

AGENDA

Senior chapter Board Meeting

IIE Toronto - Chapter # 087

Monday December 10, 07- Casey's Bar & Grill" at Yorkdale Shopping Centre, Toronto

MINUTES FROM MONDAY NOV. 12 , 2007

CALL TO ORDER: 6:15 PM, Monday November 12, 2007

Attendees List:

#	Members Present	Regrets	Absent
1	Gaurav Paliwal	Daniel Yoon	Raveen Satkurunathan
2	Kathleen Clough	Ladan Taherzadeh	Vidula Shetye
3	Mohammad Kamali	Faraaz Bahamany	Alexey Togunov
4	Wan Ting Gan	Abhishek Arora	Alfred Chan
5	Ladan Taherzadeh	Christina Hang	Aruran Sakthikumar
6	Faraaz Bahamany	Laura Chiu	Marinella Rodriguez
7	Abhishek Arora	Simon La	Vladimir Vasilko
8	Sanaz Eskandarian	Candice Langois	Jasdeep Kaile
9	Daniel Lim	Daniel Lim	Ferida Hosseinian
10	Silvia Daiz	Ashwini Kumar	
11		Daniela Hawkins	
12		Wade Mak	
13		Anja Silj	
14		Andrew Avgousti	
15		Daniel Yoon	
16		Angy Tadros	
17		Mustafa Ayub	
18		Ed Karam	
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1. President's Report/Updates

- 1.1. Gaurav pub night was done very well and feedback was very positive from members.....
- 1.2. We need to work on CAR report and Strategic plan for this year. This report initially gets submitted to RVP Canada to review and submit on time to IIE Atlanta. Last year, we got *Silver award* and our goal for this year is to get *Platinum award* and our chapter have the potential to easily get there. Strong CAR itself will lead to another award/grant from IIE Atlanta.
- 1.3. **Strategic Plan:** 1st we need to decide a target amount (\$), what to do it and when. We already have a tentative list which includes student chapters too. This year we are trying to set our strategic plan in such way that maximize obtained points. Program quality is one area that we are not good yet. Program Attendance includes things like # of students, non-members that attending our events (i.e. Pub-night). Newsletter should have certain sections in order to get high points. Two chapter that are the winners of Newsletter and we can benchmark to them and see what makes their Newsletter to be the best. Also we can send email or survey and get a feed back to members and non-members in our email list. We need to work on member retention and recruitment activities: Make plans to bring new members in and keeping them. We can also do Community outreach; i.e. Hospital
- 1.4. We will have a plant tour sometime in Feb. and the charge would be \$10 for members and \$15 for non-members.
- 1.5. Website is getting updated regularly, so please visit the website and give any feedback/suggestion in order to make improvements to our membership.
- 1.6. Suggestion: Adding a weblogg on the website for members. RLT Regional Leadership team will be posted on the website.

2. Updates from Webmaster:

- 2.1. **Daniel:** Website is updating on daily basis and you can forward me any material that you like to post and it will be posted within a week period.
- 2.2. There will be "*Contact us*" link on the website for visitors to contact our chapter. List of all the meeting dates and events will be posted on the website. Also, there will be place to sign up for membership.

3. Updates from Secretary:

- 3.1. **Mohammad:** Suggestion about website: Place latest copy of newsletter on the website and also a link which allows the non-members to join our newsletter and event announcement email list.
- 3.2. A new column will be added in minute's sections to quickly identify the tasks with a specific deadline to complete. Going forward, I will send the minutes along with the 1st meeting reminder and the final version along with list of confirmed attendees on 2nd email reminder. Please provide me any suggestion /feedback you have that would make the minutes and agenda more useful.
- 3.3. I will contact the North York Library to find out more about the cost and possibility of moving the monthly meetings there.

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4. Updates from Regional Conference Chair:

- 4.1. Faraaz: So far, our sponsorship team has done great work getting a lot of confirmed sponsors for the conference and there is still more companies which will make their final decision very soon.
- 4.2. IIE board members are encouraged to attend the conference. Check our website at www.iie2008ryerson.com for the latest information about the participating companies, list of seminars and events. Early bird information will be send to Ashu to be send our to members.
- 4.3. The last time that IIE Toronto sponsored a regional conference was 3 years ago when U of T hosting the conference and the sponsorship amount was \$4000. Since IIE Toronto has always sponsored the two students chapters (Ryerson, UofT) in the same way, conference committee are expecting at least the same amount as it was given in the past.
- 4.4. There are several great events are still available for IIE Toronto Chapter to sponsor at the regional conference. **Wine & cheese at Atlantic Pavilion, Technical paper Competition.** Depending on the level of sponsorship we may allow certain # of IIE Toronto members to attend the participating event. If chapter sponsor the Technical paper competition, then representatives of IIE Toronto can judge the competition and the regional winner would carry the sponsor name to the IIE international conference.
- 4.5. This year for the 1st time, non-hotel registration option is offered to Toronto students and we expect higher participation compare to past.
- 4.6. IIE Atlanta representatives will be attending the conference and this also a prefect opportunity to strength the relationship with Atlanta.
- 4.7. Guarav suggested that **Technical paper is our best option** and we also need to set a booth.
- 4.8. Wan Ting and Kathleen will review available budget and will inform the conference team about the final decision.

5. Update/Report from Treasurer:

- 5.1. Wan Ting: Here is breakdown of where do have spend our money in the past: Grants and membership (\$750) and Grants to Ryerson and U of T, Board meetings expenses (\$1500), Conference Sponsorship, Wine cheese, Engineering Week.

6. Other/New Business

- 6.1. **Silva Diaz:** I will check on possibility of using Fairview public Library for our meetings.
- 6.2. No other business as this stage.

Dec 10, 07

7. Meeting Adjured (8:10 PM)