



# Minutes - *approved*

## ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

**Date:** Thursday, October 15, 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. (late) Eric Nejat, P.Eng. Saif Rehman, P.Eng. Nick Shelton, P.Eng.</p> <p><b>Guest:</b> David Kiguel, P.Eng. – ERC Chair</p> <p><b>Staff:</b> Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> <p><b>Regrets:</b> N/A</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 5:05pm.</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 L. Lovery:</p> <p><b>That the Agenda be approved as presented. CARRIED.</b></p>
<p><b>1.3 Approval of Minutes (August 27, 2020)</b></p>	<p>Moved by M. Wesa, seconded by V. Hilborn:</p> <p><b>That the Minutes of the ACV meeting held on August 27, 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="#">September</a> Council meetings</p>



<b>2. REQUESTS FROM COMMITTEES AND TASK FORCES</b>	
<b>2.1 Revised ERC Terms of Reference</b>	<p>David Kiguel, P.Eng. – ERC Chair presented the Briefing Note regarding changes to the ERC Terms of Reference.</p> <p>Moved by M. Ecsedi, seconded by E. Nejat:</p> <p><b>That the revised ERC Terms of Reference be approved with a recommendation to add metrics to the Term Limits section. CARRIED.</b></p>
<b>2.2 Revised DIC Terms of Reference</b>	<p>Moved by M. Ecsedi, seconded by V. Hilborn:</p> <p><b>That the discussion of the revised DIC Terms of Reference be postponed until the next meeting. CARRIED.</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- ACV Chair to reach out to the DIC Chair and invite her to attend the next ACV meeting.</li> </ul>
<b>2.3 Revised VLCPC Terms of Reference</b>	<p>Moved by E. Nejat, seconded by M. Wesa:</p> <p><b>That the revised VLCPC Terms of Reference be approved with a provision that the Succession Planning section be updated and provided to the ACV for electronic vote. CARRIED.</b></p>
<b>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</b>	
<b>3.1 2020 Committee Chairs Workshop subcommittee – Update</b>	<p>Saif provided an update regarding preparation for the workshop. He invited all ACV members to participate in a training session for facilitators. The registration for the workshop will close on October 20th.</p>
<b>3.2 Vital Signs Survey Update</b>	<p>Márta presented the second letter to the Committee and Task Force Chairs and a sample template. It was agreed that the ACV will follow up with committees by the end of the year to see if they have developed an action plan.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- ACV to follow up with committees by the end of this year to see if they have developed an action plan.</li> </ul>
<b>3.3 Volunteer Leadership Conference Planning Committee (VLCPC) - Update</b>	<p>Márta provided a brief update that the committee is looking for continuity with the 2020 VLC and is in the process of seeking potential speakers.</p>



<b>3.4 Government Liaison Committee (GLC) - Update</b>	Vicki provided a brief update that the GLP conference which will be held on November 6. There will be multiple speakers and NPP videos. All Council members, C/TF Chairs, Chapter leaders, one government relations rep per riding and local MPPs will be invited to attend the conference.
<b>3.5 Generic Volunteer Profile</b>	The subcommittee had its first meeting prior to the main ACV meeting and discussed the development of a template to share with C/TF Chairs. The purpose of this template is to collect general trends regarding the type of talent sought at various levels of volunteering with PEO.
<b>3.6 ACV 2021 Work and HR Plan</b>	<p>Moved by M. Ecsedi, seconded by L. Lovery:</p> <p><b>That the ACV 2021 Human Resources (HR) Plan be approved as presented. CARRIED.</b></p> <p>Moved by N. Shelton, seconded by S. Rehman:</p> <p><b>That the ACV 2021 Work Plan be approved as amended. CARRIED.</b></p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- ACV to review its Terms of Reference at the next meeting.</li> </ul>
<b>3.7 Electronic meeting policy</b>	The Chair reported that GSI is working on this policy.
<b>3.8 Conflict of Interest <a href="#">Video</a></b>	The discussion of this item was deferred.
<b>4. OTHER BUSINESS</b>	
<b>4.1 ACV 2021 Roster</b>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- Staff to amend the years of service for M. Wesa, V. Hilborn and N.Shelton.</li> </ul>
<b>4.2 Diligent Boards software/<a href="#">How to look professional on zoom</a> / Governance Road map</b>	The discussion of this item was deferred.
<b>5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT</b>	
<b>Future Meetings and Adjournment</b>	<p>The next ACV meeting/event date is:</p> <ul style="list-style-type: none"> <li>- Thursday, December 10</li> </ul> <p>The meeting was adjourned at 7:10pm.</p>