



Minutes - *approved*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, October 3, 2019

Location: PEO Offices, Room 8A

Time: 5:00pm – 8:00pm

Attendance:	<p>Sean McCann, P.Eng. – Chair Lisa Lovery, P.Eng. – Vice Chair (teleconference) Sola Abolade, P.Eng. (teleconference) Michael Chan, P.Eng. Nick Colucci, P.Eng. (teleconference) Márta Ecsedi, P.Eng. (teleconference) Eric Nejat, P.Eng. (teleconference) Saif Rehman, P.Eng. Michael Wesa, P.Eng.</p> <p>Staff: Margaret Braun, MEd, CHRE – Interim Director, People Development (Committee Advisor) Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> <p>Regrets: Christian Bellini, P.Eng.</p> <p>Guests: Paul Ballantyne, P.Eng. (teleconference, left at 6:43pm) Vicki Hilborn, P.Eng. Nick Shelton, P.Eng. (teleconference) Rob Willson, P.Eng. (teleconference, left at 6:43pm)</p>
AGENDA ITEMS	ROUTINE BUSINESS
1.1 Welcome and Introduction	The Chair welcomed everyone and called the meeting to order at 5:59pm.
PRESENTATION	
Succession Planning Task Force (SPTF) Presentation	<p>Paul Ballantyne, SPTF Chair, and Rob Willson, SPTF Vice Chair, made a presentation of the task force progress to-date, best practices research, considerations and next steps.</p> <p>Paul requested that the ACV members send their comments/suggestions to the SPTF before December.</p>



AGENDA ITEMS	ROUTINE BUSINESS
1.2 Approval of Agenda	Moved by Michael Chan, seconded by Eric Nejat: That the Agenda be approved as presented. CARRIED.
1.3 Approval of Minutes (June 6, 2019)	Moved by Saif Rehman, seconded by Lisa Lovery: That the Minutes of the ACV meeting held on August 15, 2019 be approved as presented. CARRIED.
1.4 Council Update	This item was deferred to the next meeting. Action [1]: - Staff to distribute the Disposition of Motions.
2. COMMITTEE AND TASK FORCE REQUESTS	
2.1 Executive Committee (EXE) Terms of Reference	The committee reviewed the proposed revisions to the Executive Committee (EXE) Terms of Reference and had no comments. A typo "is" to be changed to "in": (1.1) The Council shall ensure that at least one member appointed to the Council by the Lieutenant Governor is in Council is appointed under clause (1)(e) at any given time.
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 2019 Committee Chairs Workshop subcommittee – Update	The Chair provided an update that the chosen theme is <i>Change Management</i> and the proposed facilitator is Lee-Anne McAlear. He also informed the committee that the number of registered participants is 37, representing 8 committees. It was suggested to reach out to the unrepresented committees, Márta to send an email to the President and Past President, to set up a deadline (Oct 8) for registration and decision whether to go ahead with the workshop. Moved by Nick Colucci, seconded by Eric Nejat: That the ACV direct the subcommittee to proceed with the workshop and book the facilitator. CARRIED. Action [2]: - Staff to send the updated registration numbers to Michael Wesa and Michael Chan to follow with the unrepresented committees / task forces.



3.2 Succession Planning subcommittee – Update	The Chair provided the following update: - <i>Training for new volunteers</i> : under review with the subcommittee. - <i>Online modules</i> : Chair will follow-up with the HRC.
3.3 Government Liaison Committee (GLC) – Update	Nick Colucci provided an update on the GLC activities. Action [3]: - Staff to add to the next meeting agenda – ACV representative on the GLC.
3.4 Volunteer Leadership Conference Planning Committee (VLPC) – Update	Márta Ecsedi, VLPC Chair and ACV representative, provided a brief update on the committee’s activities: - Brainstorming on the theme and topics - Teleconference meetings every second week - Potential facilitator – Lee-Anne McAlear? (if not retained for the workshop)
3.5 Vital Signs Survey – Update	Action [4]: - Staff to send the questions for the previous survey to the ACV members for review.
4. OTHER BUSINESS	
4.1 2020 Human Resources (HR) Plan	Moved by Nick Colucci, seconded by Michael Wesa: That the 2020 ACV HR Plan be approved as presented. CARRIED.
4.2 2020 Work Plan	Moved by Nick Colucci, seconded by Márta Ecsedi: That the 2020 ACV Work Plan be approved as presented. CARRIED.
4.3 ACV Council Liaison	This item was deferred to the next meeting.
5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	The next ACV meeting/event dates are: - Thursday, December 12 – Festive dinner The meeting was adjourned at 8:17pm.