

APPENDIX B



Chartered Engineers Pacific (CEP)

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

www.charteredengineerspacific.ca and www.wcgce.org

Minutes of Committee Meeting

The 6th Webinar via MS Teams: Sept. 27, 2021.

Item	Description	Action by
1	<p>Opening & Welcome The meeting was postponed to 7:14 pm, with ten members online; exceeding the quorum of six and the meeting was constituted.</p> <p>The Chair extended his warm welcome to the committee, hoped that it had a good rest during the summer months' recess during which a heat dome occurred in which, sadly, many people succumbed and also in the midst of multiple forest fires which devastated our provincial forests.</p>	
2	<p>Attendants (Online)</p> <ol style="list-style-type: none"> 1) Mr. Tom Duggan (TD), <i>CEng MIET, PEng.</i> 2) Mr. Michael Immaraju (MI), <i>CEng MIET, PEng.</i> 3) Mr. Lewis Judd (LJ), <i>CEng MIMechE, MIET. PEng.</i> 4) Mr. Zeeshan Khan (ZK), <i>B.Eng.(Hons), MBA, CEM CEng MIET, EIT</i> 5) Mr. Chris Richardson (CR), <i>CEng MIET.</i> 6) Mr. Suresh Vishwakarma (SV), <i>MBA, Ph.D, PEng, CEng MIET, MIE, MSPE, MISTD, Chair and Ex-Officio Representative for IET.</i> 7) Mr. Alan Wood (AW), <i>CEng MIET, PEng.</i> 8) Mr. Douglas Yee (DY), <i>M.Sc, CEng MICE, PEng (retd).</i> 9) Mr. David Harvey (DH), <i>M.Sc, CEng FIStructE, FICE, F.ASCE, PEng Struct Eng, Ex-Officio Representative for IStructE.</i> 10) Mr. David Woo (DW), <i>MBA C.Eng., P.E., P.Eng. MIStructE.Regrets</i> <p>Regrets</p> <ol style="list-style-type: none"> 11) Ms. Arlene McConnell (AMcC), <i>BEng, CEng MIET, PEng.</i> 12) Mr. Russell Davison (RD), <i>M.Eng, CEng FIET.</i> 13) Mr. George De Ridder (GDR). <i>B.Sc, B.Sc, M.Sc, PEng (BC&AB), CEng FIStructE, FSAICE, Past Chair, Past Secretary.</i> 14) Dr. Martin Fandrich (MF), <i>B,ASc, Ph.D, CEng FIMechE, PEng, FEC, Ex-Officio representative for IMEchE.</i> 15) Ms. Mandeep Arora (MA), <i>BTech, ME, CEng MICE, CEng AMIE.</i> <p>Absent</p> <ol style="list-style-type: none"> 16) Mr. Prafulla Chavan (PC), <i>CEng MICE, PEng.</i> 	DY

APPENDIX B



Item	Description	Action by
3	<p>Setting the Agenda The agenda for the 6th virtual Committee Meeting dated Sep. 27th, was previously circulated, reviewed and adopted after addition of three items; 10.1, 10.2 and 10.3 were added. A further three items; 10.4, 10.5 and 10.6 were added at commencement of the meeting.</p> <p>Moved by: DW, seconded by: MI. No objection: CARRIED.</p>	FLOOR
4	<p>Approval of Previous Minutes The Minutes of the 5th virtual meeting dated June 23rd, was previously circulated, reviewed and approved.</p> <p>Moved by: AW, seconded by: CR. No objection: CARRIED.</p>	FLOOR
5	<p>Matters Arising from Previous Minutes 5.1 ICE Matters are listed as follows:</p> <p>a) ICE informed that it's decision to appoint either MA or another candidate as its representative was imminent. CEP hoped that this representative would be appointed soon so that cooperative efforts could commence in promoting ICE/CEP events. CEP directed that an enquiring message be sent to ICE.</p> <p>b) ICE has indicated that it welcomes holding joint ICE/CEP events under ICE banner and provide funds for prizes. It would also help with promotion through its <i>LinkedIn</i> account: ICE will continue to run other regional initiatives in 2022 which CEP will be informed in advance.</p> <p>c) Restrictions due to GDPR (General Data Protection Regulation). ICE can provide CEP with contact details of ICE members in its area in two ways; either through its area representative (appointment imminent), or via a data sharing agreement signed by the CEP Secretary.</p> <p>d) CEP has formed a small group consisting of MA, DH and DY to explore opportunities provided by 5.1 b) and c) above.</p> <p>Post meeting notes:</p> <ul style="list-style-type: none"> • In accordance with item 5.1 a) CEP's message was sent and ICE confirmed that Ms Mandeep Arora has been appointed as ICE Representative for Western Canada on September 30th, 2021. See ENCL: D • Item 5.1 b). ICE's weblink https://www.linkedin.com/company/institution-of-civil-engineers-international. See ENCL: C. 	<p>DY</p> <p>DY</p> <p>MA/DY</p> <p>MA/DY/ DH</p>

APPENDIX B



Item	Description	Action by
5	<p>5.2 IET has discarded former PATW format which would be replaced next year by a new competition called “Present Your Brilliance” or PYB. SV indicated on APPENDIX A that he might be the Vancouver presenter on Saturday October 30th at 10:00am.</p> <p>5.3 Dr. Solange Kelly has confirmed date of presentation on Wednesday, 7:00 pm, October 20, 2021 and title of topic is “<i>Preliminary Assessment of the Application of OTEC in the Caribbean Isle of Tobago.</i>”</p> <p>5.4 Storage space for CEP possessions; (a) CEP banner, (b) table cloth, (c) projector and (d) a box of documents. These items have been passed on to the secretary who has no space to accommodate them. Committee to resolve availability of storage space.</p> <p>5.5 The internet link to CEP webinars is mostly unavailable until event time, or just before the event begins, resulting in frantic search for the link. Improvement to the situation is requested.</p> <p>5.6 CEP’s Annual Appreciation Dinner was celebrated on Saturday August 27th. The report, attached as ENCL: B, has been circulated for review and approved for publication in the Newsletter and CEP’s website.</p> <p style="text-align: center;">Proposed by: DW, Seconded by: MI. No objection: CARRIED</p>	<p style="text-align: center;">SV</p> <p style="text-align: center;">SV/LJ</p> <p style="text-align: center;">DY</p> <p style="text-align: center;">LJ</p> <p style="text-align: center;">DY</p>
6	<p>Technical Program</p> <p>6.1 SV recently wrote to CIBSE (London) about lack of participation and there was no response. SV and ZK recently invited a local CIBSE member to CEP meetings but were unsuccessful. ZK to follow up.</p> <p>6.2 IET@150 celebration event. Due to previous pandemic isolation restrictions, this event has been deferred several times. IET recently agreed that it could be an in-house event tentatively set for March 30th, 2022.</p> <p>6.3 The updated 2021 Schedule of Events is shown as APPENDIX A which lists all confirmed programs for this year.</p> <p>6.4 The Schedule for 2022 is included as ENCL: A with three confirmed speakers. The year’s remaining program is gradually filling up with additional speakers several of whom are in contact with SV.</p>	<p style="text-align: center;">SV/ZK</p> <p style="text-align: center;">SV</p> <p style="text-align: center;">DW</p> <p style="text-align: center;">SV/DW</p>

APPENDIX B



Item	Description	Action By
7	<p>Finances:</p> <p>7.1) Overview</p> <ul style="list-style-type: none"> a) Current account balance = \$13,356.44 b) Cashable lockout account (reserve) = \$ 5,000 c) Membership = \$135.89 <p>7.2) Approval of expense claims:</p> <ul style="list-style-type: none"> a) Pre-approved by email: Total Event cost \$1,836. See price breakdown in ENVL: E. b) Provisional meetings: N/A c) Provisional for travel expense claim by: N/A d) New Submissions. \$756.00 ZK for Anno Internet and web hosting & domain services <p>7.3) 2020 budget was revised, and the Joint PEI's contributions approved Covid budget of \$5,945</p> <ul style="list-style-type: none"> a) Tranche 1 and 2 of 2020 payment covered the revised Covid budget of \$5,945. Tranche 2 amount \$2,970.00 received on July 29th, 2021. <p>7.4) 2021 Budget update: IMECHE confirmed the joint PEI membership stats and have calculated the joint group contributions.</p> <ul style="list-style-type: none"> a) Tranche 1 and 2 of 2021 request submitted to IMECHE on September 21, 2021 <p>7.5) Budget 2022 yet to be finalized.</p>	ZK
8	<p>Newsletter</p> <p>New edition started. CEP Annual Appreciation Report has been sent for publication of the next Newsletter.</p>	AW/DY
9	<p>Website</p> <p>ENCL: B - Annual Appreciation Report to be added.</p>	GDR/DY
10	<p>New Business</p> <p>10.1 CEP Annual Appreciation Dinner dated August 27, 2021. Seek committee approval to publish in Newsletter and Website.</p>	DY

APPENDIX B



Item	Description	Action by
	10.2 ICE has responded to CEP proposal.	DY
	10.3 IET has abandoned former PATW Format. New format next year called "Present Your Brilliance"	SV
	10.4 Storage of CEP equipment. New home being requested.	DY
	10.5 Internet Link for virtual meeting. A proposal that they be provide earlier than event date and time?	DY
	10.6 Three potential speakers have been found for 2022. Names have been forwarded to DW to initiate arrangements	SV
11	<p>Next Meeting</p> <p>11.1 Technical Presentation: Wednesday October 20th at 19:00 hrs. Dr. Solange Kelly will speak on a topic entitled "<i>Preliminary Assessment of OTEC in the Caribbean Isle of Tobago</i>".</p> <p>11.2 Virtual Committee Meeting: Wednesday, October 27th at 19:00 hrs, by web link at a later date..</p>	
12	<p>Adjournment</p> <p>Proposed by: DY Seconded by: SV. No objection: CARRIED.</p> <p>Meeting adjourned at 20:11 hrs.</p>	