



MINUTES

30 x 30 TASK FORCE

Wednesday, March 4, 2020, 7:00-9:00 pm, via teleconference

Attendees

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

Staff Advisor: Jeannette Chau, P.Eng.

1. Call to Order

The meeting was called to order at 7:10 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 Christian Bellini, seconded by Lola Hidalgo.

That the Agenda be approved. APPROVED.

4. Approval of the Minutes of the 20 January 2020 meeting

The Minutes of the 20 January 2020 meeting were reviewed.

Moved by Lola Hidalgo, seconded by Christian Bellini.

That the Minutes be approved. APPROVED.

5. Review of the 20 January 2020 Action Log

The Action Log was reviewed, and status updates provided.

Action: Sylvia Milstein to update the Action Log accordingly

6. Recent Developments

- a) Hydro One 30 by 30 Awareness presentation – February 21 – Helen
It was a short presentation. Hydro One indicated that they would like to bring in more people and PEO can do a longer presentation via teleconference.
- b) Briefing Note for March Council Meeting – Helen
Christian Bellini will be the spokesperson for the Briefing Note requesting the extension to the Task Force term and an inaugural annual check-in.
- c) PEO Gender Audit of licensing process – Helen
Johnny Zuccon asked Helen to provide names of Gender Audit firms. Helen reached out to Engineers Canada and obtained the contacts and provided them to Johnny.
- d) Engineers Canada 30 by 30 Champions Face to Face – April 15 to 17 – Helen

Helen has registered to attend. Her travel will be covered by Engineers Canada.
Tracey Caruana will attend as well. The Task Force budget will cover the cost of Tracey attending.

7. Review of Chapter Hosted 30 by 30 Awareness Sessions

- a) Chapter Leads – chart attached
- b) Funding – not all chapters have put aside funding for 30 by 30 in their budget
- c) Next Steps
 - i. teleconference meeting with chapter leads to discuss scheduling/ logistics/funding
Lola Hidalgo – Hamilton, West Central
Bob Dony – Grand River, London (Bob or Lola)
Helen – Ottawa, York
Ramesh? – Lakehead, Sudbury (hold via teleconference)
Action: Jeannette Chau to update the Chapter Leads chart with the Task Force members
 - ii. roles and responsibilities of TF versus chapters
 - iii. TF supports; Chapter Hosted 30 by 30 Awareness Session presentation (attached)
Action: The Task Force to review the Chapter Hosted 30 by 30 Awareness Session presentation and provide any changes or feedback to Helen

8. Scheduling of Other Sessions/Follow Ups until end of 2020

- a) CODE meeting on June 5; follow up with University Academic and Administrative Champions immediately after
Action: Helen to craft a letter to invite them for a check-in session
- b) Follow Up with Employers – 30 by 30 Champion Ask in June (with invitation to check-in session); Inaugural Check-In Session in September
Action: Sylvia to send a Doodle Poll to the Task Force to set a date in September
Action: Sylvia to reserve room 8A for this session once the date is determined
Action: Tracey Caruana to be included in the invites to this session
- c) Women Engineering Group – 30 by 30 Follow Up Session – June
Action: Sylvia to send a Doodle Poll to the Task Force to set a date in June
Action: Sylvia to reserve a boardroom for this meeting once the date is determined
Action: Tracey Caruana to be included in the invites to this session
- d) PEO Council Plenary Session/Meeting – Presentation of Metrics/Task Force Final Report - November
- e) Meeting with Registrar and PEO staff – Task Force knowledge transfer/SharePoint documentation – December

9. Other Business

Nil

10. Next Meetings

The Task Force will correspond amongst themselves via email to prepare for the call with the Chapter Leads. The next Task Force meeting will be in conjunction with a call with the Chapter Leads to discuss next steps with them.

Action: Sylvia to send a Doodle Poll to set a date for the Chapter Leads call in late March.

11. Adjournment

Christian Bellini motioned to adjourn. Bob Dony seconded the motion. All approved.
The meeting was adjourned at 9:00 pm.