



# MINUTES

## 30 x 30 TASK FORCE

Thursday, May 21, 2020, 7:00-9:40 pm, via Zoom videoconference

### 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 7:05 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 Bob Dony.

**That the Agenda be approved. APPROVED.**

#### 4. Approval of the Minutes of the 4 March 2020 meeting

The Minutes of the March 4, 2020 meeting were reviewed.

Moved by Lola Hidalgo, seconded by Christian Bellini.

**That the Minutes be approved. APPROVED.**

#### 5. Review of the March 6, 2020 Action Log

The Action Log was reviewed, and status updates provided.

**Action: Sylvia Milstein to update the Action Log accordingly**

#### 6. Recent Developments

1. US ABET meeting (the US counterpart to CEAB) at the end of March – Bob  
The ABET meeting was cancelled.

#### 7. Review of Chapter Hosted 30 by 30 Awareness Sessions

1. Chapter Leads – chart was reviewed
2. Email from Task Force Chair to Chapter Chairs re COVID-19 impact  
Helen Wojcinski sent an email to the Chapter Chairs to let them know this had been put on hold due to COVID19 for now and that she would reach out to them again later.

### 3. Next Steps

- i. Zoom/teleconference meeting with Chapter Leads to discuss scheduling/logistics/funding – June. This would help provide knowledge transfer.
- ii. Roles and responsibilities of TF versus chapters (attached to Agenda)
- iii. Chapter Hosted 30 by 30 Awareness Session presentation (attached to Agenda). Chapter to bear the cost of hosting the session.
- iv. Postpone Chapter Hosted 30 by 30 Awareness Sessions until 2021
- v. Other 30 by 30 Chapter Actions – the list of things chapters can do can be recirculated

### 8. Scheduling of Other Sessions/Follow Ups until end of 2020 – COVID-19 impacts

1. EDO (formerly CODE) meeting on June 5; The Task Force to follow-up with University Academic and Administrative Champions immediately after:
  - i. EDO presentation was reviewed.  
**Action: EDO presentation speaking notes will be developed by Helen Wojcinski which Bob Dony will review.**
  - ii. Feedback from EDO  
Helen Wojcinski will email the reps who attended the Action Planning session with the feedback from EDO
  - iii. Summary Notes from Action Planning Session  
The Summary Notes from the Action Planning Session were reviewed.
  - iv. Finalize University Academic and Administrative Champion List
2. Follow Up with Employers:
  - i. Follow up with Hydro One teleconference/Zoom presentation
  - ii. 30 by 30 Champion Ask in June:
    1. Finalize Employer List (add in PEGO Executive)
    2. Summary Notes form Action Planning Session
  - iii. Replace In-person Inaugural Check In Session in September with Zoom meeting
  - iv. Postpone in-person Check-In Session until September 2021
3. Women Engineering Group – 30 by 30 Follow-Up Session – end-June
4. PEO Council Plenary Session/Meeting – Presentation of Metrics/Task Force Final Report - November
5. Meeting with Registrar and PEO staff – Task Force knowledge transfer/SharePoint documentation – December
6. Possible Extension of 30 by 30 Task Force until December 2021 to:
  - i. Support Chapter Hosted 30 by 30 Awareness Sessions
  - ii. Host in-person Annual Check-In Session – provide input into PEO Council Presentation of Metrics

### 9. Extension of 30 by 30 Task Force until December 2021 due to COVID-19

1. Extension to complete in-person sessions (per 8 (f) above)
2. No additional budget required; just a carryover of 2020 budget
3. BN to PEO Council – The Task Force discussed asking Council for an extension in order to complete the work of the Task Force that was held up due to COVID19. It was decided to submit a Briefing Note for the September Council meeting.

**Action: BN to be submitted for the September Council meeting requesting an extension of the 30x30 Task Force in order to complete its work that was held up due to COVID19.**

## 10. Other Business

Nil

## 11. Next Meeting

The next meeting will be a one hour meeting to prepare for the Chapters and the Universities sessions.

**Action: Sylvia Millstein to send a Doodle poll to the Task Force to determine a meeting date during the week of June 8 to hold a one hour prep session in the evening**

**Action: Sylvia Millstein to send a Doodle poll to the Task Force to determine a meeting date during the week of June 22 to hold a two hour Chapter Leads session in the evening.**

**Action: Sylvia Millstein to send a Doodle poll to the Task Force to determine a meeting date during the week of June 29 to hold a two hour Women's Group session in the evening.**

## 12. Adjournment

The meeting was adjourned at 9:40 pm.