



MINUTES

30 x 30 TASK FORCE

Thursday, September 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: Tracey Caruana, P.Eng.

1. Call to Order

The meeting was called to order at 7:07 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 Bob Dony.

That the Agenda be approved. APPROVED.

4. Approval of the Minutes of the July 6th, 2020 meeting

The Minutes of the July 6, 2020 meeting were reviewed.

Moved by Christian Bellini, seconded by Lola Hidalgo.

That the Minutes be approved. APPROVED.

5. Review of the July 6th, 2020 Action Log

The Action Log was reviewed quickly.

Tracey to add on to the Employer list as she comes across them.

6. Recent Developments

- a) Research Proposal for PEO Gender Audit – Helen
 - Helen has a meeting with Johnny and Marisa to review and recommend.
 - Keynote speaker will be included within the placeholder of the presentation.
 - Going forward, PEO to continue getting a keynote speaker in addition to the metrics.

7. Review of Chapter Hosted 30 by 30 Awareness Sessions

- a) East Central Region's Virtual Awareness Session with their Chapters – September 16th
 - Helen and Bob to present.
- b) Next steps with Chapter Leads for 2020 – October debrief meeting
 - Meeting to check in with the chapters to see where they are at.
Action: Tracey to send a doodle poll to the Task Force for a time in October or November (evening) for a check in.
- c) Ottawa Chapter Awareness Session – September 11th

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

- a) Follow Up with Universities
 - i. Email to University Academic and Administrative Champions/Participants
 - Completed
 - ii. Finalize University Academic and Administrative Champion List – EDO
 - Completed
- b) Follow Up with Employers:
 - i. Follow up with Hydro One Teleconference/Zoom presentation
 - No response.
Action: Helen follow up with Hydro One and copy Tracey. Tracey to keep track of responses.
 - ii. Email to Employer Participants
 - Completed
- c) PEO's 30 by 30 Annual Check-In
 - i. Response to date – women, universities, employers
Six employers so far. Helen will be following up with other employers.
Action: Helen to follow up with other employers.
 - ii. Review/Feedback on Draft Presentation
Action: Tracey to post 2018 metrics on the PEO website since it has been reviewed by Council.
Action: Helen to set up time limits for presentation slides.
 - iii. Potential Guest Speaker – Rotman School of Management Researcher
See section 6 above.
 - iv. Other preparations
 - None
 - v. Follow up actions – collating and synthesizing employer metrics/inclusion in Council
November meeting

Action: Tracey to follow up with VP, HR of Stantec for metrics after September Check In.

9. Council November Meeting – 2019 metrics

- a) Draft presentation on 2019 metrics - Tracey provided highlights
- b) BN to accompany 2019 metrics – Tracey provided status

Action: Tracey to circulate BN to the Task Force along with metrics for their input.

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

- a) Status update – Tracey
Terms of Reference approved by ACV on August 27.

11. Other Business – 2021 HR and Work Plan due September 30

Action: Helen to prepare work plan and HR plan after Council meeting if TF is extended.

12. Next Meeting – TBD

The next meeting will be the chapters lead meeting in October or November.

Action: Tracey to send a Doodle poll to the Task Force to schedule a chapter leads meeting for October or November.

13. Adjournment

The meeting was adjourned at 9:00 pm.