



# Minutes (approved)

## ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

**Date:** Thursday, March 7, 2019

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

**Time:** 5:00pm – 8:00pm

<p><b>Attendance:</b></p>	<p>Sean McCann, P.Eng. – Chair Lisa Lavery, P.Eng. – Vice Chair Michael Chan, P.Eng. – Council Liaison Sola Abolade, P.Eng. (teleconference) Nick Colucci, P.Eng. Márta Ecsedi, P.Eng. Eric Nejat, P.Eng. Saif Rehman, P.Eng.</p> <p><b>Guests:</b> Councillor Hidalgo, P.Eng. Juwairia Obaid, P.Eng.</p> <p><b>Regrets:</b> Christian Bellini, P.Eng. Vic Pakalnis, P.Eng.</p> <p><b>Staff:</b> Margaret Braun, MEd, CHRE – (Acting) 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 5:54pm.</p>
<p><b>1.2 Approval of Agenda</b></p>	<p>Moved by Nick Colucci, seconded by Eric Nejat:  <b>That the Agenda be approved as presented. MOTION CARRIED.</b></p>
<p><b>1.3 Approval of Minutes (January 17, 2019)</b></p>	<p>Moved by Nick Colucci, seconded by Márta Ecsedi:  <b>That the Minutes of the ACV meeting held on January 17, 2019 be approved as amended. MOTION CARRIED.</b></p>
<p><b>1.4 Council Update</b></p>	<p>Michael provided an update on the Council meeting, as per the <a href="#">Disposition of Motions</a>.</p>



<b>2. COMMITTEE AND TASK FORCE REQUESTS</b>	
<b>2.1 HRC's comments regarding reporting of volunteer demographics</b>	Margaret advised the committee regarding HRC's discussion how to report volunteer demographics.
<b>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</b>	
<b>3.1 Terms of Reference Template Amendment</b>	<p>Viktoria presented the update Template for committee's review.</p> <p>Moved by Nick Colucci, seconded by Eric Nejat:</p> <p><b>That the revision to the template be approved as presented. MOTION CARRIED.</b></p> <p><b>Action [1]:</b></p> <ul style="list-style-type: none"> <li>• Staff to send the revised T of R Template to the HRC, for peer-review before submission to Council.</li> </ul>
<b>3.2 2019 Committee Chairs Workshop subcommittee – Update</b>	<p>Saif provided an update regarding subcommittee activities as follows:</p> <ul style="list-style-type: none"> <li>- <i>Speakers</i>: internal speaker to talk about the Regulatory Review (based on PSA report results) and an external facilitator.</li> <li>- <i>Tentative theme</i>: Innovation and Change Management.</li> <li>- <i>Tentative budget</i>: 27K (needs to be reduced by 10%)</li> <li>- <i>Follow-up survey</i>: scheduled for early May.</li> <li>- An update will be provided at the next meeting.</li> </ul>
<b>3.2 Succession Planning subcommittee – Update</b>	<p>Sean provided an update regarding subcommittee activities as follows:</p> <ul style="list-style-type: none"> <li>- <i>Orientation binder</i>: List of mandatory information for ACV members to be prepared.</li> <li>- <i>Online modules</i>: Staff to provide information re: costs.</li> <li>- <i>Recruitment</i>: one member to join in 2019 (replace Vic), one member to join in 2020.</li> <li>- <i>ACV succession planning</i>: in progress.</li> </ul> <p><b>Action [2]:</b></p> <ul style="list-style-type: none"> <li>• Staff to research costs for online modules</li> <li>• Staff to prepare a web-posting for committee's review. Staff to prepare a list of members who resigned from other committees</li> </ul>
<b>3.3 Government Liaison Committee (GLC) – Update</b>	Nick Colucci – ACV rep on the GLC, provided a brief update on the committee's activities.
<b>3.4 Volunteer Leadership Conference Planning Committee (VLPC) – Update</b>	<p>Márta Ecsedi – VLPC Chair and ACV rep, provided a brief update on the committee's activities as follows:</p> <ul style="list-style-type: none"> <li>- <i>Conference theme</i>: PEO Evolving with the Times.</li> <li>- <i>Breakout sessions</i>: focus on various scenarios.</li> </ul>



	<ul style="list-style-type: none"> <li>- <i>Facilitators:</i> iLead and Engineering Change Lab.</li> <li>- <i>Networking session:</i> a contest to encourage interaction between committee/chapter volunteers and Council.</li> </ul>
<b>3.5 DiSC Assessment - Comparison</b>	<p>Sean reviewed the results of the DiSC assessment provided by ACV members, with the intent for each member to better understand the other members and to consider their DiSC results for improved communications in the future.</p> <p><b>Action [3]:</b></p> <ul style="list-style-type: none"> <li>• As part of succession planning, to request that new recruits complete the assessment.</li> </ul>
<b>4. OTHER BUSINESS</b>	
<p><b>4.1 Request from Councillor Hidalgo – Motion to June Council*</b></p> <p><i>*This item was discussed in the beginning of the meeting</i></p>	<p>Councillor Hidalgo and Juwairia Obaid, P.Eng. presented the draft proposal re: Leadership Development Program.</p> <p>The ACV reviewed the motion and the proposal and advised to bring the motion forward to Council along with the original AGM member submission.</p>
<b>5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT</b>	
<b>Future Meetings and Adjournment</b>	<p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none"> <li>- Friday, May 3 – Volunteer Leadership Conference</li> <li>- Saturday, May 4 – 2019 Annual General Meeting (AGM)</li> <li>- Thursday, June 6</li> <li>- Thursday, August 15</li> <li>- Thursday, October 3</li> <li>- Friday, November 1 – Committee Chairs Workshop (full day)</li> <li>- Thursday, December 12</li> </ul> <p>The meeting was adjourned at 7:59pm.</p>