



Minutes

Equity & Diversity Committee

Wednesday, December 12, 2018

Room 1B, PEO Offices

5:30 PM

Present: Greg Allen, P.Eng. (Chair)
Márta Ecsedi, P.Eng.
Nima Eslaminasab, P.Eng.
Georgia Fotopoulos, P.Eng.
Vera Straka, P. Eng. (Vice Chair)
Ryan Zizzo, P.Eng.

Regrets: Manasi Koushik, P.Eng.
Rakesh Shreewastav, P.Eng.

Staff: Margaret Braun
Rob Dmochewicz

1. Opening Remarks

The Vice Chair, Vera Straka, called the meeting to order at 5:42 PM and welcomed everyone.

2. Approval of Agenda

The Agenda of the December 12, 2018 meeting was reviewed and approved as presented.

Moved by Márta Ecsedi, seconded by Nima Eslaminasab:

That the Agenda of the meeting be approved as presented.

MOTION CARRIED

3. Approval of Draft Minutes

The Minutes of the June 26, 2018 meeting were reviewed and approved as presented.

Moved by Ryan Zizzo, seconded by Georgia Fotopoulos:

That the Minutes of the meeting held on June 26, 2018 be approved as presented.

MOTION CARRIED

4. Approval of Draft Meeting Notes

The Meeting Notes of the September 12, 2018 meeting were reviewed and approved as presented.

Moved by Vera Straka, seconded by Georgia Fotopoulos:

That the Meeting Notes of the meeting held on September 12, 2018 be approved as presented.

MOTION CARRIED



5. Update on EDC Membership

Rob Dmochewicz advised that Ramesh Subramanian, the Northern Region Councillor, has been appointed by PEO Council as an EDC Council Liaison and that he will join the committee in 2019.

The Chair, Greg Allen, thanked two retiring committee members: Márta Ecsedi and Rakesh Shreewastav, for their contribution. He acknowledged their personal and professional leadership and presented Márta with the Certificate of Appreciation. As Rakesh was not attending the meeting, his Certificate will be mailed out. The Chair also presented a 5-year service recognition award to member Nima Eslaminasab.

Rob advised that, as of January 1, 2019, the EDC membership will include 7 volunteers and, according to the EDC Terms of Reference, there shall be no more than 9 members. The two vacancies on the committee will be advertised via an e-blast distributed to PEO members in January 2019.

6. Engineers Canada Equity & Diversity Initiatives

No update was provided.

7. Update on the Proposal for Chapter E&D Award

Rob reported that the Proposal for Chapter E&D Award was presented and discussed at the September round of the Chapter Regional Congresses. The compiled feedback and questions that came out of this process include:

Questions

- I. What is the criteria for nominator eligibility?
- II. Would the committee consider adjusting candidate eligibility to include non-members? (i.e. the spouse of a member who is a dedicated volunteer).
- III. Current eligibility states candidate cannot be part of a chapter's "executive". Some chapters use "executive" to refer to just the 5 officers, instead of the entire Board. So just to clarify, no board members are eligible for this award, is that right? (See Feedback #1).

Feedback

- I. Board members should be eligible, provided they aren't on the awards-decision-making committee. In particular, the Northern region felt this requirement put them at a disadvantage because they rarely have active volunteers who aren't on the Board.
- II. The majority of chapters feel the required number of volunteer service years (3) is an appropriate number (the minority said it should be lower).
- III. The nomination requirements are not clear.
- IV. Three support letters is too much. One or two letters (perhaps from the Chair) would be more reasonable.

After discussion, the committee agreed for the following amendments to the Proposal:

- Nominations can be made to any chapter, by any PEO member;
- Chapter Executives can be nominated as long as they are not members of the Chapter Awards Committee that selects the awardees;
- The number of nominators was reduced to two Chapter members or at least one Chapter member and one member of the community at large;
- Accordingly, the minimum number of supporting letters was reduced to two;



- The scoring system (selection criteria) was updated to include a maximum of 70 points for nominee’s achievements and a maximum of 30 points for supporting letters and documents.

Action:

- Rob to amend the Proposal for Chapter E&D Award (including: Nomination Procedures, Nomination Criteria, Nomination Form, and Selection Criteria) and to send them to Vera and Greg, for their review.

8. Report on E&D Online Module Usage

Rob Dmochewicz reviewed the Equity & Diversity online module usage report. Between June and November 2018, 11 new PEO volunteers visited the module, including one new ERC member. There were no new users from the remaining groups that are monitored by EDC.

9. 2019 EDC Meetings and Activities

It was agreed by EDC members to shorten committee meetings by half an hour. Beginning in 2019, the EDC meetings will start with a dinner at 5:30 pm, followed by a business part of the meeting, from 6:00 to 8:00 pm.

Nima Eslaminasab suggested to add New Business as a standing Agenda item.

2019 Meetings:

- Tuesday, March 26
- Tuesday, June 25
- Tuesday, September 24
- Tuesday, December 10

There being no further business, the meeting adjourned at 7:18 PM.

LIST OF ACTION ITEMS:

Responsible	Action	Date Assigned	Status
Rob	To amend the Proposal for Chapter E&D Award (including: Nomination Procedures, Nomination Criteria, Nomination Form, and Selection Criteria) and to send them to Vera and Greg, for their review.	December 12, 2018	