



Minutes - *approved*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, July 9, 2020

Location: Zoom videoconference

Time: 5:00pm – 7:00pm

Attendance:	<p>Sean McCann, P.Eng. – Chair Sola Abolade, P.Eng. Vicki Hilborn, P.Eng. Lisa Lovery, P.Eng. Eric Nejat, P.Eng. Saif Rehman, 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. Márta Ecsedi, P.Eng.</p>
AGENDA ITEMS	ROUTINE BUSINESS
1.1 Welcome and Introduction	The Chair welcomed everyone and called the meeting to order at 5:10pm.
AGENDA ITEMS	ROUTINE BUSINESS
1.2 Approval of Agenda	<p>Moved by Saif Rehman, seconded by Michael Wesa:</p> <p>That the Agenda be approved as amended. CARRIED.</p> <p>The following item was moved to <i>New Business</i>: 4.2 Request from Marisa Sterling</p>
1.3 Approval of Minutes (April 9, 2020)	<p>Moved by Michael Wesa, seconded by Lisa Lovery:</p> <p>That the Minutes of the ACV meeting held on April 9, 2020 be approved as presented. CARRIED.</p>
1.4 Council Update	This item was deferred to the next meeting.



3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
<p>3.1 2020 Committee Chairs Workshop subcommittee – Update</p>	<ul style="list-style-type: none"> • Saif reported that the workshop subcommittee met prior to the main ACV meeting and made a decision to proceed with a virtual event. • The tentative topics are <i>Implementing Change</i> and <i>Mental Wellness</i> with potentially two speakers facilitating the event. • The subcommittee will meet bi-weekly. • The next steps include interviewing potential speaker(s) and sending a notice to participants with the workshop details and tentative agenda. <p>Moved by Saif Rehman, seconded by Michael Wesa:</p> <p>That the Advisory Committee on Volunteers (ACV) proceed with hosting a virtual 2020 Committee Chairs Workshop as planned. CARRIED.</p>
<p>3.2 Volunteer Leadership Conference Planning Committee (VLCPC) – Update</p>	<ul style="list-style-type: none"> • A brief update was provided based on Márta’s report as follows: • The VLC 2020 committee met on June 30th to review the feedback and plan the transition to VLC2021. • The next steps include: <ul style="list-style-type: none"> ○ The feedback documents will be sent to all the participants. ○ Marisa Sterling will share with Johnny Zuccon the feedback documents in order to develop a way to engage PEO’s senior staff in implementing the findings. Also, to find a way to incorporate the VLC findings into the upcoming Council workshop. ○ The VLCPC will work with the Chapter Chairs and Committee Chairs workshop committees to incorporate the VLC findings into their events. ○ The VLCPC2020 will transition into the VLCPC2021 in late July. • It was agreed that the committee will select its representatives on the VLC at its next meeting.
<p>3.3 Vital Signs Survey – Update</p>	<ul style="list-style-type: none"> • Sola provided an interim update. • The response rates were circulated to the committee, for information. • The full report will be presented at the next meeting.
<p>3.4 Government Liaison Committee (GLC) – Update</p>	<ul style="list-style-type: none"> • Vicki provided a brief update that the Committee is meeting monthly but no significant progress has been made, partially since they have not received good direction of a new focus



3.5 COVID-19 Update	<ul style="list-style-type: none"> • Viktoria provided a brief update that the office is still closed, and designated staff are working on arrangements for the office reopening, but the date is not yet available. • Committee meetings will be held via zoom until staff and volunteers are permitted to return to the PEO premises.
4. OTHER BUSINESS	
4.1 Generic Volunteer Profile	<ul style="list-style-type: none"> • Viktoria presented an action item from the Human Resources Committee (HRC) meeting regarding the development of a volunteer profile. • A subcommittee was formed to further discuss this matter, consisting of Vicki Hilborn, Lisa Lavery, Nick Shelton, Eric Nejat and Sean McCann. • An update will be provided at the next ACV meeting. • Michael suggested looking at other provincial associations for their committee structures and mandates <p>Action:</p> <ul style="list-style-type: none"> • Staff to present any findings related to volunteer issues/concerns based on the exit survey. • Staff to obtain volunteer meeting attendance data, if possible. • Committee to review the Vital Signs Survey Results to identify any “red flags”. • New subcommittee to be initiated once update provided at next meeting. • Each ACV member is to solicit their respective chapters on whether there is a need at the chapter level.
4.2 Request from Marisa Sterling	<ul style="list-style-type: none"> • The committee reviewed Sean’s notes of the discussion with Marisa Sterling. <p>Action:</p> <ul style="list-style-type: none"> • Staff to invite Marisa to the Aug.27/20 meeting to discuss how ACV can help •
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, October 15 - Friday, October 30 – Committee Chairs Workshop - Thursday, December 10 <p>The meeting was adjourned at 6:53pm.</p>