



# Minutes

## Equity & Diversity Committee

Wednesday, January 21, 2015

Present: Márta Ecsedi, P. Eng. (Chair)  
Vera Straka, P. Eng. (joined at 6:00 pm)  
Greg Allen, P.Eng.  
Shaun Rose, P. Eng.  
Merv Dewasha, P. Eng.  
Rakesh Shreewastav, P.Eng. - by teleconference  
Sharon Reid, LGA

Regrets: Rishi Kumar, P.Eng.

Consultant: Ann Holmes

Staff: Fern Goncalves

### 1. Opening Remarks

The chair welcomed everyone and called the meeting to order at 5:30 pm. The chair announced that Vera Straka, P.Eng. was admitted to the Professional Engineers Ontario Order of Honour – Member level.

### 2. Approval of Agenda

Moved by Shaun, seconded by Merv, that the Agenda be approved as presented.

**MOTION CARRIED**

### 3. Approval of Minutes

Moved by Greg, seconded by Shaun, that the Minutes of December 9, 2014 be accepted as written.

**MOTION CARRIED**

### 4. Equity & Diversity Implementation Action Plan – Year Four

#### a. Policy Statement #2 - PPT Presentation to Chapters

The chair provided an update on her activities to organize an E&D presentation to committees/chapters. The chair advised that she will be presenting the E&D PowerPoint presentation to the Simcoe-Muskoka chapter on February 5<sup>th</sup>, 2015.

The chair also reported on committee activities as various committee members had provided email updates.



b. Policy Statement #6 – Recognition Sub-group Update  
This agenda item was deferred.

c. Policy Statement #3 – Committee Consultation Sub-group Update  
The chair reported that she had met with staff support for the Advisory Committee on Volunteers (ACV), and together they developed a proposal to incorporate the questions prepared by the subgroup into the Work Plan template to facilitate the implementation of the presented recommendations. As this is a new proposal, the chair will forward the information to the subgroup members' Rakesh and Sharon, for their review and feedback.

**Action:**

The chair to schedule a teleconference meeting with Rakesh and Sharon.

**5. Equity & Diversity Implementation Action Plan – Next Steps**

a. Policy Statement # 7 & # 5 – Interactive Input to Remove Barriers

Ann Holmes facilitated a discussion to seek input from committee members on how to identify formal diverse groups with an engineering background based on two questions distributed in advance of the meeting. The following is a summary:

1.) How to identify diverse groups?

- Initiate contact with self-identified groups such as National Society of Black Engineers, Chinese Engineering Association, and Women in Engineering etc.
- Connect with Canadian engineering societies by discipline with focus on provincial and/or city groups such as Canadian Civil Engineering Society.
- Utilize LinkedIn as a contact tool.
- Host an event at PEO.
- Review comments posted on the module discussion board.
- Review complaints received by PEO's Licensing and Admissions departments.

2.) How to engage already existing groups and their associations from E&D perspective?

It was agreed that committee members will research and identify groups of engineers that represent the four groups stated in the committee mandate: aboriginals, people with disabilities, visible minorities and women.

At the March meeting, the committee will determine how to engage groups.

**Action:**

Committee members to research and identify groups of engineers that are representing the four groups in the committee mandate.



5b) Policy Statement #1 – Next Steps

Sharon and Rakesh were tasked with presenting suggestions on how to raise Council’s awareness of the EDC Policy and Module to encourage Council in discussion of issues and posting personal action plans.

**6. Re-visit Equity and Diversity Implementation Action Plan**

Ann Holmes facilitated a review of the Implementation Action Plan in order that the committee identify ongoing (standing items), outstanding (yet to be done items) and determine viability of items.

| <b>ONGOING – STANDING ITEMS</b>  |  |
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| <b>Identified Actions to be Taken<br/>Re: Policy statements</b>  | <b>Committee Decision</b>  |
| <p><b>Policy Statement #2</b></p> <ul style="list-style-type: none"> <li>EDC members to become familiar with E&amp;D PPT to promote to committees /chapters</li> </ul> | <ul style="list-style-type: none"> <li>Chair to review PPT and recommend revisions as required by February 20<sup>th</sup>, 2015.</li> </ul>                                     |
| <p><b>Policy statement #6</b></p> <ul style="list-style-type: none"> <li>EDC to encourage PEO members to become involved in the awards nomination process.</li> </ul>  | <ul style="list-style-type: none"> <li>When “call for nomination” e blasts are received, EDC members to follow up and encourage personal networks to become involved.</li> </ul> |

| <b>OUTSTANDING – YET TO BE DONE ITEMS</b>  |  |
|--|--|
| <b>Identified Actions to be Taken<br/>Re: Policy statements</b>  | <b>Committee Decision</b>  |
| <p><b>Policy Statement #7</b></p> <ul style="list-style-type: none"> <li>Review survey comments to develop next set of activities</li> </ul> | <ul style="list-style-type: none"> <li>Task Greg and Vera to review detailed survey comments to identify potential follow up actions for March 10<sup>th</sup> meeting.</li> </ul> |



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| <p><b>Policy statement #6</b></p> <ul style="list-style-type: none"> <li>• EDC to seek out and encourage diverse nominees to official PEO awards programs</li> </ul>   | <ul style="list-style-type: none"> <li>• The Chair to forward list of chapters to committee members and ask them to identify their own chapter affiliation as well as an alternative chapter that they plan to approach after they complete the E&amp;D presentation in their main chapters.</li> <li>• Staff to forward a copy of detailed survey to Greg and Vera to revisit detailed comments to identify potential follow- up actions.</li> </ul> |
| <p><b>Policy statement #2</b></p> <ul style="list-style-type: none"> <li>• Develop evaluation/matrix to measure effectiveness of the Awareness workshop and Council Plenary session.</li> <li>• Deliver presentation to Chapter Leaders</li> </ul> | <ul style="list-style-type: none"> <li>• Staff to compile a list of attendees, number of completed module and number of posted personal plans.</li> </ul>   |
| <p><b>Policy statement #3</b></p> <ul style="list-style-type: none"> <li>• Develop methods/mechanisms for other committees to incorporate equity and diversity provisions into their Work Plans.</li> </ul>  | <ul style="list-style-type: none"> <li>• Subgroup in process of reviewing proposal to incorporate question into Work Plan template and next steps will be to seek ACV approval.</li> </ul>  |
| <p><b>Policy statement #6</b></p> <ul style="list-style-type: none"> <li>• EDC to seek out and encourage diverse nominees to official PEO awards programs</li> </ul>   | <ul style="list-style-type: none"> <li>• Subgroup to email Chair of Awards Committee (AWC) to encourage AWC to advocate that each chapter has an awards committee that includes membership form a diverse population.</li> </ul>  |

**7. Next Meeting**

- March 10, 2015

**Action:**

- Staff to update EDC contact list with new Sharon Reid contact info.

There being no further business, the meeting adjourned at 8:20 pm.