



Minutes - *draft*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, April 9, 2020

Location: Zoom videoconference

Time: 5:00pm – 7:00pm

<p>Attendance:</p>	<p>Sean McCann, P.Eng. – Chair Sola Abolade, P.Eng. Christian Bellini, P.Eng. Márta Ecsedi, P.Eng. Lisa Lovery, P.Eng. Eric Nejat, P.Eng. Nick Shelton, P.Eng. Michael Wesa, P.Eng.</p> <p>Staff: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> <p>Regrets: Vicki Hilborn, P.Eng. Saif Rehman, P.Eng.</p>
<p>AGENDA ITEMS</p>	<p>ROUTINE BUSINESS</p>
<p>1.1 Welcome and Introduction</p>	<p>The Chair welcomed everyone and called the meeting to order at 5:02pm.</p>
<p>AGENDA ITEMS</p>	<p>ROUTINE BUSINESS</p>
<p>1.2 Approval of Agenda</p>	<p>Moved by Eric Nejat, seconded by Michael Wesa:</p> <p>That the Agenda be approved as amended. CARRIED.</p> <p>The following items were added: 4.2 Chairing Effective Meetings 4.3 Personnel Matter</p>
<p>1.3 Approval of Minutes (January 30, 2020)</p>	<p>Moved by Márta Ecsedi, seconded by Eric Nejat:</p> <p>That the Minutes of the ACV meeting held on January 30, 2020 be approved as presented. CARRIED.</p>



1.4 Council Update	Christian provided an update based on the disposition of motions from the March Council meeting.
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 2019 Committee Chairs Workshop subcommittee – Update	<p>Sean provided a brief update as follows:</p> <ul style="list-style-type: none"> - A memo with the Committee Chairs Workshop Feedback Summary will be circulated to participants; - Feedback Summary will be shared with the facilitator; - There will be no follow-up survey this year; - The committee will need to decide in July if there will be a workshop in 2020; - What can ACV do to help with the regulatory report recommendations? - Can ACV be involved in the action plan following the SPTF report? - Should the ACV proactively review the Terms of Reference and comparatively assess how they relate to regulatory aspects, possibly in the form of a tool? <p>Action [1]:</p> <ul style="list-style-type: none"> - Sean to follow up with Marisa regarding ACV’s involvement with the action plan and recommendations.
3.2 Volunteer Leadership Conference Planning Committee (VLPC) – Update	Márta Ecsedi, P.Eng. - VLPC Chair and ACV representative, provided a brief update that the committee is working with the facilitator and PEO IT to research the feasibility of an online/virtual conference in 2020.
3.3 Vital Signs Survey – Update	<p>The committee discussed the recommendations provided by Márta and Sola and agreed to accept:</p> <ul style="list-style-type: none"> - The 2020 Vital Signs Survey to be sent to all volunteers; - Remove Equity and Diversity questions; - Add a scale to each question; - Add “n/a” to question 15; - Add Nick Shelton to the subcommittee membership. <p>Action [2]:</p> <ul style="list-style-type: none"> - Viktoria to send out the Vital Signs Survey by the end of May.
3.4 Government Liaison Committee (GLC) – ACV representative	Deferred to the next meeting.
3.5 Next Meeting date change	Moved by Sola Abolade, seconded by Lisa Lavery:



	That the next ACV meeting take place on Thursday, July 2. CARRIED.
4. OTHER BUSINESS	
4.1 COVID-19 Update	Viktoria provided an update that due to pandemic the hotel is closed until May 31 st , and PEO office is closed until further notice. ACV meetings will be held via zoom until staff and volunteers are permitted to return to the PEO premises.
4.2 Chair Effective Meetings	<u>Action [3]:</u> <ul style="list-style-type: none"> - Viktoria to circulate the link to the webinar: How to Chair Virtual meetings. - Each Member should also review the module entitled “Chairing Effective Meetings” on the PEO website, as created by ACV several years ago
4.3 Personnel matter	Lisa Lovery stepped down from the position of ACV Vice Chair. Moved by Lisa Lovery, seconded by Christian Bellini: That Michael Wesa be appointed as the ACV Vice Chair. CARRIED. <u>Action [4]:</u> Viktoria to update the ACV Roster accordingly.
5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	The next ACV meeting/event dates are: <ul style="list-style-type: none"> - Thursday, July 2 - Thursday, August 27 - Thursday, October 15 - Friday, October 30 – Committee Chairs Workshop - Thursday, December 10 The meeting was adjourned at 7:06pm.