



MINUTES

30 x 30 TASK FORCE

Monday, July 6, 2020, 7:00-9:00 pm, via Zoom videoconference

Attendees

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

Staff Advisor: Tracey Caruana, 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 Helen Wojcinski, seconded by Lola Hidalgo.

That the Agenda be approved. APPROVED.

4. Approval of the Minutes of the June 10th, 2020 meeting

The Minutes of the June 10, 2020 meeting were reviewed.

Moved by Lola Hidalgo, seconded by Helen Wojcinski.

That the Minutes be approved. APPROVED.

5. Review of the June 10th, 2020 Action Log

The Action Log was reviewed quickly. Status of item 2.ii. (Jeannette Chau to provide Helen Wojcinski the Employers distribution list) was changed to “completed”.

6. Recent Developments

1. Follow Up meeting on July 2, 2020 with Ottawa Chapter Leads – Helen
Helen updated TF on call with Ottawa Chapter. She mentioned to Ottawa Chapter that they will have to start compiling their list of employers in addition to what they were already given. They can reach out to Ottawa branches of the same companies listed.

Action: Tracey to send out Academic champion list to Chapters once received from Cassandra so they can reach out to their local university champion.

7. Review of Chapter Hosted 30 by 30 Awareness Sessions

1. Follow Up Meeting in the fall on:
 - i. Debrief of East Central Region's Virtual Awareness Session with Employers
Action: Helen to reach out to Marcia Lim (York Chapter) to set up a follow-up meeting in September.
 - ii. Next steps with Chapter Leads for 2020
Helen would like to have another meeting with chapter Leads in October.
Action: TF to set a date for meeting in October (have this date set in August).

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

1. Follow Up with Universities
 - i. Discuss/Edit/Finalize Draft Update Email to Universities Participants
Action: Tracey to advise ESSCO that they will be receiving the email.
 - ii. Finalize University Academic and Administrative Champion List
Action: Tracey to ask Cassandra for the 30x30 academics champion list for Ontario.
Action: Tracey to compare list from Cassandra with anyone that attended the university session and add to list. Delete anyone that is no longer in ESSCO. Send updated list to Helen.
2. Follow Up with Employers:
 - i. Follow up with Hydro One Teleconference/Zoom presentation
Action: Helen follow up with Hydro One and copy only Tracey. Tracey to keep track of responses.
 - ii. Discuss/Edit/Finalize Draft Update Email to Employer Participants
 1. Finalize Employer List (add in PEGO Executive)
Action: Tracey to add PEGO Executives to employer list.
Action: Tracey to add a note to new contacts given at the Women Groups meeting that they were a result of the June 29th meeting and add them to employer list.
 2. Finalize Summary Notes from Action Planning Session for distribution
3. PEO's 30 by 30 Annual Check-In
 - i. Replace In-person Inaugural Check-In Session in September with Zoom Meeting (set date)
Action: In August, Helen to set date for September check-in (2 hours).
Action: Tracey to ask Becky for Johnny and Marisa's availability in September (7-9 pm) after the Council Meeting. Send those dates out to the TF before doodle poll.
Action: Sylvia to send out doodle poll to TF once Tracey verifies Johnny and Marisa's availability.
 - ii. Postpone In-person Check-In Session until September 2021

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

1. Review Draft BN to PEO Council for September Meeting

Action: Tracey to confirm percentage of funds used for 2020.

Action: Tracey to submit BN to the ACV meeting after Helen finalizes it.

10. Other Business

Nil

11. Next Meeting

The next meeting will be in early September (7, 8, 9, 10).

Action: Sylvia to send a Doodle poll to schedule a meeting during the week of September 7th, 2020 (7-9pm).

12. Adjournment

The meeting was adjourned at 9:45 pm.