



# MINUTES

## 30 x 30 TASK FORCE

Wednesday, November 18, 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 Lola Hidalgo, seconded by Bob Dony.

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

#### 4. Approval of the Minutes of the September 10<sup>th</sup>, 2020 meeting

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

Moved by Bob Dony, seconded by Lola Hidalgo.

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

#### 5. Review of the September 10<sup>th</sup>, 2020 Action Log

The Action Log was reviewed quickly.

#### 6. Recent Developments

- a) Debrief on the inaugural PEO's Annual 30 by 30 Check-In – All
  - Positive feedback.
  - Credit given to Jeannette Chau for collecting first round of metrics for 2018.
- b) Research Proposal for PEO Gender Audit – Helen
  - Helen met with PEO HR and Johnny. Helen to have a follow up meeting in the new year.
  - Continued interest in getting a keynote speaker in addition to the metrics.

- c) Engineers Canada Research initiative(s) – Helen/Tracey
  - Completion of surveys.
- d) OSPE Kingston Hub 30 by 30 event – Helen

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

- a) Next steps with Chapter Leads for 2020 – from October debrief meeting
  - Expectations were set out and tools were sent to chapter leads.
  - Tracey and Helen had a follow up meeting with West Central Region to see how they can become more engaged. Mississauga Chapter will be considering taking on the lead.
  - Meeting to check in with the chapters again in the new year.
- b) Next steps with Chapter Leads for 2021 – January planning meeting
  - Task Force to meet in January and will plan the date for the next Chapters meeting.

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

- a) Follow Up with Employers:
  - i. Follow up with Employers on becoming 30 by 30 Champions
    - Status list provided to Task Force and reviewed.

**Action: Tracey to send the Task Force 30 by 30 speaking notes for employers.**
  - ii. Collating and synthesizing employer metrics/inclusion in Council November meeting

## **9. Council November Meeting – 2019 metrics**

- a) Feedback on 2019 metrics

## **10. Review Work Plan for 2021**

- a) Engagement and support of Chapter Hosted 30 by 30 Awareness Sessions
- b) Outreach session with internationally educated women
- c) Ongoing engagement of employer champions and development of employer metrics
- d) Follow up with/Support PEO's Gender Audit Research Study
- e) PEO communication efforts – 30 by 30 website; social media campaign; SharePoint access for Chapter Leads; 30 by 30 logo

## **11. Next Meeting – TBD**

The next meeting will take place in mid-January.

**Action: Tracey to send a Doodle poll to the Task Force to schedule next meeting for mid-January (second week of January).**

## **12. Adjournment**

The meeting was adjourned at 9:10 pm.