

MINUTES

30 x 30 TASK FORCE

Thursday, August 15, 2019, 5:00-7:30 pm, PEO HQ, Room 5A

Attendees

Chair: Helen Wojcinski, P.Eng.
Lola Hidalgo, P.Eng.
Christian Bellini, P.Eng.
Bob Dony, P.Eng.

Staff Advisor: Jeannette Chau, P.Eng.
Guest: Tracey Caruana, P.Eng.

1. Call to Order

The meeting was called to order at 5:10 p.m.

2. Conflicts of interest

The chair asked if there were any conflicts of interest. There were none.

3. Approval of the Agenda

Moved by Bob Dony, seconded by Christian Bellini.

That the Agenda be approved. APPROVED.

4. Approval of the Minutes of the 13 June 2019 meeting

The Action Log and the Minutes of the June 13th, 2019 meeting were reviewed.

Action: Sylvia Millstein to remove the completed items from the Action Log.

Moved by Christian Bellini, seconded by Bob Dony.

That the Minutes be approved. APPROVED.

5. Recent Developments

- a. CODE Session on June 24 – the 30x30 presentation was well-received. The main ask was that CODE provide names of the champions that the Task Force can contact. CODE is on board with 30x30 and will formally endorse it at their next meeting.
Action: Bob Dony to check that CODE has formally endorsed 30x30 at their next meeting.
- b. Gender Accord
Action: Helen Wojcinski to write to PEO CEO/Registrar Johnny Zuccon and ask if he would sign and commit to the Gender Accord.
- c. WISE Conference – PEO SMP has sponsored the WISE Conference for \$500. No action for 30x30.
- d. CFES Conference on Diversity in Engineering
Action: Helen Wojcinski will respond to Cassandra Polyzou that the 30x30 Task Force and Tracey Caruana will participate in the CFES Conference on November 1-3 at Western University.

- e. Montreal Massacre commemoration – Adam Sidsworth from Engineering Dimensions inquired as to what PEO will be doing for the 30th Anniversary commemoration of the Montreal Massacre on December 6th. He is planning on writing an article for Engineering Dimensions on it. A teleconference was held to discuss. Adam will write about what has happened over the last 30 years for the November/December issue of Engineering Dimensions. 30x30 information would be woven into it. He will cover the PEO activities on December 6th and it will be submitted for the January/February issue. Helen will continue to work on what we might do for the commemoration. Engineers Canada will be teaming up with the Canadian Engineering Memorial Foundation to commemorate the event.
- f. Other – Helen has also spoken with the companies GE and Toromat. The Task Force needs to examine the reasons of why groups are contacting the 30x30 Task Force and what motivates them to want to get involved.
- g. Other - Jeannette has put forward the Task Force's request for \$10K for the 2020 budget.

6. Universities

- a) Contact template
Action: Bob Dony to draft a paragraph as to why 30x30 is a regulatory initiative to place on the website.
Action: Helen Wojcinski to complete, with the support of Jeannette Chau, the Universities contact template and send to Santosh Gupta in time for the Fall CODE meeting (possible date: Nov 8 in Sherbrooke) for the Deans to fill in any missing contact gaps
Action: Tracey Caruana will send Helen Wojcinski the ESSCO student contact info to be added to the contact list.
- b) Awareness sessions
Action: Jeannette Chau is attending the PEO Student Conference on Sept 13-15 and will work in some info/slides on 30x30 into her presentation.
Action: Jeannette Chau to forward to Marisa Sterling the Universities 30x30 presentation for Marisa's use to speak with students.
- c) Action Planning session:
 The Task Force will hold an Action Planning session with the Universities possibly in September.

7. Employers

- a. Contact List
Action: Helen to update the Employer Contact list, with the support of Jeannette Chau, and will add GE, Toromat
- b. Action Planning session
 The Task Force will hold an Action Planning session with Employers possibly in October. A discussion on content was held. Potential topics: metrics, best practices. It was suggested that it might be better for this group to hold the session during the work day. Also, it was suggested that they should ask employers for their input. Possibly have a guest speaker – Topic: How can you get there? Changing culture and attitudes to achieve gender equity.
Action: Helen Wojcinski to investigate having an Organizational Behaviour or Change Management professor from Rotman as a potential speaker.

8. Chapters

- a. Individual presentations:
Action: Christian Bellini will speak at the York Licensing ceremony on September 21st. Jeannette Chau will speak at Brantford on September 29. Lola will speak at the Enbridge session on October 7. Helen Wojcinski will follow up with Graham Houze regarding speaking at Thousand Island chapter.
- b. Action Planning Sessions
 The Task Force will hold an Action Planning session with Chapters possibly in the November/December timeframe. Potential topic – marrying the Licensure Assurance Program (LAP) with 30x30.

Action: Helen Wojcinski to contact Adeilton Ribeiro to organize an Action Planning Session for chapters.

Action: Helen Wojcinski to inquire about having 30x30 put on the Agenda for the Chapters Leaders Conference being held on November 16, 2019.

- c. Awareness Sessions catchment areas:
 - i. GTA – York chapter to host?
 - ii. Eastern – Kingston; Ottawa?
 - iii. Western – London, Windsor?
 - iv. Northern – Lakehead, North Bay?

9. PEO Internal Operations

- a. **Action: Jeannette Chau to work on providing the 30x30 annual metrics for November**
- b. Gender Bias Audit/training discussion to be deferred.

10. PEO Council Plenary Session

- a. **Action: Jeannette Chau to send a request to Secretariat for the 30x30 Task Force to present for a half-hour at the November Plenary.**

11. Q1/Q2 2020 Planning

- a. Action Plan Sessions – to discuss Action Plans, Metrics, and Champions for Universities, Employers, Chapters. This will feed into the annual 30x30 Action Plan Check Ins and metric tracking.
- b. Action Plan Check Ins – held every September until 2030 to feed into the annual 30x30 November Metric reporting.

12. Other Business

OSPE has asked whether PEO would help to promote their DiversifySTEM product. It is an app that can be downloaded on your smartphone and used by employers to learn about Diversity/STEM. The 30x30 Task Force discussed and decided it is not part of the Task Force's mandate.

Action: Jeannette Chau will discuss with the PEO Registrar and respond back to OSPE

13. Next Meeting Date

The next meeting will be a 7:00 – 9:00 pm teleconference held in September

Action: Sylvia Millstein to send a Doodle poll to the Task Force to set up a teleconference call from 7-9pm during the first week of September.

14. Adjournment

Lola Hidalgo motioned to adjourn. Christian Bellini seconded the motion. All approved.

The meeting was adjourned at 8:40 pm.