



MINUTES

30 x 30 TASK FORCE

Tuesday, April 6, 2021, 7:00-9:00 pm, via Zoom videoconference

Attendees

Chair: Helen Wojcinski, P.Eng.
Christian Bellini, P.Eng.
Bob Dony, P.Eng.
Lola Hidalgo, P.Eng.

Staff Advisor: Tracey Caruana, P.Eng.

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Conflicts of interest

The chair asked if there were any conflicts of interest. There were none.

3. Approval of the Agenda

Moved by Christian Bellini, seconded by Bob Dony.

That the Agenda be approved. APPROVED.

4. PEO Communication of 30 by 30

- a) PEO 30 by 30 website – updates, logo, employer champions
 - Task Force to review current 30 by 30 web page on PEO website. Content to be posted on the web page by the Communications Department upon request.
- b) Social media campaign; PEO 30 by 30 LinkedIn page
 - PEO does not have a dedicated LinkedIn page for the 30 by 30 initiative. There is a main corporate page and a discussion group page. The Communications Department will consider requests from the Task Force to post material on either of these pages.
 - It is suggested that Chapters post 30 by 30 content on their existing social media accounts rather than creating new ones since PEO's Corporate Social Media Policy allows for Chapters to create only one account per platform.
 - Chapter awareness sessions can be posted on their main page.

Action: Tracey to discuss with Western Region having a notice for their May 20th event posted on PEO's main page by Communications.

Action: Task Force to get clarification from Communications at a follow up meeting to be scheduled.

- c) SharePoint access for Chapter Leads
 - Possible through IT with a list of Chapter leads and email addresses for those who need access, and type of access (read, edit, delete, etc.).
 - Provide IT with name of file and folder.

Action: Tracey to provide list to IT after the May 2021 Chapter Leads meeting.

- d) PEO 30 by 30 Semi-Annual Newsletter
 - For a newsletter, Communications suggests that they could assist with the design, but it will be up to the Task Force and related staff support to produce the content.
 - The Task Force is interested in preparing the newsletter every 6 months.
 - A list of people who will receive the newsletter will be made.
 - Obtain assistance from Communications Department on the newsletter and policies for sending them.

5. Approval of the Minutes of the November 18th, 2020 meeting

The Minutes of the November 18, 2020 meeting were reviewed.

Moved by Bob Dony, seconded by Christian Bellini.

That the Minutes be approved. APPROVED.

6. Review of the November 18th, 2020 Action Log

The Action Log was reviewed quickly.

7. Recent Developments

- a) Task Force Annual Report 2020 – Helen
 - Annual Report submitted in March for the 2021 AGM.
- b) Research Proposal for PEO Gender Audit – Helen
 - Follow up meeting scheduled for April 21.
- c) Engineers Canada's GBA+ survey and 30 by 30 scorecard – Helen/Tracey
 - Task Force discussed the report.
 - Christian to share any feedback with Engineers Canada board.
 - Gender bias on a regulator level to be discussed further with Engineers Canada.
- d) Update on Employer Follow Up – Helen/Tracey
 - Reviewed employer status updates.
 - Helen and Tracey to follow up with a few employers.

8. Review of Chapter Hosted 30 by 30 Awareness Sessions

- a) Debrief on March 11th meeting
 - Next Chapter Leads meeting is scheduled for May 25.

- Western Region's Employer Awareness Session is scheduled for May 20.
- Lola and Bob to oversee Western Region.
- Task Force discussed level of preparation for Chapter awareness sessions.
- Most Chapters were quite organized and enthusiastic which is encouraging.

- b) Next steps with Chapter Leads for 2021
 - i. 30 by 30 Awareness Session Planning Meeting in May 2021
 - ii. Hosting Awareness Sessions before Annual Check-In
 - iii. Preparing Chapters for Action Planning Sessions in 2022 – meeting in fall 2021

9. Follow Up with Employers

- a) Status on employers on becoming 30 by 30 Champions
 - Covered above in section 7d.

10. Special session with internationally educated women

- a) Thoughts
 - What can we cover and what can PEO do to facilitate engagement with this group?
 - Focus on barriers that are faced such as the one year of Canadian experience or the lack of support system.
 - Managing expectations.
 - Timing for this session could be around the fall.

11. Other Business

None.

12. Next Meeting – TBD

The next meeting will take place in early to mid-June.

Action: Tracey to send a Doodle poll to the Task Force to schedule next meeting for early to mid-June.

13. Adjournment

The meeting was adjourned at 9:20 pm.