



MINUTES OF MEETING

Meeting Date: September 13, 2011

Location: SBC

Present:		Regret:	Absent:	
Wayne Kosik Sanil Sivarajan	Alberto Morales Jonathan McCarthy	Sumit Chatterjee Deepak Verg	Aldous Walters Jacob Oommachan Joseph Amalraj Iqbal Hossain Mustafa Abdi	
Aditya Nookala Malcolm Edirisinghe Jey Kumar Roya Iranitalab Tiequn Feng Nagender Dasyam	Rakesh Upadhyaya Adeshina Sadiq Vinayak Deshpande Abdul Omokanye Zahir Jiwa	Azhar Syed Christine Hernani Mukul Hossain Mohammed Quadir Rajesh Shah		

Item:	Motioned by:	Seconded by:	Action by:	Status
<u>Call to Order: at 7 p.m.</u>				
<u>Meeting Agenda:</u>				
1. Agenda Review				
2. Review and approve minutes of last meeting				
3. Action Item				
4. Business arising out of previous meeting minutes				
5. Reports				
6. Review or Update on Upcoming Events				
7. New Business				
8. Sharing Professional Life / Experience				
9. Around the Table				
10. Next Meeting Date				
<u>Meeting Minutes:</u>				
<i>Reviewed Agenda and minutes of the previous meeting: Motion made to accept the previous minutes by:</i>	Sanil	Aditya		
<u>Action Items</u>				
• 2011-2012 Business plan to be prepared by Malcolm, reviewed and submitted to HO by Wayne			Malcolm, Wayne	Completed July 2011
• Transfer bank signing authority to new Chair, Vice-chair and Treasurer.			Aditja Wayne Malcolm	Completed July 2011
• Submit request for 2011/2012 branch funds from HO by Malcolm.			Malcolm	Completed July 2011
<u>Business arising out of previous meeting minutes:</u>				
• Bring up advertising of Lego Challenge at next Branch Chairs' meeting. Reviewed the gift & the amount of money given to Lego Challenge winners. (Wayne to ask HO how costs for activities outside of business plan are handled)			Wayne	

Minutes: continued

Motioned Seconded Action by: Status

by: by:

Closed

- Secretary for August to October 2011 – Roya was elected to replace Christine as Secretary. Sumit will act as backup.
- Branch event procedures were reviewed

All
Wayne

Reports

- Chair's Report (Wayne's input) Sept 14th will be the next branch Chair's meeting and Wayne will bring the action items to this meeting and ask if HO has a consistent Policy for event attendance and invitees
- Treasurer's Report: Branch is financially sound
- Outreach Coordinator's Report (with Deepak's input)

Malcolm
Malcolm

Review or Update on Upcoming Events

- Pres Visit : Event booked for Wednesday November 30th, 2011 at the Sawridge
- Joint CIM/APEGGA Technical Seminar scheduled for third week of Sept 2011
- (Adeshina to present his idea to the team for feedback)
- Technical Seminar for October 2011

Wayne,
Aditya,
Rajesh,
Abdul,
Roya

Adeshina
Deepak

New Business

- Request HO to have a policy regarding number of guests and fee for President's visit event; based on HO response, consider waiving the fee for executive volunteers or review other alternatives.
- Christmas Dinner
- Follow up with Deepak regarding doing a APEGGA Science night at a school to promote our profession. Also confirm if HO is sending material for presentation in this event or do we purchase the materials.

Wayne

Jay
Wayne

Sharing Professional Life / Experience

Sumit
Chatterjee

Around the Table: no new business identified.

Next Meeting Date

October
18th, 2011.

Adjournment

Meeting adjourned at 9 p.m.