

APPENDIX B



Minutes of Committee Meeting A Virtual Meeting via MS Teams: October 27, 2021.

Item	Description	Action by
1	<p>Opening & Welcome The meeting started at 7:07 pm with eight members online which exceeded a quorum of six, and the meeting was properly constituted. Two more members came online later.</p> <p>A warm welcome to the committee and thanks to all who were able to join the meeting.</p>	Chair
2	<p>Attendance Online</p> <ol style="list-style-type: none"> 1) Mr. Michael Immaraju (MI), <i>CEng MIET, PEng.</i> 2) Mr. Zeeshan Khan (ZK), <i>B.Eng.(Hons), MBA, CEM CEng MIET, EIT</i> 3) Mr. Suresh Vishwakarma (SV), <i>MBA, Ph.D, PEng, CEng MIET, MIE, MSPE, MISTD, Chair and Ex-Officio Representative for IET.</i> 4) Mr. Alan Wood (AW), <i>CEng MIET, PEng.</i> 5) Mr. Douglas Yee (DY), <i>M.Sc, CEng MICE, PEng (retd).</i> 6) Mr. David Harvey (DH), <i>M.Sc, CEng FStructE, FICE, F.ASCE, PEng Struct Eng, Ex-Officio Representative for IStructE.</i> 7) Mr. David Woo (DW), <i>MBA C.Eng., P.E., P.Eng. MStructE.Regrets</i> 8) Mr. George De Ridder (GDR). <i>B.Sc, B.Sc, M.Sc, PEng (BC&AB), CEng FStructE, FSAICE, Past Chair, Past Secretary</i> 9) Dr. Martin Fandrich (MF), <i>B,ASc, Ph.D, CEng FIMechE, PEng, FEC, Ex-Officio representative for IMechE.</i> <p>Regrets</p> <ol style="list-style-type: none"> 10) Ms. Arlene McConnell (AMcC), <i>BEng, CEng MIET, PEng.</i> 11) Mr. Tom Duggan (TD), <i>CEng MIET, PEng</i> 12) Ms. Mandeep Arora (MA), <i>BTech, ME, CEng MICE, CEng AMIE, PEng.</i> <p>Absent</p> <ol style="list-style-type: none"> 13) Mr. Prafulla Chavan (PC), <i>CEng MICE, PEng.</i> 14) Mr. Lewis Judd (LJ), <i>CEng MIMechE, MIET. PEng.</i> 15) Mr. Chris Richardson (CR), <i>CEng MIET</i> 16) Mr. Russell Davison (RD), <i>M.Eng, CEng FIET.</i> 	Secretary

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3	<p>Setting the Agenda The agenda for the virtual Committee Meeting dated Oct. 27th, was previously circulated and reviewed by members. The Chair advised that there would be additional items to be introduced which would be discussed in the appropriate paragraphs.</p> <p>Approval of this Agenda was moved by: AW, seconded by: DW. No objection. Approved.</p>	Floor
4	<p>Approval of Previous Minutes The Minutes of the virtual meeting dated September 22nd, was previously circulated and reviewed.</p> <p>Item 7. The FINANCIAL report was edited prior to publication and it elicited several queries which were discussed and clarified. However, the edited report that reflects these amendments is unavailable to date.</p> <p>Approval as written is proposed by DW and seconded by DH. Moved and CARRIED to archive and website.</p>	Secretary Floor/ Treasurer Secretary
5	<p>Matters Arising from Previous Minutes</p> <p>5.1 IET's new platform PAV, Present Around Vancouver. Confirmed for October 30th at 11:00am.</p> <p>5.2 Dr. Solange Kelly's online presentation has been successfully executed. It was attended by 14 people online, recorded, and transcripts obtained for an article in the Newsletter.</p> <p>5.3 Storage space for CEP possessions; (a) CEP banner, (b) table cloth, (c) projector and (d) a box of documents. Options for storing these items at conveniently accessible venues were discussed. GDR to search for potential venues.</p> <p>5.4 MS Office link. It was reported that online links for all future events is available from DW, LJ and DW. They have not been distributed.</p> <p>5.5 CEP's insurance for 2022. A renewal invoice has been received and GDR is placing it under review to update and include outstanding items that had not been included in the policy. Matter is pending.</p>	SV SV/DW/ AW GDR LJ/ZK/DW GDR

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6	<p>Technical Program</p> <p>6.1 Follow up efforts to engage with a local CIBSE member to continue.</p> <p>6.2 IET@150 celebration committee has approved CEP's postponement of event to March 30, 2022 and may even be amenable to push it back further, to September 2022, if necessary, depending on the pandemic situation.</p> <p>6.3 The updated 2021 Schedule of Events is shown as APPENDIX A and there is only one remaining program to be presented, which is entitled "Designing and Building Polar Class Vessels", by CEP committee member, Mr. Russell Davison. Program is scheduled for Wednesday November 17, at 7:00 pm. This will wind up the final presentation for this year and the coordinator will monitor arrangements throughout the process.</p> <p><i>[Post meeting note: In the Schedule of Events, APPENDIX A, it is suggested that the column status indicating "confirmed" be substituted with "executed" because events have gone beyond being confirmed.]</i></p> <p>6.4 The Schedule for 2022 is included as ENCL: A with one confirmed guest speaker, Mr. Robert Toombs, <i>FRPSL</i>, who will be speaking on "Ferry Command Dorval – The Unusual Airmail Services". This event is CEP's Annual General Dinner at Hart House Restaurant on January 19, 2022 at 6 pm.</p> <p>6.5 Several potential presenters for 2022 have already been contacted, but awaiting reply. SV has indicated that he also has several potential presenters who would be interested in participating.</p>	<p>SV/ZK</p> <p>SV</p> <p>DW</p> <p>DW/DY</p> <p>DW/SV</p>

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7	<p>Finances</p> <p>7.1) Overview</p> <ul style="list-style-type: none"> a) Current account balance = \$19,322.44 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: Total Event cost \$1,877. See price breakdown at EXPENSE REPORT, ENCL: C i memo. b) Provisional meetings: N/A c) Provisional for travel expense d) New Submissions. N/A <p>7.3) 2021 budget PEI's contribution to regular budget</p> <ul style="list-style-type: none"> a) Tranche 1 and 2 of 2021 budget \$5,971 received on October 25, 2021 b) Pending Tranche 3 <p>7.4) Budget 2022: Zee executive members.</p>	Treasurer																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">2020 Tranche 1 Of 2</td> <td style="width: 15%;">21 May 2020</td> <td style="width: 35%;">Transfer to Community</td> <td style="width: 15%; text-align: right;">\$2,980.00</td> <td style="width: 20%; text-align: right;">\$14,641.99</td> </tr> <tr> <td></td> <td></td> <td>76154</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>ount \$0.0</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>INSTN OF MECH E</td> <td></td> <td></td> </tr> <tr> <td>2020 Tranche 2 Of 2</td> <td>29 Jul 2021</td> <td>Incoming wire Memo FT INSTN</td> <td style="text-align: right;">\$2,970.00</td> <td style="text-align: right;">\$15,665.26</td> </tr> <tr> <td>2021 Tranche 1 & 2</td> <td>25 Oct 2021</td> <td>Incoming wire Memo FT INSTN OF MECHANICAL</td> <td style="text-align: right;">\$5,971.00</td> <td style="text-align: right;">\$19,327.44</td> </tr> </table>	2020 Tranche 1 Of 2	21 May 2020	Transfer to Community	\$2,980.00	\$14,641.99			76154					ount \$0.0					INSTN OF MECH E			2020 Tranche 2 Of 2	29 Jul 2021	Incoming wire Memo FT INSTN	\$2,970.00	\$15,665.26	2021 Tranche 1 & 2	25 Oct 2021	Incoming wire Memo FT INSTN OF MECHANICAL	\$5,971.00	\$19,327.44	
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8	<p>Newsletter The editor requests that more illustrations, and/or photographs, be provided with reports and presentations. SV indicated that he has many such pictorial items which he would send to the editor.</p>	AW/SV
9	<p>Website GDR reported that the CEP website platform is approaching the end of its life in terms of server compatibility, caused by evolvments in server language over the 9 years that the current Joomla language has been in use. By the end of 2022 the current format will not function as usual on modern servers. CEP's options are: modify and replace the theme and components with modern equivalents, which will be costly and need time. Alternatively; redo the website on WordPress or other state-of-art platform, which is faster and expectedly at lower cost.</p> <p><u>Decision:</u> A subcommittee will be nominated by November meeting to assess the options and develop an implementation plan to modernize the website. See ENCL: B – Memorandum by Anno Internet for the recommendations received on Oct 27, 2021 from Stephen Pienaar, our current web administrator.</p> <p>Proposed: GDR, Seconded SV. CARRIED</p>	GDR/SV/ LJ/ZS
10	<p>New Business All items raised have been allocated to and discussed in items 6, 7, 8 & 9 above.</p>	
11	<p>Next Meeting 11.1 Item 6.3 above: November Virtual Presentation by Mr. Russell Davison on Wednesday, November 17, at 7:00 pm. Virtual link is available from DW or LJ. 11.2 Virtual Committee Meeting: Wednesday, November 24, at 7:00 pm. Virtual link is available from LJ or DW</p>	LJ/DW
12	<p>Adjournment Proposed by: DY Seconded by: DH. Meeting adjourned at 8:47 pm.</p>	