



Minutes

Equity & Diversity Committee

Wednesday, May 16, 2018

Room 1B, PEO Offices

5:30 PM

Present: Greg Allen, P.Eng. (Chair) (teleconference)
Márta Ecsedi, P.Eng. (teleconference) (left at 7:50 pm)
Nima Eslaminasab, P.Eng. (teleconference)
Georgia Fotopoulos, P.Eng.
Manasi Koushik, P.Eng.
Vera Straka, P. Eng. (Vice Chair) (joined at 6:30 pm)
Ryan Zizzo, P.Eng.

Regrets: Rakesh Shreewastav, P.Eng.

Staff: Olivera Totic
Rob Dmochewicz

1. Opening Remarks

The Chair, Greg Allen, called the meeting to order at 6:03 PM and welcomed everyone. He introduced three new committee members: Georgia Fotopoulos, Manasi Koushik, and Ryan Zizzo.

2. Presentation on 2018-2020 Strategic Plan (Jordan Max)

Olivera Totic introduced PEO Policy Manager, Jordan Max. Jordan presented an overview of the 2018-2020 Strategic Plan and facilitated a discussion about strategy development. He advised the committee that EDC was not tasked by Council to provide its input on the 2018-2020 Strategic Plan, but can develop, for the consideration of Council, a specific measurable strategy or strategies which either peripherally or directly relate to the mandate of the EDC, to be undertaken during the plan period. He also suggested that EDC could find some interest in the following objectives: #3 – Enhance PEO's public image, #6 – Augment the applicant and licence holder experience, and #9 – Enhance corporate culture, and that the committee proposals must be submitted by the end of June 2018.

The three new EDC members volunteered to form a working group and to provide ideas for strategies before the next committee meeting.

Action:

- Georgia Fotopoulos, Manasi Koushik, and Ryan Zizzo to form a working group and to provide ideas for strategies which could contribute to the 2018-2020 Strategic Objectives, before the next committee meeting



3. Approval of Agenda

The Agenda of the May 16, 2018 meeting was reviewed and approved as presented.

Moved by Vera Straka, seconded by Nima Eslaminasab:

That the Agenda of the meeting be approved as presented.

MOTION CARRIED

4. Approval of Minutes

The Minutes of the March 28, 2018 meeting were reviewed and approved as presented.

Moved by Vera Straka, seconded by Nima Eslaminasab:

That the Minutes of the meeting held on March 28, 2018 be approved as presented.

MOTION CARRIED

5. Engineers Canada Equity & Diversity Initiatives

No update was provided as Rakesh Shreewastav did not attend the meeting. Rob advised the new members that Rakesh serves as a PEO representative on the Engineers Canada Board of Directors.

6. Revising the EDC Work Plan

The Chair, Greg Allen, reviewed the 2018 EDC Work Plan, EDC mandate, and the committee key duties and responsibilities. The committee had discussion about companies that could be approached to collect successful E&D stories and agreed that small and interdisciplinary companies should be included.

To increase E&D module viewing, Manasi Koushik suggested putting a challenge for chapters, encouraging new chapter volunteers to see the module and to compete with other chapters. This idea was discussed further and it was suggested that chapter members participating in this challenge could also submit videos and/or podcasts which could be shared on PEO's YouTube channel and monitored for viewing results. It was agreed that such competition could be one of the strategies which could contribute to the 2018-2020 PEO Strategic Objective #9.

Ryan Zizzo suggested to review current volunteer openings at each EDC meeting as a reminder to encourage members from various demographics to apply.

Regarding the EDC meeting framework, Greg suggested to use current Work Plan as a base of future EDC meeting Agendas, until further activities will be developed.

The committee agreed to continue the discussion at next meetings, to define expectations for support. Olivera advised that EDC will have to decide whether the committee needs support from a professional consultant. If so, EDC will have to develop process for obtaining such support (scope of work, schedule, timelines, RFP procedure, etc.).

Action:

- Rob to send EDC members the Chapter Equity & Diversity Award documentation and the 2013 EDC survey results
- EDC members to check the Chapter Equity & Diversity Award documentation for its consistency; the next review to take place at the June 26, 2018 meeting

There being no further business, the meeting adjourned at 8:25 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
EDC members	Each EDC member to outreach three engineering companies for successful E&D stories	October 25, 2017	
Márta Ecsedi	To connect with Duff McCutcheon, PEO Communications Manager, to inquire about possibility of using PEO Social Media channels to communicate and promote the Chapter Equity & Diversity Award	October 25, 2017	
EDC members	To develop the scope of work and other requirements for an EDC Equity & Diversity Consultant, for the purpose of the Request for Proposal	March 28, 2018	
Georgia Fotopoulos, Manasi Koushik, and Ryan Zizzo	To form a working group and to provide ideas for strategies which could contribute to the 2018-2020 Strategic Objectives, before the next committee meeting	May 16, 2018	
Rob	To send EDC members the Chapter Equity & Diversity Award documentation and the 2013 EDC survey results	May 16, 2018	
EDC members	To check the Chapter Equity & Diversity Award documentation for its consistency; the next review to take place at the June 26, 2018 meeting	May 16, 2018	