

Peterborough Chapter Chapter Meeting Minutes



Meeting N° **04-25**

Date: **June 25th 2025**

Time: 6:30pm – 7:30 pm

Location: Engage Engineering, 171 King St, Suite 120, Peterborough, ON, K9J 2R8

Invited							
Name	Position	P	A	Name	Position	P	A
James Myles	Chapter Chair, C.E.T.	X		Nicole Cameron, C.E.T.	WIT Representative	X	
Diane Northey	Vice Chair	X		Wayne Wauro	Executive Member	X	
John van den Hoek	Treasurer, C.E.T.		X	Bill Grylls	Executive Member	X	
Melanie Logan	College Liaison A.Sc.T.	X		Vanessa Howells	Executive Member	X	
open	YPC Representative			Amy Kravcik	Executive Member Student Rep	X	
Eastern MES	Justine Loader		x				
Gary Muloin, C.E.T.	Secretary	X					

Administration		Motions	
		1	2
1	Meeting called to Order at: 6:33	Diane	Nicole
2	Approval of Agenda	Diane	Nicole
3	Approval of May 13 th meeting minutes	Diane	Nicole

Reports		
Item		Action
1	Chapter Chair Greetings	James completed
2	Treasurer Report:	James Completed
Agenda		
Item		
1	<ul style="list-style-type: none"> Financial Update. Balance approximately the same. Just bank fee reduction. As events are starting to take shape, we can revise forecasted spend. Will model with “matched” funding support where possible. Letter from last banking changes sent by John. Need new contact at the bank, and create new letter/visit branch. 	<p>James/John to continue to update forecast as events are landed, cost expectations are captured etc.</p> <p>John following up with Bank on details for change in Signing authorities. Diane & James may follow-up</p>
2	<ul style="list-style-type: none"> College Liaison: Melanie Update on May 14th meeting: Ways to engage were discussed at the May 14th meeting, which solidified that our ideas are good, and more inventive than some others. Chapters are losing contacts at the Colleges, making it more difficult to navigate. Possible reach out to Trent. 	<p>Melanie to check with Cyndy to confirm ongoing contact at College</p> <p>James to have Amy added to Executive as Student Rep.</p>

Peterborough Chapter Chapter Meeting Minutes



	<ul style="list-style-type: none"> - Melanie indicated she will no longer be at SSFC. Will reach out to Cyndy, and possibly seek new contact for September. - Student Representative : Amy Kravcik is joining the executive. - Plans for Meet and Greet session TBD - Hatchery Tour: Date of September 20th selected. 1 PM. 	<p>Melanie to Confirm Hatchery Tour Details for Sep 20th.</p> <p>James to set up Touchpoint with Melanie on the Event before end of July.</p>
3	<ul style="list-style-type: none"> - WIT update: - Had meeting, Nicole following up on Meeting minutes and funding details with Sarah. <p>Update : Details received from Sarah June 27th.</p> <ul style="list-style-type: none"> - WIT event for Axe Throwing: Will be targeted for November 7th. 	<p>Nicole is following up. Seeking clarification on budget and April 2025 meeting minutes</p>
4	<ul style="list-style-type: none"> - Canoe Museum Update <p>August 13th or 20th proposed</p> <ul style="list-style-type: none"> - Head office can send insurance form if required - Possible combined tour of indoors (for individuals) followed by group tour outside (infrastructure and other engineering features) - 1-hour min required for CPD - Provide members time to come early an tour the inside of the museum ahead of the 4PM outside Tour and CPD related event. - Nicole to reach out to Rachelle at PEO/IEEE to see if they are interested in attending. - James can submit Regional Funding request for support of the costs for refreshments. - Target an Event cost of \$8 per person, we can consider re-imbursement if budget support allows. 	<p>Nicole to confirm Aug 13th</p> <p>James to book follow up huddle with Nicole July 9th to complete trigger funding and Communications</p> <p>James to submit funding request, once expected costs are landed.</p>
5	<ul style="list-style-type: none"> - AGM – June: Feedback from James and Diane. - Event was well attended, with several networking and CPD opportunities across the 3 days. - Encouraged others to consider attending in the future if they have an opportunity. - Minutes from regional meeting will be distributed 	<p>James to forward Regional Meeting minutes</p>

Peterborough Chapter Chapter Meeting Minutes



6	<ul style="list-style-type: none"> - Review Updated Calendar: - James updated on what was currently there for planned meetings, and future events that are being solidified with dates in the calendar. <p>Events Locking in:</p> <ul style="list-style-type: none"> - Canoe Museum – Aug 13 or 20th - Hatchery – Sep 20th - Airport – Oct 4th - Axe Throwing WIT event – Nov 7th - ACM – April 11th, need to communicate data as a possible, and secure with deposit. - CPD opportunity: Vanessa can bring forward someone to present on Bio Deisel. TBC 	<p>James to confirm touchpoints for various events, starting with Canoe Museum</p> <p>James/Diane/John to review and confirm ACM with golf course</p> <p>Vanessa to confirm CPD opportunity for April 11th.</p>
Plan events		
1	Airport tour confirmed by Diane	Oct 4 Lindsay Airport
New Business		
Item	1. Possible Golf Tournament (OACETT & PEO)	Defer to Spring 2026
	2.	
	3.	
Adjournment: time 19:35		Motions
Next Meeting Date: Sept 16		