



# Minutes - *approved*

## ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

**Date:** Thursday, December 10, 2020

**Location:** Zoom videoconference

**Time:** 5:00pm – 7:00pm

<p><b>Attendance:</b></p>	<p>Sean McCann, P.Eng. – Chair Michael Wesa, P.Eng. – Vice Chair Sola Abolade, P.Eng. Christian Bellini, P.Eng. Márta Ecsedi, P.Eng. Vicki Hilborn, P.Eng. Lisa Lovery, P.Eng. Eric Nejat, P.Eng. Saif Rehman, P.Eng. Nick Shelton, P.Eng.</p> <p><b>Guest:</b> President Sterling Stella Ball – DIC Chair</p> <p><b>Staff:</b> Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p>
<p><b>AGENDA ITEMS</b></p>	<p>ROUTINE BUSINESS</p>
<p><b>1.1 Welcome and Introduction</b></p>	<p>The Chair welcomed everyone and called the meeting to order at 5:03pm.</p>
<p><b>AGENDA ITEMS</b></p>	<p>ROUTINE BUSINESS</p>
<p><b>1.2 Approval of Agenda</b></p>	<p>Moved by M. Ecsedi, seconded by M. Wesa:</p> <p><b>That the Agenda be approved as amended. CARRIED.</b></p>
<p><b>1.3 Approval of Minutes (October 15, 2020)</b></p>	<p>Moved by E. Nejat, seconded by M. Wesa:</p> <p><b>That the Minutes of the ACV meeting held on October 15, 2020 be approved as presented. CARRIED.</b></p>
<p><b>1.4 Council Update</b></p>	<p>President-elect Bellini provided an update based on the Disposition of Motion of <a href="#">November</a> Council meeting.</p> <p><b>Action:</b></p>



	<ul style="list-style-type: none"> <li>- V. Hilborn to follow up through the EDC on why they were not involved previously with the new Antiracism Task Force recently created.</li> </ul>
<b>2. REQUESTS FROM COMMITTEES AND TASK FORCES</b>	
<b>2.1 Revised DIC Terms of Reference</b>	<p>Stella Ball – DIC Chair presented the Briefing Note regarding changes to the DIC Terms of Reference and provided a brief overview of those changes.</p> <p>Moved by V. Hilborn, seconded by M. Ecsedi:</p> <p><b>That the revised DIC Terms of Reference be approved with a recommendation to amend the Briefing Note as discussed. CARRIED.</b></p>
Break 6:00pm to 6:07pm	
<b>2.2 Request from PSC – one-year extension</b>	<p>Moved by M. Ecsedi, seconded by S. Rehman:</p> <p><b>That the review of the PSC’s request be deferred to the next meeting provided that additional information re: reasons for this request is received from the PSC Chair. CARRIED.</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- Staff to connect the ACV Chair with the PSC Chair and invite them to attend the next ACV meeting.</li> </ul>
<b>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</b>	
<b>3.1 2021 Committee Chairs Workshop subcommittee – Update</b>	<p>This item was deferred to the next meeting, for reviewing survey results.</p> <p>The date of the 2021 Committee Chairs Workshop was confirmed – October 1, 2021. The subcommittee is looking for a new Chair.</p>
<b>3.2 Vital Signs Survey – Action Plan template</b>	<p>(1) M. Ecsedi presented the draft ACV action plan. (2) The committee discussed the question from staff re: Action Plan template.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- ACV Chair to follow up with staff to notify that Action Plan is not mandatory but could be used as a tool.</li> <li>- Staff to distribute Sean’s comments re: ACV’s action plan for further review and discussion.</li> </ul>



<b>3.3 Volunteer Leadership Conference Planning Committee (VLCPC) - Update</b>	M. Ecsedi provided a brief update that the committee has hired a speaker – Kevin Gangel. More details to be provided at the next meeting.
<b>3.4 Government Liaison Committee (GLC) - Update</b>	V. Hilborn provided a brief update re: the GLP conference held on November 6, that was attended by Council, C/TF Chairs, Chapter leaders, one government relations rep per riding and local MPPs.
<b>3.5 Generic Volunteer Profile</b>	<p>The committee reviewed the draft <i>Volunteer Profile Questionnaire</i> and made suggestions for improvement, such as to involve Chapters Office to fill out the information re: all chapter positions.</p> <p>The subcommittee will present the communication plan at the next meeting.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- All ACV Members to review and provide comments on the draft profile for the next meeting.</li> </ul>
<b>3.6 Conflict of Interest <a href="#">Video</a></b>	This item was not discussed, although it was suggested that all Members view the video.
<b>3.7 Diligent Boards /<a href="#">How to look professional on zoom</a></b>	This item was not discussed, although it was suggested that all Members view the video.
<b>4. OTHER BUSINESS</b>	
<b>4.1 ACV Terms of Reference</b>	The discussion of this item was deferred to future meetings.
<b>4.2 ACV 2021 Meeting dates</b>	<p>Moved by V. Hilborn, seconded by E. Nejat:</p> <p><b>That the proposed 2021 meeting dates be approved as amended. CARRIED.</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- Staff to send meeting invites for the dates listed below.</li> </ul>
<b>5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT</b>	
<b>Future Meetings and Adjournment</b>	<p>The next ACV meeting/event dates:</p> <ul style="list-style-type: none"> <li>- Thursday, January 14 (later rescheduled to Feb 4<sup>th</sup>)</li> <li>- Thursday, April 1</li> <li>- Thursday, June 24</li> <li>- Thursday, August 26</li> <li>- Friday, October 1 – Committee Chairs Workshop</li> <li>- Thursday, October 14</li> <li>- Thursday, December 9</li> </ul>



---

	The meeting was adjourned at 7:12pm.
--	--------------------------------------