



Minutes - *approved*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, August 27, 2020

Location: Zoom videoconference

Time: 5:00pm – 7:00pm

<p>Attendance:</p>	<p>Sean McCann, P.Eng. – Chair Michael Wesa, P.Eng. – Vice Chair Sola Abolade, P.Eng. Christian Bellini, P.Eng. (late) Márta Ecsedi, P.Eng. Vicki Hilborn, P.Eng. Lisa Lovery, P.Eng. (late) Eric Nejat, P.Eng. Saif Rehman, P.Eng. Nick Shelton, P.Eng.</p> <p>Ex-officio: President Sterling, P.Eng.</p> <p>Staff: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> <p>Regrets: N/A</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 5:00pm.</p>
<p>AGENDA ITEMS</p>	<p>ROUTINE BUSINESS</p>
<p>1.2 Approval of Agenda</p>	<p>Moved by M. Ecsedi, seconded by E. Nejat:</p> <p>That the Agenda be approved as presented. CARRIED.</p>
<p>1.3 Approval of Minutes (July 9, 2020)</p>	<p>Moved by S. Rehman, seconded by M. Wesa:</p> <p>That the Minutes of the ACV meeting held on July 9, 2020 be approved as presented. CARRIED.</p>
<p>1.4 Council Update</p>	<p>President Sterling provided an update based on the Disposition of Motions of May and June Council meetings</p>



	<p>Action:</p> <ul style="list-style-type: none"> Staff to forward video link about “Conflict of Interest”, that was previously viewed by Council; topic to be discussed at next ACV meeting regarding avenues for Committees to bring conflicts forward directly to Council.
<p>2. REQUESTS FROM COMMITTEES AND TASK FORCES</p>	
<p>2.1 Request from 30 by 30 Task Force (30/30 TF) – revised Terms of Reference</p>	<p>Moved by M. Ecsedi, seconded by E. Nejat:</p> <p>That the amended 30 by 30 Task Force Terms of Reference be approved as presented. CARRIED.</p> <p>It was suggested that the 30/30 TF should be inclusive by proactively reaching out to smaller chapters.</p>
<p>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</p>	
<p>3.1 2020 Committee Chairs Workshop subcommittee – Update</p>	<ul style="list-style-type: none"> Saif reported that the workshop subcommittee interviewed three potential speakers: <ul style="list-style-type: none"> Jill Hewlett (mental wellness) Adam Kreek (change management and mental wellness) Nova Nicole (mental wellness) The subcommittee chair also reached out to GSI but was advised to connect with PEO’s Senior Legal Counsel to further discuss the possibility of GSI’s involvement. The subcommittee meets bi-weekly. The next steps include sending a notice to participants with the workshop details and tentative agenda and connecting with Mark Abbott to ensure continuity from the 2020 VLC. Michael Wesa was invited to join the subcommittee as a new member.
<p>3.2 Vital Signs Survey Update</p>	<ul style="list-style-type: none"> Márta provided a brief update that the subcommittee is working on two letters: <ol style="list-style-type: none"> Letter to all volunteers with the results of the 2020 VSS. Letter to Committee Chairs and Advisors with a request to develop an action plan. <p>Moved by M. Ecsedi, seconded by S. Abolade:</p> <p>That the subcommittee create a template for the action plan and present it at the next ACV meeting. CARRIED.</p> <p>Action:</p>



	<ul style="list-style-type: none"> • Subcommittee to amend letter #1 and send to staff for distribution to volunteers and Council. • Staff to add the 2020 VSS Report and Recommendations to the Sept Council package.
3.3 Government Liaison Committee (GLC) - Update	<ul style="list-style-type: none"> • Vicki provided a brief update on the GLC activities, including planning of the upcoming Queen’s Park event via zoom and recent correspondence with OSPE.
3.4 Generic Volunteer Profile	<ul style="list-style-type: none"> • The subcommittee will meet and provide an update at the next ACV meeting.
4. OTHER BUSINESS	
4.1 Governance roadmap, long-term vision and operational action plan	<ul style="list-style-type: none"> • President Sterling noted that the committees’ work has been assessed in the Action Filter based on their contribution to PEO’s regulatory work, governance and other work. • CEO/Registrar’s goals were approved by Council and will be made public. • President Sterling suggested that committees use the software that was used by Council to manage all materials and meeting logistics. • She stated that Council’s next critical priority is the development of the next Strategic Plan based on the governance roadmap which has four phases: <ol style="list-style-type: none"> 1. Looking at all policies for Council, committees, etc.; how minutes are kept, voting process, etc. 2. Reviewing the governance effectiveness of committees 3. Improving effectiveness of Council 4. Reviewing Chapters’ role. • ACV should get involved in the second phase when the committee/task force contributions to PEO’s strategic goals and objectives will be evaluated. <p>Action:</p> <ul style="list-style-type: none"> • Staff to request Secretariat to provide information re: Diligent Boards software, how to look professional on zoom and a video about the roadmap.
4.2 Volunteer Leadership Conference Planning Committee (VLCPC) – ACV representatives	<p>Moved by V. Hilborn, seconded by S. Rehman:</p> <p>That M. Ecsedi and E. Nejat continue serving as ACV representatives on the Volunteer Leadership Conference Planning Committee for 2020/2021. CARRIED.</p>
4.3 2021 Work and HR Plans	Deferred to the next meeting.



4.4 Electronic Meeting Policy	Deferred to the next meeting. Action: <ul style="list-style-type: none">• Staff to find out if the Executive Committee (EXE) is already working on this policy.
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, October 15- Friday, October 30 – Committee Chairs Workshop- Thursday, December 10 The meeting was adjourned at 7:04pm.