



Minutes (*approved*)

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, January 17, 2019

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

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| <p>Attendance:</p> | <p>Sean McCann, P.Eng. – Chair Lisa Lovely, P.Eng. – Vice Chair Michael Chan, P.Eng. – Council Liaison Sola Abolade, P.Eng. Christian Bellini, P.Eng. Nick Colucci, P.Eng. Márta Ecsedi, P.Eng. (teleconference) Eric Nejat, P.Eng. Saif Rehman, P.Eng. (teleconference) Vic Pakalnis, P.Eng. (teleconference)</p> <p>Regrets: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> <p>Staff: Margaret Braun, MEd, CHRE – (Acting) Director, People Development (Committee Advisor) Rob Dmochewicz – Recognition Coordinator (Staff Support)</p> |
| <p>AGENDA ITEMS</p> | <p>ROUTINE BUSINESS</p> |
| <p>1.1 Welcome and Introduction</p> | <p>The Chair welcomed everyone and called the meeting to order at 5:55pm. He greeted Sola Abolade as a new ACV member.</p> |
| <p>1.2 Approval of Agenda</p> | <p>Moved by Vic Pakalnis, seconded by Eric Nejat:</p> <p>That the Agenda be approved as presented. MOTION CARRIED.</p> |
| <p>1.3 Approval of Minutes (December 6, 2018)</p> | <p>Moved by Márta Ecsedi, seconded by Nick Colucci:</p> <p>That the Minutes of the ACV meeting held on December 6, 2018 be approved as presented. MOTION CARRIED.</p> |
| <p>2. COMMITTEE AND TASK FORCE REQUESTS</p> | |
| <p>2.1 Request from Human Resources Committee (HRC)</p> | <p>The Chair reported that this item was reviewed by the Succession Planning subcommittee. The following suggestions on how to better promote and utilize the online modules were discussed:</p> |



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| <p>re: review of Online Modules Usage</p> | <ul style="list-style-type: none"> - Distribution to chapters and advertisement in <i>Engineering Dimensions</i>. - Advertising on PEO's YouTube channel and other social media. - Sending reminder emails to those who started but not completed. - Collect ideas for new modules through the Vital Signs Survey <p>Action [1]:</p> <ul style="list-style-type: none"> • Viktoria to draft a memo for the Chair to send to the HRC with a suggestion to distinguish between mandatory modules (for volunteers) and non-mandatory (for general membership), and use appropriate advertising techniques for each group. |
| <p>2.2 Terms of Reference Template Amendment as per Council's directive</p> | <p>Margaret advised the committee that Council did not identify whether ACV or staff should work on revising the <i>Term of Reference Template</i> to include the following:</p> <ul style="list-style-type: none"> - performance metrics and deliverables - succession planning - how the terms of reference align with the strategic directives - plan outline for providing continuous learning - reasons for no term limits if none are identified. <p>Action [2]:</p> <ul style="list-style-type: none"> • Staff to present a draft document with the proposed revisions at the next ACV meeting. |
| <p>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</p> | |
| <p>3.1 2019 Committee Chairs Workshop – Update and discussion for future plans</p> | <p>Lisa Lavery – Chair, ACV's Workshop and Training subcommittee provided an update regarding the teleconference on December 27, 2018. She noted that the potential overall theme of the 2019 workshop is <i>Change Management and Innovation</i>. The subcommittee will be seeking a facilitator. Lisa noted that she would remain as a subcommittee member but had to step down from the role of the Subcommittee Chair. She nominated Saif to be the new Chair.</p> <p>Moved by Sean McCann, seconded by Nick Colucci:</p> <p>That Saif Rehman be approved as a Chair of the ACV's Workshop subcommittee. MOTION CARRIED.</p> |
| <p>3.2 Succession Planning subcommittee – Update and discussion of future plans</p> | <p>Sean provided an update on the subcommittee meeting with regards to Health and Safety training for volunteers, Volunteer Orientation binder, online modules (see Item 2.1) and ACV recruitment for 2020. It was agreed that the subcommittee should continue for now with the many tasks at hand, and possibly stand down once a succession plan has been developed for the ACV committee.</p> |



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| 3.3 Government Liaison Committee (GLC) – Update | Nick Colucci – ACV rep on the GLC, provided a brief update on the committee’s activities. |
| 3.4 Volunteer Leadership Conference Planning Committee (VLCPC) – Update | Márta Ecsedi – VLCPC Chair and ACV rep, provided a brief update on the committee’s activities. She noted that she and Nancy Hill formed a subcommittee to interview potential speakers. The potential facilitator (iLead) provided a draft outline of the day, approved by the committee. |
| 3.5 Vital Signs Survey – Update | Márta Ecsedi noted that the survey development will start in 2019 with the targeted release in 2020. |
| 3.6 Strategic Plan Objectives Proposal Status - Update | No update |
| 4. OTHER BUSINESS | |
| 4.1 ACV Subcommittee Workload Distribution | <p>The Committee updated the <i>Subcommittee and Project Task Log</i> as follows:</p> <ul style="list-style-type: none"> - <i>Training and Workshop Subcommittee</i>: Saif – new Chair, Sola – new member, remove Chris Kan. - <i>Succession Planning Subcommittee</i>: Sean – current Chair, remove Chris Kan. - <i>Strategic Plan and Evaluation Policy Subcommittee</i> (on hold): remove Chris Kan. - <i>VLCPC</i> – Eric Nejat to replace Nick Colucci in 2020. <p>Action [3]:</p> <ul style="list-style-type: none"> • Staff to update the Subcommittee and Project Task Log accordingly. |
| 4.2 21 Toy Exercise | Deferred. |
| 4.3 DiSC Assessment Comparison | <p>Action [4]:</p> <ul style="list-style-type: none"> • Committee members to send their assessment results for further discussion next meeting. |
| 5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT | |
| Future Meetings and Adjournment | <p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none"> - Thursday, March 7 (NOTE CHANGE IN DATE) - Thursday, June 6 - Thursday, August 15 - Thursday, October 3 - Friday, November 1 – Committee Chairs Workshop (full day) - Thursday, December 12 <p>The meeting was adjourned at 8:14pm.</p> |