



# MINUTES

## 30 x 30 TASK FORCE

Tuesday, July 24, 2018, 5:00-7:00 p.m. via teleconference

### Attendees

Chair: Helen Wojcinski, P.Eng.  
Vice-Chair: Christian Bellini, P.Eng.  
Lola Hidalgo, P.Eng.  
Staff Advisor: Jeannette Chau, P.Eng.  
Regrets: Bob Dony, P.Eng.

#### 1. Call to Order

The meeting was called to order at 5:00 p.m.

#### 2. Conflicts of interest

The chair asked if there were any conflicts of interest. No conflicts were identified.

#### 3. Approval of the Agenda

Moved by Lola Hidalgo, seconded by Christian Bellini.

**That the Agenda be approved. APPROVED.**

#### 4. Approval of the Minutes of the June 14, 2018 Meeting

Moved by Christian Bellini, seconded by Lola Hidalgo.

**That the Minutes of the meeting be approved. APPROVED.**

#### 5. Recent Developments

- **Engineers Canada Strategic Plan 2019/2021 and revised 30x30 Mandate**

The Engineers Canada 30x30 Mandate has expanded to not only recruitment but to also include retention and professional development. The PEO 30x30 Task Force is aligned to this and the Action Plan will reflect it. However, the focus will be on recruitment, per the PEO 30X30 Task Force's original mandate, starting first with EIT programs that can then be evolved into more formalized professional development/career advancement programs to retain women in the profession. PEO will focus on the licensure portion. Logistically it might be hard to meet the Engineers Canada target.

- **Canadian Academy of Engineering AGM- Future of Engineering**

Helen Wojcinski attended the Canadian Academy of Engineering AGM. A copy of the presentation by the Dean of McGill Engineering on the future of engineering is attached for the information of the Task Force.

- **OSPE/WE-ACT Fall Forum**

The OSPE WE-ACT Fall Forum is being held on Wed Oct 10<sup>th</sup>, 2018 in Ottawa. A discussion on attending was held. Helen Wojcinski indicated that President Brown has been advised that OSPE, as a 30 by 30 Champion, should include an item on the agenda for the initiative, especially given that the Fall Forum is their signature event for women in engineering. As well, President Brown should be provided an opportunity to make a formal address to the conference, and the panel on leadership should include a PEO woman councillor(s) to showcase that there is a record number of women engineers on PEO Council. It was decided that it would be beneficial for the 30x30 Task Force members to attend. There is sufficient budget within the Task Force budget to cover the cost of attending the conference. OSPE has arranged a corporate rate at a nearby hotel for the conference; information on conference can be found on OSPE's website.

**Action: Task Force members who are interested in attending to please let Jeannette Chau know as soon as possible so that tickets may be purchased.**

**Action: Task Force members are to make their own travel and accommodation arrangements and then submit expense claims to Jeanette Chau.**

- **OSPE's Sponsoring Request of PEO**

Sponsorship is not within the mandate of the 30x30 Task Force. The question of sponsorship is being reviewed at President Brown's level. However, the 30X30 Task Force can review requests and provide recommendations and speaking points to President Brown.

## **6. Discussion/Approval of Revised 30x30 PEO Action Plan**

The Task Force reviewed the draft Action Plan.

Lola Hidalgo brought forward some comments.

PEO will continue the 30x30 role after the Task Force is ended. Helen Wojcinski suggested that the President and Registrar might be the champions going forward.

It was suggested that RCC and chapters be included in the action plans developed.

Encouragement of partner awards was also suggested, as well as tie in with other Women in Engineering committees.

**Action: Helen Wojcinski will make edits to the Action Plan and send back to the Task Force for final review/approval before submission to PEO Council.**

## **7. Discussion/Approval of Revised 30x30 Terms of Reference**

The 30x30 Terms of Reference were reviewed and approved.

## **8. Discussion/Approval of Revised 30x30 Work Plan/HR Plan**

The 30x30 Work Plan was reviewed and discussed. Helen Wojcinski will modify the plan to cover to year end 2019.

The HR Plan was reviewed and discussed. The Broad Engagement section will be updated.

**Action: Helen Wojcinski will modify the Work Plan and HR Plan and resend to the Task Force.**

**9. Discussion/Approval of Briefing Note for PEO Council September Meeting**

The Briefing Note for the PEO Council was approved via email prior to the meeting and confirmed on the call for submission to the PEO Council meeting.

**10. Other Business**

Helen Wojcinski will contact President Brown and update him on the 30x30 Task Force activities.

**11. Next Meetings until December 2018**

The next meeting will be held face-to-face in September.

Meetings will be held face-to-face once/month until December 2018

**Action: Jeannette Chau to determine best dates that align with other PEO meetings that Task Force members are attending, and to schedule the meetings.**

**12. Adjournment**

The meeting was adjourned at approximately 7:00 pm