Minutes - *draft*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)
Date: **Thursday, March 8, 2018**
Location: **PEO Offices, Room 1C**
Time: **5:00pm – 8:00pm**

Attendance:	Sean McCann, P.Eng. – Chair Lisa Lovery, P.Eng. – Vice Chair Chris Kan, P.Eng. – Past Chair Christian Bellini, P.Eng. – Council Liaison Michael Chan, P.Eng. Nick Colucci, P.Eng. Márta Ecsedi, P.Eng. (teleconference) Doug Hatfield, P.Eng. Vic Pakalnis, P.Eng. **Regrets:** Fern Gonçalves – Director, People Development (Committee Advisor) **Staff:** Viktoria Aleksandrova – Committee Coordinator (Staff Support)
AGENDA ITEMS	ROUTINE BUSINESS
1.1 Welcome and Introduction	The Chair welcomed everyone and called the meeting to order at 5:57pm.
1.2 Approval of Agenda	Moved by Vic Pakalnis, seconded by Nick Colucci: **That the Agenda be approved as presented. MOTION CARRIED.**
1.3 Approval of Minutes (January 11, 2018)	Moved by Chris Kan, seconded by Lisa Lovery: **That the Minutes of the ACV meeting held on January 11, 2018 be approved as presented. MOTION CARRIED.**
1.4 Council Update – February 2, 2018	Christian provided an update on the Council meeting held on February 2, 2018, as follows: - Motion regarding changes to *By-Law No.1* to establish fee amounts currently contained in Reg. 941 carried; - *Committees and Task Forces Policy - Reference Guide* revised with regards to Council Liaison membership rights on a committee;

	- Policy regarding regulatory complaints against volunteers and staff approved; - Council Composition Task Force (CCTF) Report received.
2. COMMITTEE AND TASK FORCE TERMS OF REFERENCE	
2.1 Discipline Committee (DIC)	The ACV reviewed the *DIC Terms of Reference* and provided comments as presented in Appendix A. **Action [1]:** Staff to forward ACV's feedback to the DIC Chair and Committee Advisor.
2.2 Experience Requirements Committee (ERC) and subcommittee	Moved by Vic Pakalnis, seconded Nick Colucci: **That the Experience Requirements Committee (ERC) and subcommittee Terms of Reference be approved as presented. CARRIED.** **Action [2]:** Staff to submit the documents for approval to Council.
2.3 Governance Working Group Phase 1 (GWGP1)	Moved by Nick Colucci, seconded by Michael Chan: **That the Governance Working Group Phase 1 (GWGP1) Terms of Reference be approved as amended. CARRIED.** **Action [3]:** Staff to forward the amended Terms of Reference to the GWGP1 Committee Advisor.
2.4 Human Resources Committee (HRC)	ACV's feedback regarding the *HRC Terms of Reference*: *Several items listed in the **Key Duties and Responsibilities** section of the Terms of Reference may conflict with the mandates of ACV and several other committees.* For example: *1. To develop and maintain a process of leadership development / training for Councillor and other volunteers* may conflict with the following committee's mandates: • ACV – committee that provides training to Committee Chairs and Vice Chairs (Committee Chairs Workshop) • RCC – committee that provides training to Chapter executives (Chapter Leaders Conference)

	• VLCPC – committee that provides leadership training to both committee and chapter volunteers (Volunteer Leadership Conference). **Action [4]:** Staff to forward ACV's feedback to the HRC Committee Advisor.
2.5 Regional Councillors Committee (RCC)	Moved by Nick Colucci, seconded by Doug Hatfield: **That the Regional Councillors Committee (RCC) Terms of Reference be approved as amended. CARRIED.** **Action [5]:** Staff to forward ACV's feedback to the RCC Chair and Committee Advisor and submit the document for approval to Council.
2.6 Succession Planning Task Force (SPTF)	The ACV reviewed the *SPTF Terms of Reference* and provided comments as presented in Appendix B. Moved by Nick Colucci, seconded by Doug Hatfield: **That the Succession Planning Task Force (SPTF) Terms of Reference be approved as amended. CARRIED.** **Action [6]:** Staff to forward the amended Terms of Reference to the SPTF Committee Advisor.
2.7 Engineers, Architects and Building Officials (EABO)	This item was tabled pending further clarification by Dave Brown. **Action [7]:** Christian Bellini to speak with Dave Brown regarding this item.
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 2018 Committee Chairs Workshop – Update	The Chair provided an update regarding the *2018 Committee Chairs Workshop.* He noted that Gregg Brown, facilitator of the 2017 Committee Chairs Workshop, will continue in 2018.
3.2 Succession Planning Subcommittee Update	The Chair provided an update regarding the *ACV member position* volunteer interviews: 4 out of 13 candidates were invited for interviews, with one interview remaining for completion next week.
3.3 C & TF Policy Reference Guide – *Self-Evaluation Form –* Subcommittee Update	No update

4. OTHER BUSINESS	
4.1 Request from the President: PEO's 2018-2020 Strategic Plan – strategy develoment	The Chair provided an update with regards to formation of ACV's Strategic Planning subcommittee to work on the strategies development, as per the President's request. He also noted that Jordan Max – Manager, Policy conducted an information session and will be the subcommittee's resource with regards to this assignment. The subcommittee will meet two more times in person, while other meetings will be held by teleconference to meet the proposal submission deadline of June 30, 2018.
4.2 Volunteer Exit Questionnaire	Moved by Nick Colucci, seconded by Vic Pakalnis: **That the Volunteer Exit Questionnaire and process be approved as amended. CARRIED.** __Action [8]:__ • Staff to forward ACV's feedback to the Senior Management Team (SMT). • ACV to review the process and outcomes in one year and make a decision whether to include the form in the *Committees and Task Forces Policy - Refernce Guide*.
5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	The next ACV meeting/event dates are: - Friday, April 20-21, 2018 - Volunteer Leadership Conference/AGM - Thursday, May 24, 2018 - Thursday, August 9, 2018 - Thursday, October 4, 2018 - Friday, October 26, 2018 - Committee Chairs Workshop - Thursday, December 6, 2018 The meeting was adjourned at 8:10pm.