



# Minutes

## ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

**Date:** Thursday, December 1, 2016

**Location:** PEO Offices, Room 1C

**Time:** 5:00pm – 6:30pm (Christmas dinner starting 6:30pm)

<p><b>Attendance:</b></p>	<p>Chris Kan, P.Eng. – Chair Christian Bellini, P.Eng. – Vice Chair/Council Liaison Michael Chan, P.Eng. Márta Ecsedi, P.Eng. Doug Hatfield, P.Eng. Sean McCann, P.Eng. (teleconference)</p> <p><b>Regrets:</b> Nick Colucci, P.Eng. Denis Dixon, P.Eng. Vic Pakalnis, P.Eng.</p> <p><b>Staff:</b> Fern Gonçalves – Director, People Development (Committee Advisor) Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p>
<p><b>AGENDA ITEMS</b></p>	<p>ROUTINE BUSINESS</p>
<p><b>1.1 Welcome and Introduction</b></p>	<p>The Chair welcomed everyone and called the meeting to order at 5:05pm.</p>
<p><b>1.2 Approval of Agenda</b></p>	<p>Moved by Denis Dixon, seconded by Doug Hatfield:</p> <p><b>That the Agenda be approved as presented. MOTION CARRIED.</b></p>
<p><b>1.3 Approval of Minutes (September 15, 2016)</b></p>	<p>Moved by Doug Hatfield, seconded by Michael Chan:</p> <p><b>That the Minutes of the ACV meeting held on September 15, 2016 be approved as presented. MOTION CARRIED.</b></p>
<p><b>1.4 Council Update</b></p>	<p>The Vice Chair, Christian Bellini, P.Eng., provided a brief update on Council meeting held on November 17-18, 2016. Highlights included:</p> <ul style="list-style-type: none"> <li>- Approval of 2017 Budget, i.e. fees remain same (no increase) &amp; surplus projected;</li> <li>- (CP)<sup>2</sup> Implementation Task Force Final Report;</li> <li>- Revised process for selection of Engineers Canada directors;</li> </ul>



	- Approved 2017 Annual Membership Roster and Work/HR Plans.
<b>2. COMMITTEE AND TASK FORCE CONSULTATIONS/REQUESTS</b>	
<b>2.1 CESC Terms of Reference</b>	An amendment was proposed to clarify that the Chair is the Penultimate Past President.
<b>2.2 GLC Terms of Reference</b>	Proposed amendments will be communicated to the committee.
<b>2.3 AWC Term of Reference</b>	The AWC Terms of Reference were approved as presented.
<b>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</b>	
<b>3.1 2016 Committee Chairs Workshop – Subcommittee Update</b>	The Chair provided a brief overview of the feedback summary received from 38 out of 58 participants in attendance.
<b>3.2 Vital Signs Survey Update</b>	Subcommittee members, Márta and Christian, presented their recommendations for a revised Vital Signs Survey questionnaire.  It is expected that the survey will go out via e-blast after the March break.
<b>4. OTHER BUSINESS</b>	
<b>4.1 Term Limits for Chair, Vice Chair and members</b>	The following terms were considered for: <ul style="list-style-type: none"> <li>- <i>Chair and Vice Chair</i>: Maximum of 3 cumulative years.</li> <li>- <i>Members</i>: Appointed annually for a one-year term, from January to December. May be re-appointed to a maximum of 10 (or 12) years.</li> </ul> <p>The discussion of this item was deferred to the next meeting.</p>
<b>4.2 ACV Subcommittee Work Status and Update</b>	The Chair reviewed the ACV subcommittee list and Project Task Log. A brief update was provided for each subcommittee/task.
<b>4.3 ACV member vacancy</b>	The Chair noted that out of 12 applications, the Selection subcommittee, consisting of Chair, Vice Chair and Committee Advisor, shortlisted 4 individuals, with a preference given to those in early career stage, female applicants (as per the HR Plan), and practicing engineers.  The interviews will be scheduled for mid-December. The name of the selected candidate will be presented to the committee in January.
<b>4.4 2017 ACV Meeting Dates</b>	The proposed meeting dates for 2017 were approved.
<b>5. MEETING EVALUATION [by Doug Hatfield]</b>	



## 6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT

### Future Meetings and Adjournment

The next ACV meeting/event dates are:

- Thursday, January 14, 2017
- Thursday, March 2, 2017
- *Friday, April 21-22, 2017 – Volunteer Leadership Conference*
- Thursday, May 25, 2017
- Thursday, August 10, 2017
- Thursday, September 28, 2017
- *Friday, November 3, 2017 – Committee Chairs Workshop*
- Thursday, December 7, 2017

The meeting was adjourned at 6:17pm.