;">8</td><td>LJ</td><td>Mr.</td><td>Lewis Judd, <i>CEng MIMechE, MIET. PEng. Internet Host.</i></td></tr> <tr><td style="text-align: center;">9</td><td>ZK</td><td>Mr.</td><td>Zeeshan Khan, <i>B.Eng.(Hons),MBA,CEM CEng MIET, PEng. Hon. Treasurer</i></td></tr> <tr><td style="text-align: center;">10</td><td>CR</td><td>Mr.</td><td>Chris Richardson, <i>CEng MIET.</i></td></tr> <tr><td style="text-align: center;">11</td><td>SV</td><td>Dr.</td><td>Suresh Vishwakarma, <i>MBA, Ph.D, PEng, CEng MIET,MIE, MSPE,MISTE Chair and Ex-Officio Representative for IET.</i></td></tr> <tr><td style="text-align: center;">12</td><td>DW</td><td>Mr.</td><td>David Woo, <i>MBA C.Eng., P.E., P.Eng. MIStructE, Events Coordinator.</i></td></tr> <tr><td style="text-align: center;">13</td><td>AW</td><td>Mr.</td><td>Alan Wood, <i>CEng MIET, PEng, Editor</i></td></tr> <tr><td style="text-align: center;">14</td><td>DY</td><td>Mr.</td><td>Douglas Yee, <i>M.Sc, CEng MICE, PEng(ret), Hon. Secretary</i></td></tr> </tbody> </table> <p>Apologies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="width: 5%; text-align: center;">15</td><td style="width: 10%;">PC</td><td style="width: 10%;">Mr.</td><td>Prafulla Chavan, <i>CEng MICE, PEng</i></td></tr> <tr><td style="text-align: center;">16</td><td>AMcC</td><td>Ms.</td><td>Arlene McConnell, <i>CEng MIET, PEng</i></td></tr> </tbody> </table> <p>Fourteen (14) Committee Members were online; which were in excess of quorum requiring six (6). The meeting was duly constituted and called to ORDER at 19:15 hrs. PDT.</p> | 1 | MA | Ms. | Mandeep Arora , <i>BTech, ME, CEng MICE, CEng AMIE.</i> | 2 | RD | Mr. | Russell Davison , <i>M.Eng, CEng FIET</i> | 3 | GDR | Mr. | George De Ridder , <i>B.Sc, B.Sc, M.Sc, PEng (BC&AB), CEng FIStructE, FSAICE, Past Chair, Past Secretary.</i> | 4 | TD | Mr. | Tom Duggan , <i>CEng MIET, PEng</i> | 5 | MF | Dr. | Martin Fandrich , <i>B,ASc, P.hD, CEng FIMechE, PEng, FEC, Ex-Officio representative for IMEchE</i> | 6 | DH | Mr. | David Harvey , <i>M.Sc, CEng FIStructE, FICE, F.ASCE, PEng Struct Eng, Ex-Officio Representative for IStructE.</i> | 7 | MI | Mr. | Michael Immaraju , <i>CEng MIET, PEng</i> | 8 | LJ | Mr. | Lewis Judd , <i>CEng MIMechE, MIET. PEng. Internet Host.</i> | 9 | ZK | Mr. | Zeeshan Khan , <i>B.Eng.(Hons),MBA,CEM CEng MIET, PEng. Hon. Treasurer</i> | 10 | CR | Mr. | Chris Richardson , <i>CEng MIET.</i> | 11 | SV | Dr. | Suresh Vishwakarma , <i>MBA, Ph.D, PEng, CEng MIET,MIE, MSPE,MISTE Chair and Ex-Officio Representative for IET.</i> | 12 | DW | Mr. | David Woo , <i>MBA C.Eng., P.E., P.Eng. MIStructE, Events Coordinator.</i> | 13 | AW | Mr. | Alan Wood , <i>CEng MIET, PEng, Editor</i> | 14 | DY | Mr. | Douglas Yee , <i>M.Sc, CEng MICE, PEng(ret), Hon. Secretary</i> | 15 | PC | Mr. | Prafulla Chavan , <i>CEng MICE, PEng</i> | 16 | AMcC | Ms. | Arlene McConnell , <i>CEng MIET, PEng</i> | |
| 1 | MA | Ms. | Mandeep Arora , <i>BTech, ME, CEng MICE, CEng AMIE.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | RD | Mr. | Russell Davison , <i>M.Eng, CEng FIET</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5 | MF | Dr. | Martin Fandrich , <i>B,ASc, P.hD, CEng FIMechE, PEng, FEC, Ex-Officio representative for IMEchE</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | MI | Mr. | Michael Immaraju , <i>CEng MIET, PEng</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | LJ | Mr. | Lewis Judd , <i>CEng MIMechE, MIET. PEng. Internet Host.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | ZK | Mr. | Zeeshan Khan , <i>B.Eng.(Hons),MBA,CEM CEng MIET, PEng. Hon. Treasurer</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14 | DY | Mr. | Douglas Yee , <i>M.Sc, CEng MICE, PEng(ret), Hon. Secretary</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 16 | AMcC | Ms. | Arlene McConnell , <i>CEng MIET, PEng</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

APPENDIX B



| Item | Description | Action by |
|------|---|---|
| 2 | The AGM was held on March 17, 2021. Fifteen candidates were elected as Committee Members and another new addition (MF), who has been appointed as Ex-officio representative of the IMechE. The Committee Membership list and the Membership contact list are attached herein as ENCL: A & ENCL: B ; respectively. The complete event schedule of Technical Presentation and Committee Meetings is attached as ENCL: C . | DY |
| 3 | Setting the Agenda Agenda for virtual Committee Meeting dated March 24, 2021 was previously sent and reviewed. SV would add three more items to Section 10 – New Business, for discussion. Moved to approve by: AW, seconded by: RD. No objection. CARRIED | FLOOR |
| 4 | Approval of Previous Minutes Minutes of the previous virtual meeting dated 01.27.2021 was circulated and item 5.1 was corrected. No further correction. Motion to approve: GDR; seconded by DW. No objections. CARRIED . | FLOOR |
| 5 | <p>Matters Arising from Previous Minutes</p> <p>5.1 IET(CEP)/IET(Ont) proposal entitled “Sustainability”. [<i>A minor correction (see item 4 above), was undertaken to change “IET Sustainability” to “Sustainability”</i>]. On hold.</p> <p>5.2 IET has already awarded \$2,300 to IET/CEP for celebration of IET150 in Canada. Speakers have been confirmed and IET will transfer the funds when a date to expedite the event is fixed. However, due to the pandemic, it has been deferred twice; from Nov. 2020, Mar. 2021, to Jun. 20th 2021. Given the current severity of the pandemic, it may yet defer again.</p> <p>5.3 IMechE/CEP’s SOfE (Speak Out for Engineering) competition. Since neither the US nor Caribbean networks in the America Region organized their competitions due to the pandemic, the Vancouver heat winner, Mr. Cooke, has been declared the America Region winner by default. IET has confirmed that Mr. Cooke has qualified to compete online in the global SOfE competition scheduled for April 23rd and 24th. No further news on the 2021 SOfE competition yet.</p> <p>5.4 Microsoft Teams data management, records and their storage. The online account for storage of recordings have been set up and links will be provided for access and download. Uploading of the recordings to CEP’s internet provider’s system would require</p> | <p style="text-align: center;">SV</p> <p style="text-align: center;">SV, MI, LJ & AMcC</p> <p style="text-align: center;">LJ/SV</p> <p style="text-align: center;">LJ</p> |

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|------|---|---|
| 5 | <p>assistance from GDR. Members have reservations regarding publication of unapproved materials online, or in print.</p> <p>5.5 Audio recordings of committee meetings are used for transcribing into Minutes of Meetings and erased after approval. Only approved Minutes of Meetings will be displayed. Edited versions of Technical Presentations, with approval of the author, may also be displayed on CEP's website.</p> | DY/DW |
| 6 | <p>Technical Program</p> <p>6.1 The Technical Program is full this year. Please refer to APPENDIX: A. Confirmation for speaker in June was received and the topic has been decided. Mr. Sami Khan would be contacted to confirm his details before notifications would be drafted. AMcC's April presentation notification has been posted.</p> <p>6.2 The PATW in May 22 and the IET150 in June 20, are separate events and should remain in their respective slots until further notice. There has been no communication about these events from their parental Institution to date.</p> <p>6.3 The Summer event in July 21 also needs decision whether to cancel it because of the ongoing pandemic. Update of the schedule would be reflected in APPENDIX A.</p> <p>6.4 In response to a query about the IET150 celebratory event, it was revealed that it has a window between 1st October 2020 to 30th September 2021. Since it is a mass gathering in-house event, it has been postponed twice, see item 5.4 above.</p> <p>6.5 Each time, when notifications were issued through the five parental Institutions, each was asked to provide a feedback, which they seldom did; the exception being, IMechE and IStructE. CEP's executive to follow up with ICE, IET and CIBSE because their responses would indicate the health of CEP's efforts.</p> | <p>DW</p> <p>SV</p> <p>DW</p> <p>SV</p> <p>DW</p> |
| 7 | <p>Finances:</p> <p>7.1 Overview</p> <p>a) Current account balance = \$12,746.80</p> <p>b) Cashable lockout account (reserve) = \$ 5,000</p> <p>c) Membership = \$135.89</p> | ZK |

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| Item | Description | Action by |
|------|---|--|
| 7 | <p>7.2 Approval of expense claims:</p> <ul style="list-style-type: none"> a) Pre-approved by email: N/A b) Provisional meetings: N/A c) Provisional for travel expense claim by: N/A d) New Submissions last month. By DY who claimed \$52.54 for cost of stationary. Motion to approve: DH. Seconded:(SV). Objections, none. CARRIED. <p>7.3 2020 Financial Account Audit. This is in progress with all documents at the auditors and should be completed next week.</p> <p>7.4 Strategic Financial Planning</p> <ul style="list-style-type: none"> a) Fund transfers from IMechE’s to CEP are in arrears since April 2020. Furthermore, the 2021 AGM Financial Report foresees depleted funds by the end of this year. Both sets of circumstances will, unfortunately, occur simultaneously to produce a lean future for CEP in late 2021. At that time, it is also predicted that the pandemic restriction could be lifted and CEP in-house gathering could take place. This would incur the added incentives of spending as much as \$1,200 to \$1,300 monthly on events. b) It was also noted that CEP’s 2021 budget submission was late by four months and the financial statements in this year’s AGM report had not yet been prepared. CEP’s forthcoming 2022 budget should be tabled by June 2021. c) It was requested that the Hon. Treasurer draft a letter to request IMechE for an update on CEP’s finances. This draft should be review by CEP executives by April 8, 2021. <p>[POST MEETING NOTE: Members who encountered difficulties understanding the discussion, in item 7.4 above, should read ENCL: D for historical background and recommendations, which were not part of the meeting]</p> | <p style="text-align: center;">ZK</p> <p style="text-align: center;">ZK</p> <p style="text-align: center;">SV/GDR/ZK/ DY</p> <p style="text-align: center;">ZK</p> <p style="text-align: center;">ZK</p> |

APPENDIX B



| Item | Descriptions | Action by |
|------|--|---|
| 8 | <p>Newsletter</p> <p>The Vol 1 2020 Newsletter of 2020 was completed and sent to the CEP website, including to the five Institutions for distribution to all our members. Given the large number events taking place this year, the editor wanted to know when the next issue of 2021 Newsletter should become due. Since there could be three technical events and selected articles from the 2021 AGM that could be included into the Newsletter of May, 2021, a draft could be prepared by the last week of May. It is important that members read the publication and respond with feedback so that the editor would be aware of reader's interests.</p> | AW/FLOOR |
| 9 | <p>Website</p> <p>To avoid possible claims, members should email their consent to CEP to have their photographs published on CEP's website.</p> | GDR |
| 10 | <p>New Business</p> <p>10.1 It is recommended that the Secretary write, to each of the following members of the previous 2020 committee, a letter of thanks and appreciation, for having served in CEP's committee: Mr. Walton Lu, MISTructE, Mr. Matthew Walton-Knight, MICE and to Mr. Alan Kay (posthumous), his daughter, Ms Karen Rose, [Post Meeting Note. DY was busy writing the MOMs and this job was transferred to MI]</p> <p>10.2 CEP's existing internet accounts have been inactive despite having previously been assigned to various members. Current reassignment is as follows: a) LinkedIn account has been assigned to MA/RD jointly, b) Twitter account has been assigned to RD/MA jointly, c) Facebook account has been assigned to MI. d) LJ would assist all above and GDR would liaise with internet provider Anno on operations of these accounts.</p> <p>10.3 CEP is seeking an Ex-officio representative for ICE and CIBSE. CEP needs to communicate with these organization seeking advice on available candidates. CEP has been conducting student competitions and MA undertook to contact ICE in this regard. SV also undertook to contact CIBSE in this regard.</p> | <p>DY/MI</p> <p>MA/RD/MI/ GDR</p> <p>MA</p> |



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LIST OF 2021 CEP COMMITTEE MEMBERS

| Appointment | Incumbents in 2020 | Incumbents for 2021 |
|--|---|------------------------------------|
| Chair | Vishwakarma, Suresh <i>MIET</i> | Vishwakarma, Suresh <i>MIET</i> |
| Vice Chair | Vacant | De Ridder, George <i>FIstructE</i> |
| Secretary | Yee, Douglas <i>MICE</i> | Yee, Douglas <i>MICE</i> |
| Treasurer | Khan, Zeeshan <i>MIET</i> | Khan, Zeeshan <i>MIET</i> |
| Past Chair | Vishwakarma, Suresh <i>MIET</i> | Vishwakarma, Suresh <i>MIET</i> |
| Members | 1 Chavan, Prafulla <i>MICE</i> | 1 Arora, Mandeep <i>MICE</i> |
| | 2 De Ridder, George <i>FIstructE</i> | 2 Chavan, Prafulla <i>MICE</i> |
| | 3 Immaraju, Michael <i>MIET</i> | 3 Davison, Russell <i>FIET</i> |
| | 4 Judd, Lewis <i>MIET, MIMechE</i> | 4 Duggan, Tom <i>MIET</i> |
| | 5 Kay, Alan <i>MICE</i> (Deceased) | 5 Immaraju, Michael <i>MIET</i> |
| | 6 Lu, Walton <i>MIStructE</i> | 6 Judd, Lewis <i>MIET, MIMechE</i> |
| | 7 McConnell, Arlene <i>MIET</i> | 7 McConnell, Arlene <i>MIET</i> |
| | 8 Walton-Knight, Matthew <i>MICE</i> | 8 Richardson, Chris <i>MIET</i> |
| | 9 Woo, David <i>MIStructE</i> | 9 Woo, David <i>MIStructE</i> |
| | 10 Wood, Alan <i>MIET</i> | 10 Wood, Alan <i>MIET</i> |
| | 11 Vacant | 11 Vacant |
| | 12 Vacant | 12 Vacant |
| Institution Representatives: Ex-Officio Members | CIBSE Vacant | Vacant |
| | ICE Vacant | Vacant |
| | IMechE Vacant | Fandrich, Martin <i>FIMechE</i> |
| | IET Vishwarkama Suresh <i>MIET</i> | Vishwarkama Suresh <i>MIET</i> |
| | IStructE Harvey, David <i>FIstructE</i> | Harvey, David <i>FIstructE</i> |

Notes

Members: All members have been voted in during the AGM

Ex-Officio Members: Appointed to represent their respective Institutions.



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Online using MS Teams at 19:00 hrs

Full List of Events For 2021

| Month | Date | Day | Topic/Subject | Presenter | CteMtg |
|-----------|------|-----------|--|--------------------------------|---------|
| January | 20 | Wednesday | National Shipbuilding Strategy on the West Coast | Russell Davison | |
| | 27 | Wednesday | | | Meeting |
| February | | | | | |
| March | 17 | Wednesday | AGM | Chairman | |
| | 24 | | | | Meeting |
| April | 21 | Wednesday | International Women's Day | Arlene McConnell | |
| | 28 | | | | Meeting |
| May | 19 | Wednesday | TBC | Sami Khan | |
| | 22 | Saturday | IET's PATW competition | Suresh Vishwakarma | |
| | 26 | Wednesday | | | Meeting |
| June | 16 | Wednesday | <u>Evolutionary computing for multi objective optimization</u> | <u>Dr. Anuradha D. Thakare</u> | |
| | 20 | Sunday | IET150 Anniversary Celebration Event | | |
| | 23 | Wednesday | | | Meeting |
| July | 21 | Saturday | Summer Appreciation Event | TBC | |
| | 28 | Wednesday | | | Meeting |
| August | 21 | Saturday | IMechE's SOFE competition | Lewis Judd | |
| | 28 | | | | |
| September | 15 | Wednesday | Designing and Building Polar Class Vessels | Russell Davison | |
| | 22 | | | | Meeting |
| October | 20 | Wednesday | TBC | Dr. Solange Kelly | |
| | 27 | | | | Meeting |
| November | 17 | Wednesday | Phytoremediation through genetic engineering | Ryan Lider | |
| | 24 | | | | Meeting |
| December | | | | | |



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A. Factual Background Information Between IMechE and CEP

1. CEP's 2020 budget, submitted in 2019, was approved and the 1st tranche payment was transmitted in May 2020.
2. However, in mid march 2020, the pandemic arrived and lockdown occurred.
3. Before processing the 2020 2nd tranche, IMechE, in late August, wanted an understanding on how the pandemic lockdown had affected CEP's activities, particularly its expenditures.
4. CEP took almost a month to gather data and craft a detailed reply which was submitted in October 2020.
5. About the same time, CEP also submitted its 2021 budget;
6. The 2021 budget reflected two scenarios; a pandemic lockdown scenario called COVID BUDGET requested an amount of \$8,070 and a normal in-house gathering scenario called REGULAR BUDGET which requested an amount of \$14,570.
7. Since then, there was no communication whatsoever from IMechE.

B. Recommended Further Course of Actions

1. CEP re-establish contact with IMechE,
2. CEP determine status of 2nd, 3rd and 4th tranche in 2020,
3. CEP determine status of 2021 Budgets (pandemic scenario and normal scenario),
4. CEP determine when IMechE would respond to CEP's detailed reply, and
5. CEP adopt a strategy to develop the 2022 budget to be tabled next June..