

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 3rd on-line Committee Meeting held in April 28, 2021 Wednesday at 7:00 pm PDT via MS Teams

Item	Description	Action by
1	<p>Opening & Welcome The Chair extended a warm welcome to the committee and opened the meeting at 19:12 PDT.</p>	
2	<p>Attendants (Online)</p> <ol style="list-style-type: none"> 1) Ms. Mandeep Arora (MA), <i>BTech, ME, CEng MICE, CEng AMIE.</i> 2) Mr. Russell Davison (RD), <i>M.Eng, CEng FIET.</i> 3) Mr. George De Ridder (GDR). <i>B.Sc, B.Sc, M.Sc, PEng (BC&AB), CEng FStructE, FSAICE, Past Chair, Past Secretary.</i> 4) Mr. Tom Duggan (TD), <i>CEng MIET, PEng.</i> 5) Dr. Martin Fandrich (MF), <i>B.ASc, Ph.D, CEng FIMechE, PEng, FEC, Ex-Officio representative for IMechE.</i> 6) Mr. Michael Immaraju (MI), <i>CEng MIET, PEng.</i> 7) Mr. Lewis Judd (LJ), <i>CEng MIMechE, MIET. PEng.</i> 8) Mr. Zeeshan Khan (ZK), <i>B.Eng.(Hons), MBA, CEM CEng MIET, PEng.</i> 9) Ms. Arlene McConnell (AMcC), <i>BEng, CEng MIET, PEng.</i> 10) Mr. Chris Richardson (CR), <i>CEng MIET.</i> 11) Mr. Suresh Vishwakarma (SV), <i>MBA, Ph.D, PEng, CEng MIET, MIE, MSPE, MISTD, Chair and Ex-Officio Representative for IET.</i> 12) Mr. David Woo (DW), <i>MBA C.Eng., P.E., P.Eng. MIStructE.</i> 13) Mr. Alan Wood (AW), <i>CEng MIET, PEng.</i> 14) Mr. Douglas Yee (DY), <i>M.Sc, CEng MICE, PEng(retd).</i> <p>Apologies</p> <ol style="list-style-type: none"> 15) Mr. Prafulla Chavan (PC), <i>CEng MICE, PEng.</i> 16) Mr. David Harvey (DH), <i>M.Sc, CEng FStructE, FICE, F.ASCE, PEng Struct Eng, Ex-Officio Representative for IStructE.</i> <p>The meeting was duly constituted with fourteen Committee Members online; exceeded a quorum of six.</p>	
3	<p>Setting the Agenda The Agenda for this, the 3rd virtual Committee Meeting dated April 28, 2021 was previously circulated for review. SV had 3 additions listed in Item 10 - New Business. Moved to adopt by: GDR, seconded by: AW. CARRIED.</p>	

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Item	Description	Action by
4	<p>Approval of Previous Minutes The Minutes of the 2nd virtual meeting dated March 24, 2021 was previously circulated for review. No change. Moved to accept by: GDR, seconded by: DW. CARRIED.</p>	
5	<p>Matters Arising from Previous Minutes</p> <p>5.1 IET(CEP)/IET(Ont.) proposed event entitled “Sustainability”. No action but should remain on the agenda.</p> <p>5.2 IET@150 celebration fund of \$2,300 has already been awarded to IET/CEP. Arrangements have been completed and funds would be transferred upon firming up of event date, which had slid several times due to the pandemic. Postponed, August 4th, 2021. See also item 6.61.</p> <p>5.3 IMechE/CEP’s 2020 SOfE (Speak Out for Engineering) competition winner, Mr. Cooke, represented the America Region, in the online global SOfE competition which took place recently. Unfortunately, he did not win. Ireland won 1st prize and 2nd went to Bangladesh. CEP thanks Mr. Cooke for his enthusiastic participation and hard work.</p> <p>5.4 Letters of appreciation to former members and friend, Mr. Walton Lu, Mr. Matthew Walton-Knight and Mrs. Karen Rose are in progress.</p>	<p>SV, MI, LJ & AMcC</p> <p>SV</p>
6	<p>Technical Program</p> <p>6.1 The Event Coordinator’s original technical program schedule for 2021, is shown in APPENDIX A and an updated version of the full list of events (Technical Presentation + Committee Meetings) for 2021 is shown in ENCL A. Technical program schedule for 2022 is shown in ENCL B.</p> <p>6.2 ENCL B assumes that the pandemic is over and in-house programs can resume. Members are called to scout for good speakers on diverse disciplines for next year’s slate of technical events which consist of:</p> <p style="margin-left: 20px;">6.21 Six technical presentations, 6.22 One annual dinner with keynote speaker, and 6.23 One AGM</p> <p>6.3 AMcC delivered a presentation, on April 21 2021, to commemorate the International Women’s Day. The webinar was attended by some 23 persons, who were impressed by her delivery and were enthralled by the topic being presented.</p>	

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	<p>6.4 The technical programs for May and June have been confirmed and their notifications sent out through the five Institutions. Basically, technical programs to the end of this year are also confirmed.</p> <p>6.5 CEP's follow-up emails requesting feedback were sent to the five Institutions. ICE, IStructE and IET responded but IMechE and CIBSE did not. It was emphasized that CEP absolutely depends on its notifications getting through and beyond the institutions to its members. CEP cannot function when communication channels are choked and intervention by Ex-Officio members, being conduits to their Institutions, are well placed for resolution of such issues. The Ex-Officio representative for IStructE should liaise with its Institution and the Chair would take the matter up to CIBSE.</p> <p>6.6 In keeping with tradition and rhythm of past years, CEP will not have technical presentation and committee meeting during July and August. Due to uncertainty caused by the pandemic, designated program dates have changed as follows:</p> <p>6.61 IET@150 postponed to August 14, 2021.</p> <p>6.62 Summer appreciation event is cancelled,</p> <p>6.63 IMechE/SofE is cancelled, and</p> <p>6.64 IET/CEP PATW is cancelled.</p>	DH/DW
7	<p>Finances</p> <p>7.1 Overview</p> <p>7.11 Current account balance = \$12,746.80</p> <p>7.12 Cashable lockout account (reserve) = \$ 5,000</p> <p>7.13 Membership = \$135.89</p> <p>7.2 Approval of expense claims:</p> <p>7.21 Pre-approved by email: N/A</p> <p>7.22 Provisional meetings: N/A</p> <p>7.23 Provisional for travel expense claim by: N/A</p> <p>7.24 New Submissions. N/A</p> <p>7.3 Financial Audit. 2020 audit not finalized, expected during April 2021.</p> <p>7.4 The current auditors have spent a lot of time and effort in the audit of the 2020 accounts and they are considering not to offer their services next year. This has become a problem because CEP is mandated to provide a yearly audited account and CEP could be without auditors for 2021. A lengthy discussion of the issues ensued and it was suggested that the Chair prepare a proposal with recommendations and then circulate it within</p>	SV

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7	<p>the executive members for a decision, based on the following alternatives:</p> <p>7.41 recall current auditors and offer them an honorary fee, 7.42 engage other qualified members with honorary fee, and 7.43 engage a chartered accountant at a negotiated fee.</p> <p>GDR's Perspective: To ensure continuous operations and service to members, CEP has engaged external administration and website management services in the past at nominal fees. These budgeted expenses were always acceptable to the parent institutions. Financial auditing is a critical requirement, best provided by suitable experienced professionals</p>	SV
8	<p>Newsletter CEP received favorable comments from overseas, but there was nothing locally. Committee members have currently demonstrated little enthusiasm for the project and members should consider whether it is worth the effort to continue because all the information is also available in the CEP website.</p> <p>There is further suggestion that the Newsletter be published in CEP's account in LinkedIn. RD offered to look into the implementation.</p>	FLOOR RD
9	<p>Website Up to date and nothing to report</p>	
10	<p>New Business</p> <p>10.1 Payment of some honorarium to the two CEP auditors for their services. Chair has indicated that those letters have been written and will be sent soon.</p> <p>10.2 CCA Chair's request for a fireside chat session with Americas' region volunteers/members/fellows/LNs with IET's President and CEO as part of IET@150. What topics would we like covered or questions we or our LNs have for IET leaders? LN members to send ideas to CCA Chair. Chair suggested that he wishes to collect all the replies and collate them as items for the chat.</p> <p>10.3. 2020 SOfE Global Final results is described in item 5.3.</p>	SV ALL/SV
11	<p>Next Meeting</p> <p>11.1 Technical Presentation: Wednesday May 19, 2021, at 19:00 hrs. PDT. Mr. Sami Khan will present a topic entitled "<i>Enhancing the Performance and Longevity of Sustainable Energy Systems by Innovating at Interfaces</i>".</p> <p>11.2 Committee Meeting: Wednesday May 26, 2021, at 19:00 hrs PDT.</p>	

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12	Adjournment Proposed by CR, seconded by DY. CARRIED. adjourned at 20:27 hrs. PDT.	