



# MINUTES

## 30 x 30 TASK FORCE

Wednesday, June 10, 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: Jeannette Chau, P.Eng.  
Tracey Caruana, 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 Bob Dony, seconded by Lola Hidalgo.

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

#### 4. Approval of the Minutes of the May 21<sup>st</sup>, 2020 meeting

The Minutes of the May 21, 2020 meeting were reviewed.

Moved by Bob Dony, seconded by Christian Bellini.

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

#### 5. Review of the May 21<sup>st</sup>, 2020 Action Log

The Action Log was reviewed quickly. There were no changes to what was sent out.

#### 6. Recent Developments

##### 1. EDO meeting on June 5, 2020 – Helen

Helen presented at the EDO meeting. The presentation went well despite being given a tight timeline since the EDO meeting was running late.

EDO had two questions:

- Are there rebates for licence application fees? Helen deferred this question to CEO/Registrar Johnny Zuccon.
- Why is it that women aren't going into the three traditional disciplines? Helen referred them to the report by Mary Wells.

There was no time for Helen to ask the Universities for the University contacts for 30x30.

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

1. Chapter Leads Meeting on June 22, 2020
  - i. Confirmation of Chapter Leads – Helen has been outreaching to Chapters
  - ii. Draft Agenda for Chapters has been completed
  - iii. Metrics 2018, pertinent to chapters will be shared with chapters
  - iv. Roles and Responsibilities of Chapters/Task Force to be included
  - v. Chapter Hosted 30 by 30 Awareness Session presentation has been drafted
  - vi. List of Chapter Activities for 30 by 30 to be included

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

1. Follow Up with Universities
  - i. Draft Update email to Universities participants was discussed  
**Action: Jeannette Chau to provide Helen Wojcinski the Universities distribution list**
  - ii. Finalize University Academic and Administrative Champion List
2. Follow Up with Employers:
  - i. Follow up with Hydro One Teleconference/Zoom presentation
  - ii. Draft Update Email to Employer Participants
    1. Finalize Employer List. Helen to add in PEGO Executive  
**Action: Jeannette Chau to provide Helen Wojcinski the Employers distribution list**
    2. Summary Notes from Action Planning Session  
**Action: Lola Hidalgo to provide Helen Wojcinski the summary notes from the OPG representation at the Action Planning Session**
3. Women Engineering Group – 30 by 30 Follow Up Session – June 29, 2020
  - i. PEO 30 by 30 Update Women Groups presentation  
The Task Force reviewed the presentation.  
**Action: Jeannette Chau to provide Helen Wojcinski with the listing of presentations and meetings that the 30x30 Task Force has done.**  
**Action: Jeannette Chau to send Communications the draft invitation letter for review/edits, then to President Sterling and CEO/Registrar Zuccon for their approvals and electronic signatures.**
4. PEO's 30 by 30 Annual Check-In
  - i. Replace In-person Inaugural Check-In Session in September with Zoom Meeting
  - 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. BN to PEO Council for September Meeting – Status  
**Action: Jeannette Chau to send Tracey Caruana a copy of the last BN the Task Force submitted to request the extension of term to the end of 2020 to use as reference.**

**10. Other Business**

Nil

**11. Next Meeting**

The next meeting will be in July.

**Action: Sylvia Millstein to send a Doodle poll to schedule a meeting during the first two weeks of July 2020.**

**12. Adjournment**

The meeting was adjourned at 9:00 pm.