

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

Dated: November 24, 2021

A virtual meeting via MS Teams

Item	Description	Action by
1	<p>Opening & Welcome The meeting opened at 7:08 pm with ten members online and being properly constituted by exceeding a quorum of six.</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. Douglas Yee (DY), <i>M.Sc, CEng MICE, PEng (retd).</i> 5) Mr. David Harvey (DH), <i>M.Sc, CEng FStructE, FICE, F.ASCE, PEng Struct Eng, Ex-Officio Representative for IStructE.</i> 6) Mr. David Woo (DW), <i>MBA C.Eng., P.E., P.Eng. MStructE.Regrets</i> 7) Mr. George De Ridder (GDR). <i>B.Sc, B.Sc, M.Sc, PEng (BC&AB), CEng FStructE, FSAICE, Past Chair, Past Secretary</i> 8) Dr. Martin Fandrich (MF), <i>B,ASc, Ph.D, CEng FIMechE, PEng, FEC, Ex-Officio representative for IMEchE.</i> 9) Mr. Prafulla Chavan (PC), <i>CEng MICE, PEng.</i> 10) Ms. Mandeep Arora (MA), <i>BTech, ME, CEng MICE, CEng AMIE, PEng.</i> <p>Regrets</p> <ol style="list-style-type: none"> 11) Ms. Arlene McConnell (AMcC), <i>BEng, CEng MIET, PEng.</i> 12) Mr. Tom Duggan (TD), <i>CEng MIET, PEng</i> <p>Absent</p> <ol style="list-style-type: none"> 13) Mr. Lewis Judd (LJ), <i>CEng MIMechE, MIET. PEng.</i> 14) Mr. Chris Richardson (CR), <i>CEng MIET</i> 15) Mr. Russell Davison (RD), <i>M.Eng, CEng FIET.</i> 16) Mr. Alan Wood (AW), <i>CEng MIET, PEng.</i> 	Secretary

APPENDIX B



Item	Description	Action by
3	<p>Setting the Agenda The agenda for the virtual Committee Meeting dated Nov. 24th, was previously circulated and reviewed by members.</p> <p>Approval of this Agenda was moved by: GDR, seconded by: DW. Approved.</p>	Floor
4	<p>Approval of Previous Minutes The Minutes of the virtual meeting dated October 27th, 2021 was previously circulated for members to review and there was no amendment.</p> <p>Approval as written is proposed by GDR and seconded by DW. Moved and CARRIED to archive and website.</p>	DY
5	<p>Matters Arising From Previous Minutes</p> <p>5.1 PAV, Present Around Vancouver was successfully executed on Oct. 30th, at 10 am. Highlight of the event was an address by Dr. Carol Marsh, Chair of IET, who thanked all participants for their efforts. Report on this event will be tabled at the next meeting (March 2022) and published.</p> <p>5.2 GDR reported that Accent Inns were not receptive to the storage of the 3 items (projector, banner and table cloth), even if CEP bears full insurance and responsibility for damage or loss. Park Insurance quoted about \$100 additional premium to insure these items for the combined replacement value of \$2500. The quoted Access Payment would be \$1000 on a claim. GDR recommended to forsake the insurance upgrade, due to the high Access Payment of \$1000. Refer to photograph, ENCL: B, of the 3 items (not including documents box. It was decided:</p> <p>5.2.1 That the box of documents be archived by scanning and saved by the Secretary on CLOUD-storage, for handing over to future secretaries of CEP for keeping in terms of the Constitution. Hard copies of the archive will be trashed after secure saving of scans in electronic .PDF format.</p> <p>5,2,2 Committee members were asked to consider storing at their homes and transporting the 3 other items to events when normal gathering of events resume. A tentative offer was received from MF. GDR will forward photos of the 4 items (assuming only 3 items after hard copies scanned and trashed) to MF.</p> <p>5.3 The weblinks for MS Teams was reported to have been distributed about June this year and again to four selected members three months ago. The Secretary has not had this list, but year 2021 is almost ended and there is no further need of it anymore. However, in 2022, the weblinks should be circulated better in advance of the actual meeting.</p>	<p>Chair</p> <p>GDR</p> <p>Secretary</p> <p>GDR/MF</p> <p>Secretary</p>

APPENDIX B



Item	Description	Action by
5	<p>5.4 Engagement of CIBSE. Invitation letters have been written, but no response to date.</p> <p>5.5 This year's auditors have not yet been appointed for the next audit in 2022 and the matter has become urgent.</p>	ZK
6	<p>Technical Program</p> <p>6.1 IET@150 celebration is held in abeyance until March 30, 2022 and may even be push back further so that a physical event could be held with passing of the pandemic.</p> <p>6.2 The final presentation and committee meeting of year 2021 as listed in APPENDIX A have been successfully executed. The presentation by CEP committee member, Mr. Russell Davison, <i>FIET</i>, and his technical team, entitled "Designing and Building Polar Class Vessels", was excellently delivered. There were forty-four online participants. They learnt that Polar icebreakers have unique features which enable them to rotate their stern in a horizontal circle about their bow axes, thus enabling their stern propellers to grind and chop into the surrounding ice sheet as they turn.</p> <p>6.3 The activities Schedule for 2022 is included as ENCL: A with one confirmed guest speaker, Mr. Robert Toombs, <i>P.Eng(ret'd), 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>6.4 Several potential presenters for 2022 have already expressed interest, and have been contacted. Confirmation is being awaited</p>	<p>SV</p> <p>SV/DW/DY</p>
7	<p>Finance</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) New Submission: Expenses Claim for PAV 2021 \$115.06 See claim breakdown at EXPENSE REPORT, ENCL: C in this memo. Approval as written is proposed GDR by and seconded by DY b) Provisional meetings: N/A c) C) Provisional for travel expense claim by: N/A 	Treasurer

APPENDIX B



Item	Description	Action by																																						
	<p>7.3) Budget 2022: In progress. Zee to send final draft to executive members. <i>Continued in ENCL: C</i></p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4">CHARTERED ENGINEERS PACIFIC</th> </tr> <tr> <td colspan="2">Name: Dr. Suresh Vishwakarma</td> <td colspan="1">Expense Report</td> <td colspan="1">Date: Nov 4, 2021</td> </tr> <tr> <th style="width: 10%;">Receipt #</th> <th style="width: 60%;">Purchase Description</th> <th colspan="2">Amount \$</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td colspan="2">CAD 31.20</td> </tr> <tr> <td rowspan="3" style="vertical-align: top;">1</td> <td>Amount paid for meals for Judges and volunteers for Present Around Vancouver competition organized on Oct 30, 2021.</td> <td colspan="2">CAD 28.83</td> </tr> <tr> <td></td> <td colspan="2">CAD 25.66</td> </tr> <tr> <td>CEP committee had online approved CAD 125 this expenditure.</td> <td colspan="2">GBP 15.00 <i>(eqv. CAD 26)</i></td> </tr> <tr> <td>2</td> <td>Postal Stamps</td> <td colspan="2">CAD 3.37</td> </tr> <tr> <td colspan="2"></td> <td>Grand TOTAL</td> <td>CAD 115.06</td> </tr> <tr> <td colspan="2">Signature: </td> <td colspan="2">Official Use:</td> </tr> </tbody> </table>	CHARTERED ENGINEERS PACIFIC				Name: Dr. Suresh Vishwakarma		Expense Report	Date: Nov 4, 2021	Receipt #	Purchase Description	Amount \$				CAD 31.20		1	Amount paid for meals for Judges and volunteers for Present Around Vancouver competition organized on Oct 30, 2021.	CAD 28.83			CAD 25.66		CEP committee had online approved CAD 125 this expenditure.	GBP 15.00 <i>(eqv. CAD 26)</i>		2	Postal Stamps	CAD 3.37				Grand TOTAL	CAD 115.06	Signature:		Official Use:		Treasurer
CHARTERED ENGINEERS PACIFIC																																								
Name: Dr. Suresh Vishwakarma		Expense Report	Date: Nov 4, 2021																																					
Receipt #	Purchase Description	Amount \$																																						
		CAD 31.20																																						
1	Amount paid for meals for Judges and volunteers for Present Around Vancouver competition organized on Oct 30, 2021.	CAD 28.83																																						
		CAD 25.66																																						
	CEP committee had online approved CAD 125 this expenditure.	GBP 15.00 <i>(eqv. CAD 26)</i>																																						
2	Postal Stamps	CAD 3.37																																						
		Grand TOTAL	CAD 115.06																																					
Signature:		Official Use:																																						
8	<p>Newsletter Contributor of articles and photos to the Newsletter should be acknowledged and given a note of thanks.</p>	AW																																						
9	<p>Website After a detailed discussion with Stephen Pienaar (Web Manager), GDR recommended that CEP proceed as follows:</p> <p>9.1 Upgrade the current outdated JOOMLA-based website to a state-of-the-Art platform like WORDPRESS. Stephen is not available for this task, however he will assist CEP in reviewing tenders for the task. The project should be completed by September 2022 to allow time for testing and implementation before the current platform becomes defunct by December 2022. A budget expense of \$5,000 was incorporated by the Treasurer in the draft budget for 2022 for the upgrade.</p> <p>9.2 Stephen Pienaar will remain available to manage uploads, similar to his service during the last 10 years, once the new platform is implemented in 2022.</p> <p>9.3 Tenders should be called for the upgrade to WORDPRESS, during Q1-2022, reviewed and a contract assigned by mid-Q2-2022.</p> <p>9.4 A new webmaster must be confirmed by the new Committee-2022, to replace GDR as Web Master because GDR is stepping down from the Committee by end of 2021. GDR remains available to assist in personal capacity with the transition during 2022</p>	<p>Floor</p> <p>EXCO-2022</p>																																						

APPENDIX B



Item	Description	Action by
10	<p>New Business</p> <p>10.1 Members are urged to give some thoughts to nominating a full slate of candidates for election as committee members officers at the forthcoming AGM on February 16, 2022. Individuals could also put themselves forward for election as officers.</p> <p>10.2 LJ, CEP's online host has stood down because of heavy work schedule and has deferred his duty as host to ZK. SV has suggested that this work should be rotated among several members to lighten the load and open opportunities for others to serve.</p>	Floor
11	<p>Next Meeting</p> <p>Annual General Meeting. Scheduled for Wednesday, February 16, 2022 at 7pm by virtual participation</p>	
12	<p>Adjournment</p> <p>Motion to Adjourn the meeting: Proposer: DY Seconder: MF. Meeting adjourned at 8:47 pm</p>	