



Minutes - *approved*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, January 30, 2020

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

<p>Attendance:</p>	<p>Sean McCann, P.Eng. – Chair Lisa Lovery, P.Eng. – Vice Chair (joined at 6:21pm, teleconference) Sola Abolade, P.Eng. (joined at 6:01pm) Márta Ecsedi, P.Eng. Vicki Hilborn, 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: Christian Bellini, 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 5:55pm.</p>
<p>AGENDA ITEMS</p>	<p>ROUTINE BUSINESS</p>
<p>1.2 Approval of Agenda</p>	<p>Moved by Eric Nejat, seconded by Márta Ecsedi:</p> <p>That the Agenda be approved as amended. CARRIED.</p> <p>The following items were added: 2.1 SPTF Final report – peer review 4.1 Compliance Training 4.2 Meeting date change</p>
<p>1.3 Approval of Minutes (December 12, 2019)</p>	<p>Moved by Márta Ecsedi, seconded by Michael Wesa:</p> <p>That the Minutes of the ACV meeting held on December 12, 2019 be approved as presented. CARRIED.</p>



1.4 Council Update	No update provided
2. COMMITTEE AND TASK FORCE REQUESTS	
2.1 Succession Planning Task Force (SPTF) Final Report	<p>The committee members inquired why the deadline for review of the SPTF was so tight. Michael provided an explanation that the report was to be submitted to the March Council meeting.</p> <p>Action [1]:</p> <ul style="list-style-type: none"> - Viktoria to send a Word version of the document to all. - Committee members to provide their feedback via email by February 15th.
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 2019 Committee Chairs Workshop subcommittee – Update	Sean provided a brief update that the Committee Chairs Workshop Feedback Form Summary has been reviewed by the subcommittee, and the overall ratings are favorable. There is an indication that people may want a “deeper dive” this year.
3.2 Volunteer Leadership Conference Planning Committee (VLCPC) – Update	<p>Márta Ecsedi, VLCPC Chair and ACV representative, provided a brief update as follows:</p> <ul style="list-style-type: none"> - <i>2020 VLC Theme:</i> Protecting the Public Interest - <i>Facilitator:</i> Mark Abbott (Engineering Change Lab)
3.3 Vital Signs Survey – Update	<p>The 2017 survey questions were distributed at the meeting. Márta noted that she and Sola had a meeting in early January to update the questions and requested that ACV members provide their feedback regarding these questions before the next meeting.</p> <p>Action [2]:</p> <ul style="list-style-type: none"> - ACV members to provide feedback to Márta regarding survey questions before the next meeting - Viktoria to find out if Equity and Diversity questions could be included in the survey.
3.4 Government Liaison Committee (GLC) – ACV representative	Vicki Hilborn agreed to be the ACV's representative on the GLC. Viktoria will submit this information to Council and notify the GLC Committee Advisor.
3.5 ACV 2019 Annual Report	<p>Moved by Márta Ecsedi, seconded by Eric Nejat:</p> <p>That the ACV 2019 Annual Report be approved as presented. CARRIED.</p>



4. OTHER BUSINESS	
4.1 Compliance Training	The Chair reminded that all ACV members should complete the mandatory compliance training before February 15, 2020.
4.2 Meeting date change	The Chair proposed to change the June meeting to either 18 th or 11 th . This is to be confirmed at the next meeting.
5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	<p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none">- Thursday, June 25- Thursday, August 27- Thursday, October 15- Friday, October 30 – Committee Chairs Workshop- Thursday, December 10 <p>The meeting was adjourned at 7:57pm.</p>