



Minutes - *approved*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, December 12, 2019

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

<p>Attendance:</p>	<p>Sean McCann, P.Eng. – Chair Sola Abolade, P.Eng. Christian Bellini, P.Eng. (teleconference) Michael Chan, P.Eng. Nick Colucci, P.Eng. Márta Ecsedi, P.Eng. Saif Rehman, P.Eng. Michael Wesa, P.Eng.</p> <p>Guest: Vicki Hilborn, P.Eng. (teleconference)</p> <p>Staff: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> <p>Regrets: Lisa Lovery, P.Eng. – Vice Chair Eric Nejat, P.Eng. Margaret Braun, MEd, CHRE – Interim Director, People Development (Committee Advisor)</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 5:05pm.</p>
<p>AGENDA ITEMS</p>	<p>ROUTINE BUSINESS</p>
<p>1.2 Approval of Agenda</p>	<p>Moved by Michael Chan, seconded by Eric Nejat:</p> <p>That the Agenda be approved as amended. CARRIED.</p> <p>The following items were added to the Agenda: 4.4 ACV 2019 Annual Report 4.8 ACV Committee Advisor</p>



<p>1.3 Approval of Minutes (October 3, 2019)</p>	<p>Moved by Michael Chan, seconded by Michael Wesa: That the Minutes of the ACV meeting held on October 3, 2019 be approved as amended. CARRIED.</p>
<p>1.4 Council Update</p>	<p>Christian provided an update regarding two Council meetings in September and November based on the disposition of motions.</p>
<p>2. COMMITTEE AND TASK FORCE REQUESTS</p>	
<p>2.1 One-year extension for John Severino (AWC)</p>	<p>This item was deferred to an email vote by pending additional information from the Awards Committee (AWC). Further details are provided in Appendix A of the minutes.</p>
<p>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</p>	
<p>3.1 2019 Committee Chairs Workshop subcommittee – Update</p>	<p>Saif provided a brief update that the Committee Chairs Workshop Feedback Form Summary will be reviewed by the subcommittee in January.</p>
<p>3.2 Succession Planning subcommittee – Update</p>	<p>Sean provided an update that the Volunteer Orientation Training for all new ACV members will be held in January, and that a draft training guideline has been developed. It was agreed that the subcommittee would no longer pursue plans for updating the online modules on the PEO website at this time.</p>
<p>3.3 Government Liaison Committee (GLC) – Update</p>	<p>Nick Colucci provided an update on the GLC activities.</p>
<p>3.4 Volunteer Leadership Conference Planning Committee (VLCPC) – Update</p>	<p>Márta Ecsedi, VLCPC Chair and ACV representative, provided a brief update as follows: <ul style="list-style-type: none"> - <i>2020 VLC Theme</i>: Protecting the Public Interest - <i>Potential facilitator</i>: Mark Abbott (Engineering Change Lab) </p>
<p>3.5 Vital Signs Survey – Update</p>	<p>Márta noted that she and Sola met again for updating the survey questions. <u>Action [2]:</u> <ul style="list-style-type: none"> - Draft document to be presented at the ACV January meeting. </p>
<p>4. OTHER BUSINESS</p>	
<p>4.1 ACV representative on GLC</p>	<p>This item was deferred to the next meeting. Anyone interested in volunteering for this role is to contact Sean and Viktoria.</p>



4.2 Mandatory training requirement	The Chair noted that not all ACV members completed the mandatory training and emphasized the importance of compliance with this requirement by December 31, 2019.
4.3 ACV 2020 meeting dates	The 2020 ACV meeting dates are January 30, April 9, June 25, August 27, October 15 and December 10. The 2020 Committee Chairs Workshop date is October 30.
4.4 ACV 2019 Annual Report	This item was deferred to the next meeting.
4.5 ACV Council Liaison	It was reported that this position is currently on hold.
4.6 Election of Chair / Vice Chair	<p>Moved by Michael Chan, seconded by Márta Ecsedi:</p> <p>That the current ACV Chair (Sean McCann, P.Eng.) and Vice Chair (Lisa Lovery, P.Eng.) be re-elected for 2020. MOTION CARRIED.</p> <p>Action [3]:</p> <ul style="list-style-type: none"> • Staff to submit the information regarding re-election of Chair and Vice Chair to the February Council meeting.
4.7 Certificates of Appreciation	The Chair thanked Nick Colucci and Michael Chan for their contributions and presented them with the Certificates of Appreciation.
4.8 Committee Advisor	The Chair informed the committee that the ACV Committee Advisor - Margaret Braun, Acting Director, People Development was no longer with PEO, as of today's 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, January 30 - Thursday, April 9 - Thursday, June 25 - Thursday, August 27 - Thursday, October 15 - Friday, October 30 – Committee Chairs Workshop - Thursday, December 10 <p>The meeting was adjourned at 6:35pm.</p>



APPENDIX A

From: Viktoria Aleksandrova
Sent: Wednesday, January 15, 2020 10:01 AM
To:
Subject: RESULT: EMAIL VOTE - please respond by Wed, Jan 15 - Request for extension (AWC)

Dear All,

Thank you for submitting your votes via email.

This is to notify you that, based on the total number of “in favour” votes (9), the motion to approve a one-year extension for John Severino, P.Eng. to serve as a general member of the Awards Committee (AWC) has passed.

Best regards,

Viktoria Aleksandrova, M.Ed.
Committee Coordinator | Volunteer Management
Professional Engineers Ontario | 101 - 40 Sheppard Avenue West, Toronto, ON M2N 6K9
Phone: 416-224-1100, x 1207 | Fax: 416-224-5171 | www.peo.on.ca

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From: Viktoria Aleksandrova
Sent: Wednesday, January 8, 2020 4:23 PM
To:
Subject: EMAIL VOTE - please respond by Wed, Jan 15 - Request for extension (AWC)

Dear All,

At the last ACV meeting on December 12th, *Item 2.1 - One Year Extension for John Severino* was deferred to an email vote by the ACV pending additional information from the Awards Committee (AWC). Please see below the information provided by Rob Dmochewicz – AWC Staff Support.



Please submit your vote via email to valeksandrova@peo.on.ca by **Wednesday, January 15, 2020**. A reminder will be sent early next week.

Best regards,

Viktoria Aleksandrova, M.Ed.

Committee Coordinator | Volunteer Management

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From: Rob Dmochewicz
Sent: January 8, 2020 10:59 AM
To: Windsor-Essex Chapter Treasurer
Cc: Viktoria Aleksandrova
Subject: RE: Request for extension - AWC

Good morning Sean,

Thank you very much for your thoughts and suggestions. I'm very happy to provide more information/background to reason our request.

I support the Awards Committee since 2015. Over first few years, we had mostly senior members on AWC. However, most of them retired and Nancy Hill resigned before assuming the role of PEO President. At the same time, the two OSPE representatives on AWC were replaced by new members as well. Currently, only John Severino is a senior member on the Awards Committee. Ken McMartin was indeed AWC member in past but it was about 20 years ago and he wasn't a chair but a regular member. Since then, there were many changes impacting PEO's Award Programs and the Awards Committee, including:

- Creation of OSPE – OPEA are now co-organized jointly by PEO and OSPE and the structure of AWC has changed (including OSPE representatives);
- Creation of GAC – Gala Advisory Committee (AWC subcommittee) which includes AWC members and OSPE representatives;



- Introduction of the G. Gordon M. Sterling Engineering Intern Award and the Sterling Award Subcommittee;
- Many changes to the external honours and awards (covered by another subcommittee of AWC);
- Changes to nomination and selection procedures regarding the Order of Honour and OPEA.

From my perspective, having John Severino for another year on AWC (as Past Chair and senior member) is strategic – for many reasons and benefits. His expertise and guidance will be crucial not only to support Ken McMartin in his new role as AWC Chair but also to support and guide other (mostly new) AWC members and AWC subcommittees. **I highly recommend that a 1-year extension on the Awards Committee is granted for John Severino.** Thank you for your consideration and voting in favour.

If ACV would require more information, please don't hesitate to contact me.

Kind regards,

Rob Dmochewicz, MPR

Recognition Coordinator | People Development

[PROFESSIONAL ENGINEERS ONTARIO](#)

40 Sheppard Avenue West, Suite 101, Toronto, ON M2N 6K9
(416) 224-1100 x 1210, 1 (800) 339-3716 x 1210



From: Viktoria Aleksandrova

Sent: Tuesday, January 07, 2020 11:09 AM

To: Rob Dmochewicz

Cc: Windsor-Essex Chapter Treasurer

Subject: RE: Request for extension - AWC

Hi Rob,

The ACV reviewed the AWC's request below at its December 12th meeting and asked you to amend it as follows:

- Add a note that the AWC requests to extend John Severino's term for one year because the current Vice Chair, Ken McMartin, has less than one year experience in this position, and the committee suggests, for the sake of continuity, that John continues as the AWC Chair for another year.

Once the request is amended / clarified, the committee will vote on this item via email.

Please let me know if you have any questions.

Thank you!



Viktoria Aleksandrova, M.Ed.

Committee Coordinator | Volunteer Management

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From: Rob Dmochewicz

Sent: Tuesday, October 15, 2019 3:07 PM

To: Viktoria Aleksandrova

Cc: Margaret Braun

Subject: Request for extension - AWC

Viktoria – John Severino, current AWC Chair, will complete 10 years on the committee at the end of 2019. He requested to ask ACV for a 1-year extension. The reason is that, currently, John is the only senior member of the committee and the rest of the AWC members joined the committee over past 1-2 years.

Please let me know if you require more information.

Thank you.

Rob Dmochewicz, MPR


Recognition Coordinator | People Development

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