



2017 VOLUNTEER LEADERSHIP CONFERENCE PLANNING COMMITTEE (VLPCP)

Date: Thursday, July 6, 2017
Time: 5:00pm – 1:00pm
Location: PEO Offices, Room 1C
Subject: Post-Completion Review Meeting

In Attendance: Warren Turnbull, Chair
George Comrie (via teleconference)
Márta Ecsedi
Chris Kan
Noubar Takessian
Fern Goncalves (via teleconference)
Matt Ng

Staff Support: Viktoria Aleksandrova

1. Welcome and Introduction

The Chair welcomed everyone and called the meeting to order at 5:50pm.

2. Approval of Agenda

Moved by Noubar Takessian, seconded by Márta Ecsedi to approved the agenda as presented.

3. Election of Chair / Vice Chair

Moved by Márta Ecsedi, seconded by Noubar Takessian to nominate Warren Turnbull for the role of Chair. As there were no other nominations, Warren acclaimed.

Moved by Chris Kan, seconded by Noubar Takessian to nominate Márta Ecsedi for the role of Vice Chair. As there were no other nominations, Márta acclaimed.

4. Review of 2017 Volunteer leadership Conference (VLC) Participants' Feedback

The Planning Committee reviewed the overall evaluation scores and feedback from conference participants. The overall responses were favourable as the overall score for appropriateness rated 9.1/10 and quality of execution rated 8.9/10.

Some general observations:

- The 2018 VLC (and all future conferences) should also include a review of PEO's Mission, Vision and Values.
- Develop pocket cards detailing the mission, vision and core values.
- Subject to budget, videotape the 2018 conference.

Action:

- Distribute a copy of audiotape and PPT (on USB) with each chapter and committee, subject to approval of David Irvine.

5. Post-Completion Review Discussion

The chair reviewed the success criteria / objectives set by the planning committee for the 2017 VLC:



Success criteria / Objectives	Committee Comments
Majority of participants (70%) are aware and appreciate follow-up actions from the 2016 conference.	<i>The committee members agreed that the first objective was not met and the consensus was that this should be a focus for the 2018 VLC.</i>
Participants feel they have received value from the conference; participants respond they have taken away 3 learnings from the conference (exceptional) or have taken away 2 learnings (exceeds expectations).	<i>It was agreed that this objective was largely met given the high rating scores; however, it was also the committees consensus that the evaluation form should be revised to ask participants to list their take away learnings.</i>
Majority of participants (70%) perceive the VLC as worthwhile and relevant for chapter and committee leaders to attend.	<i>This objective was certainly met given the favourable overall rating scores.</i>

The chair also reviewed the vision approved by Council for the Volunteer Leadership Conference, which was that PEO hosts one annual workshop that would involve volunteer leaders from both the chapter and committee systems as:

- PEO would benefit from greater interaction of these two groups within its volunteer base;
- PEO's entire volunteer leadership would benefit from more opportunities for leadership development; and
- PEO would benefit from leaders within both groups having a better appreciation of the totality of PEO's mandate and core business, and of the various ways they contribute to it.

6. Follow-up Actions and Next Steps

At next meeting, VLC planning committee to discuss the format and topics for the 2018 conference.

It was tentatively agreed to invite David Irvine to facilitate a session on succession planning, as a follow-up on the theme of *Building PEO's Leadership Capacity*.

7. 2018 VLCPC Meeting Schedule (tentative)

Next meeting – Teleconference – Tuesday, October 3rd from 12:00 – 1:00 pm

8. Other Business

Presentation of Certificate of Appreciation to Chris Kan

9. Adjournment

There being no further business, the meeting adjourned at 7:35pm.