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# Minutes

## Equity & Diversity Committee

Wednesday, February 6, 2019

Teleconference

6:00 PM

Present: Greg Allen, P.Eng. (Chair)  
Nima Eslaminasab, P.Eng.  
Vera Straka, P. Eng. (Vice Chair)  
Ramesh Subramanian, P.Eng. (Council Liaison)  
Ryan Zizzo, P.Eng.

Regrets: Georgia Fotopoulos, P.Eng.  
Manasi Koushik, P.Eng.

Staff: Margaret Braun  
Rob Dmochewicz

### 1. Election of Chair and Vice Chair

The Chair, Greg Allen, called the meeting to order at 6:02 PM and welcomed everyone. He advised about stepping down from the committee, effective after today's meeting. The committee and staff thanked Greg for his active participation on the Equity & Diversity Committee since 2012.

Ramesh Subramanian, a new EDC Council Liaison, was introduced to the committee.

Rob Dmochewicz advised new members about election procedures. He also advised that Nima Eslaminasab and Vera Straka were eligible candidates for the position of Chair and all EDC members were eligible candidates for the position of Vice Chair.

The Chair, Greg Allen, asked for any nominations for the role of EDC Chair.

Moved by Nima Eslaminasab, seconded by Ryan Zizzo:

**That Vera Straka be nominated for the role of EDC Chair.**

**MOTION CARRIED**

Vera Straka accepted the nomination. As there were no other nominations, Vera Straka was acclaimed as EDC Chair.

The Past Chair, Greg Allen, asked for any nominations for the role of EDC Vice Chair. Ryan Zizzo submitted a self-nomination.

Moved by Nima Eslaminasab, seconded by Vera Straka:

**That Ryan Zizzo be nominated for the role of EDC Vice Chair.**

**MOTION CARRIED**



As there were no other nominations, Ryan Zizzo was acclaimed as EDC Vice Chair.

## 2. Approval of Agenda

The Agenda of the February 6, 2019 meeting was reviewed and approved as amended.

Moved by Ryan Zizzo, seconded by Nima Eslaminasab:

**That the Agenda of the meeting be approved as amended.**

**MOTION CARRIED**

## 3. Approval of Minutes

The Minutes of the December 12, 2018 meeting were reviewed and approved as presented.

Moved by Vera Straka, seconded by Ryan Zizzo:

**That the Minutes of the meeting held on December 12, 2018 be approved as presented.**

**MOTION CARRIED**

## 4. Update on the Proposal for Chapter E&D Award

Vera briefly reviewed the history of the proposal. Rob advised that all changes discussed at the previous EDC meeting were implemented and that, after the committee approval, the final version will be submitted to Council, for their consideration and approval.

The final version of the Proposal for Chapter E&D Award was reviewed and approved as presented.

Moved by Vera Straka, seconded by Nima Eslaminasab:

**That final version of the Proposal for Chapter E&D Award be approved as presented.**

**MOTION CARRIED**

### **Action:**

- Rob to prepare a Briefing Note and to submit the final version of the Proposal for Chapter E&D Award for Council consideration and approval at the March 21-22 meeting, on behalf of EDC

## 5. Update on EDC Membership

Rob reported that PEO received number of applications from PEO members interested in joining EDC and that Viktoria Alexandrova, PEO Committee Coordinator will work with the EDC Chair in order to select three new committee members.

## 6. Review and Update the E&D Presentation

Greg advised that, historically, the E&D Power Point presentation was mainly delivered to PEO Chapters, by EDC Chair. Vera advised that updating the presentation is one of the activities listed in the 2019 EDC Work Plan. Ryan and Vera agreed to form a working group that will work on this item and an invitation to collaborate will be also extended to Nima and new members, after they join the committee. Further discussion was deferred to the next meeting.

### **Action:**

- Ryan and Vera (and possibly Nima and new EDC members) to work on E&D presentation updates and to bring their suggestions to the next meeting on March 26



**7. Developing an Article for Engineering Dimensions**

The committee discussed the following activity from the 2019 Work Plan - *Publish an article in Engineering Dimensions, featuring EDC members and committee work. Request members' feedback on positive and negative stories about EDI.* Rob suggested to create an article that would present a background history of the Chapter E&D Award project and introduce this new award (once it is approved by Council) to PEO members. Ryan expressed his interest in working on developing an article and Vera and Greg offered their support. Rob will connect with the ED staff to coordinate the project.

**Action:**

- Greg and Vera to provide background information and notes to Ryan who will prepare an article about the background and purpose of the Chapter E&D Award, for their approval
- Rob to connect with ED staff and to coordinate the E&D article project

**8. New Business**

Vera reported that she is working on draft 2018 EDC Annual Report which will be published in the *2018 Committee and Task Force Reports* document, for the 2019 PEO AGM.

**Next Meeting Dates:**

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

**There being no further business, the meeting adjourned at 7:23 PM.**

**LIST OF ACTION ITEMS:**

Responsible	Action	Date Assigned	Status
Rob	To prepare a Briefing Note and to submit the final version of the Proposal for Chapter E&D Award for Council consideration and approval at the March 21-22 meeting, on behalf of EDC	February 6, 2019	
Ryan & Vera, possibly Nima and new EDC members	To work on E&D presentation updates and to bring their suggestions to the next meeting on March 26	February 6, 2019	
Ryan with support from Vera and Greg	Greg and Vera to provide background information and notes to Ryan who will prepare an article about the background and purpose of the Chapter E&D Award, for their approval	February 6, 2019	
Rob	To connect with ED staff and to coordinate the E&D article project	February 6, 2019	