



# Minutes

## Equity & Diversity Committee

Tuesday, November 1, 2016

Room 1B, PEO Offices

5:00 PM

Present: Márta Ecsedi, P.Eng. (Chair)  
Greg Allen, P.Eng. (joined at 6:04 PM)  
Nima Eslaminasab, P.Eng. – by teleconference  
Rishi Kumar, P.Eng. – by teleconference (until 6:53 PM)  
Simone Larcher, P.Eng. – by teleconference

Regrets: Rakesh Shreewastav, P.Eng.  
Vera Straka, 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 5:45 PM and welcomed everyone.

### 2. Approval of Agenda

Moved by Greg Allen, seconded by Simone Larcher, that the Agenda be approved as presented.

**MOTION CARRIED**

### 3. Approval of Minutes

Moved by Greg Allen, seconded by Nima Eslaminasab, that the Minutes of the September 21, 2016 meeting be approved as presented.

**MOTION CARRIED**

### 4. Committee Administration

#### a) 2017 Work Plan

The committee briefly reviewed the 2017 Work Plan. Fern Gonçalves reported that the Work Plan is part of a briefing note package to be presented to Council for its November 18 meeting.

#### b) Establishing Committee Term Limits

Fern advised that Council passed a motion regarding *Committee Volunteer Term Limits* requiring committees to indicate the length of service and maximum term limits for chair, vice chair and members by March 31, 2017. She also advised that the Advisory Committee on Volunteers (AVC) developed the *Proposed Term Limits Wording* to be considered along with appropriate term limits



for committees' members during the revision of *Terms of Reference*, to provide turnover and ensure continuity.

As establishing the *Committee Volunteer Term Limits* is a new objective, the Chair suggested that the distributed material be studied by EDC members and then discussed at the next meeting.

Fern advised that the existing *Terms of Reference* document was updated using the recent template which did not include the committee membership section, as it appears only on the HR Plan.

**Action:**

- EDC members to review and consider the Memorandum on Committee Volunteer Term Limits along with appendices A, B, and a draft of the EDC Terms of Reference, for a discussion at the next meeting.

**5. Equity & Diversity Implementation Action Plan – Review**

• **Policy Statement 1**

- (i) E&D Online Module: Update on User Comments

The Chair thanked Simone Larcher for undertaking the task of reviewing comments and personal action plans posted on the Equity & Diversity online module discussion board. Ann Holmes reviewed the table that Simone developed, which summarized access and barrier issues, as well as, personal action plan commitments, posted by online module users.

- (ii) E&D Online Module: Usage Update  
Deferred to the December 6 meeting.

• **Policy Statement 2**

- (i) Presentation Log & Feedback Forms

The Chair provided a brief update regarding upcoming presentations to various chapters. She will provide a summary update on feedback comments at the next meeting.

- (ii) Engineering Dimensions Articles

The Chair advised there was no further update on the second, Aboriginal-related article.

As a reminder, Ann advised that the committee should provide 2 articles to be published in 2017, based on the 2017 Work Plan. The first one will be Aboriginal-related and the second one about EDC success stories.

**Action:**

- Chair to connect with PEO's Engineering Dimensions Acting Managing Editor to identify target date for the Aboriginal-related article in 2017.

• **Policy Statement 6**

- (i) Attentive to E-blasts (Awards Program / Council Election / Volunteer Openings)

As a follow-up to the September 21 meeting, Ann reviewed the handout entitled 'PEO Award Programs', which staff developed to assist EDC members in their efforts to encourage fellow professional engineers from various demographics to submit award nominations.



---

It was agreed that staff will also develop a summary sheet on how to run for elected Council positions and apply on volunteer openings.

**Action:**

- Staff to develop a summary sheet of how to run for elected Council positions and apply on volunteer openings, and forward to EDC members
  
- **Policy Statement 7**
  - (i) Develop Project Plan to Identify Perceived Barriers and Recommendations for Change  
Ann facilitated a discussion on identification of barriers that limit access to PEO services and programs, indicating E&D presentation feedback, the Member Satisfaction Survey results and the online module discussion board as possible sources of information. Regarding barriers to services and programs, the meeting agreed that a focus on licensing would be a good place to begin. The information could be gathered through focus groups targeting EITs and recent P.Engs.  
Fern advised that developing a project plan or scope should be the first step and indicated key points:
    - Who is the audience?
    - What is the intent of convening focus groups?
    - What questions does the committee want to ask?
    - What are the benefits for PEO?
    - How will it improve PEO customer service delivery?

The planning committee will further discuss and provide an update at the next meeting.

**Next Meeting Date:**

- Tuesday, December 6, 2016 (the meeting will start at 5:00 PM and the festive holiday dinner will follow, around 6:45-7:00 PM).

**2017 Meeting Dates:**

- Wednesday, January 25
- Wednesday, March 29
- Tuesday, May 16
- Tuesday, June 20
- Tuesday, September 19
- Wednesday, October 25
- Wednesday, December 6

**There being no further business, the meeting adjourned at 7:20 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	To finalize <i>Engineering Dimensions</i> article on aboriginal access programs	January 20, 2016 Action update: September	In process, publishing date deferred to 2017
Márta Ecsedi	To update the E&D PPT presentation log	March 8, 2016	Ongoing
Simone	To gather comments submitted on the ScholarLab website through Discussion Boards or Action Plans	June 14, 2016	Completed – November 1, 2016
Staff	To forward summary sheet of PEO Awards Program to the EDC members	September 21, 2016	Completed – November 1, 2016
Márta	To send an updated Presentation Log to staff and to provide copies of evaluation feedback forms	September 21, 2016	
Staff	To contact ScholarLab regarding online module technical issue	September 21, 2016	Completed – September 22, 2016
Staff	To update the EDC Work Plan and provide for Council approval	September 21, 2016	Completed – November 1, 2016
All members	To study the Memorandum on Committee Volunteer Term Limits and supporting material for discussion at the next meeting	November 1, 2016	
Márta	To connect with PEO's Engineering Dimensions Acting Managing Editor to identify target date for the Aboriginal-related article in 2017	November 1, 2016	
Staff	To develop a summary sheet of how to run for elected Council positions and apply on volunteer openings, and forward to EDC members	November 1, 2016	