



Minutes

Equity & Diversity Committee

Tuesday, May 16, 2017

Room 1C, PEO Offices

5:00 PM

Present: Márta Ecsedi, P.Eng. (Chair)
Nima Eslaminasab, P.Eng.
Rishi Kumar, P.Eng. – by teleconference (5:25 PM – 6:15 PM)
Rakesh Shreewastav, P.Eng. – by teleconference (joined at 6:20 PM)
Vera Straka, P. Eng.

Regrets: Greg Allen, P.Eng.
Bob White, P.Eng.

Consultant: Ann Holmes

Staff: Fern Gonçalves
Rob Dmochewicz

1. Opening Remarks

The Chair, Márta Ecsedi, called the meeting to order at 5:25 PM and welcomed everyone. She thanked Rakesh Shreewastav for remaining on the EDC committee. She also reported that the committee is waiting for Council to appoint a new Council Liaison.

2. Presentation on 2018-2020 Strategic Plan (Gerard McDonald)

The Chair introduced the Registrar, Gerard McDonald. The Registrar presented an overview of the 2015-2017 Strategic Plan and facilitated a discussion to identify suggested strategic objectives for development of the 2018-2020 Strategic Plan.

3. Approval of Agenda

The Agenda of the May 16, 2017 meeting was reviewed and approved as amended.

Moved by Vera Straka, seconded by Nima Eslaminasab:

That the Agenda of the meeting be approved as amended.

MOTION CARRIED

4. Approval of Minutes

The Minutes of the January 25, 2017 meeting were reviewed and approved as presented.



Moved by Vera Straka, seconded by Nima Eslaminasab:

That the Minutes of the meeting held on January 25, 2017 be approved as presented.

MOTION CARRIED

The committee accepted the Meeting Notes of the meeting held on March 29, 2017.

5. Revised EDC Terms of Reference

Moved by Nima Eslaminasab, seconded by Vera Straka:

That the EDC Terms of Reference be approved as amended.

MOTION CARRIED

Fern Gonçalves reported that the revised EDC Terms of Reference document will be reviewed by the Advisory Committee on Volunteers (ACV) at its meeting on May 25, 2017, and then presented for Council approval on June 22, 2017.

6. Equity & Diversity Implementation Action Plan – Review

- Policy Statement 3

- (i) Equity & Diversity Environmental Scan of the 2016 Committee and Task Force Annual Reports

Vera Straka reviewed the 2016 Committee and Task Force Annual Reports and noted that most of the committees did not list committee membership. Otherwise, she was not able to ascertain an impact of the revised Work Plan template.

Nima Eslaminasab suggested conducting a survey of committee chairs. Fern proposed the following questions, with a preamble to the introduction of EDC Work Plan template:

- Were you aware of the change?
- Did you implement the new Work Plan template?
- If so, did it change the way you plan your committee's activities? If not, why?

Further discussion was deferred to the September meeting.

- Policy Statement 6

- (i) Proposal for Pilot to introduce a Chapter Award – Report from Subcommittee re: Nomination Criteria

The committee reviewed the nomination criteria prepared by Vera and Greg and agreed on amendments. Vera and Greg will update the document and send it to Fern before its presentation at the next EDC meeting on June 20. After the committee approves the revised nomination criteria, the document will be provided to the Awards Committee (AWC) for their peer review at the AWC meeting on September 15.

Action:

- Vera and Greg to update the Chapter Equity & Diversity Award nomination criteria and send to Fern before next EDC meeting on June 20



- Policy Statement 7
 - (i) Develop Project Plan to Identify Perceived Barriers and Recommendations for Change
Ann reviewed the summary document she had prepared and facilitated a discussion. Márta suggested forming a subcommittee. Nima and Ann expressed interest in participating. This suggestion will be further discussed at the next EDC meeting.

Future EDC Meeting Dates:

- Tuesday, June 20
- Tuesday, September 19
- Wednesday, October 25
- Wednesday, December 6

There being no further business, the meeting adjourned at 8:10 PM.

LIST OF ACTION ITEMS:

Responsible	Action	Date Assigned	Status
Fern	To continue to monitor Committee use of E&D Work Plan template	January 20, 2016	Ongoing
Márta Ecsedi	To update the E&D PPT presentation log	March 8, 2016	Ongoing
Vera Straka	To review the 2016 Committee Annual Reports and present a summary of any Equity & Diversity related results at the May 16 EDC meeting	January 25, 2017	Completed – May 16, 2017
Vera Straka and Greg Allen	To develop the Chapter Equity & Diversity Award nomination criteria	January 25, 2017	In progress
Vera Straka and Greg Allen	To update the Chapter Equity & Diversity Award nomination criteria and send to Fern before next EDC meeting on June 20	May 16, 2017	