

# Minutes

## Equity & Diversity Committee

Wednesday, January 20, 2016

Room 1B, PEO Offices

5:00 PM

Present: Márta Ecsedi, P.Eng. (Chair)  
Merv Dewasha, P.Eng. (Vice Chair)  
Greg Allen, P.Eng.  
Vera Straka, P. Eng.

Regrets: Rishi Kumar, P.Eng.  
Sharon Reid, LGA  
Rakesh Shreewastav, P.Eng.

Consultant: Ann Holmes

Staff: Fern Gonçalves  
Rob Dmochewicz

### 1. Opening Remarks

The Chair, Márta Ecsedi, welcomed everyone and called the meeting to order at 5:30 PM. The Chair presented a 5-year service recognition award to member Vera Straka.

### 2. Approval of Agenda

Moved by Vera Straka, seconded by Merv Dewasha, that the Agenda be approved as presented.

**MOTION CARRIED**

### 3. Approval of Minutes

Moved by Vera Straka, seconded by Greg Allen, that the Minutes of the December 9, 2015 meeting be approved as presented.

**MOTION CARRIED**

### 4. Update: EDC Membership

The Chair advised that member Shaun Rose has submitted his resignation effective immediately. She is hopeful that Shaun will be able to join EDC at the March meeting for a farewell dinner. The Chair encourages everyone to try to attend in person as we will be having a dining room dinner and presentation of a Certificate of Appreciation to Shaun.



Fern Gonçalves reported that a volunteer posting, advertising the opening for an additional EDC member, has been posted on PEO's website and that an e-blast is planned for distribution shortly.

## 5. E&D Implementation Action Plan

### • Policy Statement #7 & #5 - EDC Survey and Feedback Form

#### (i) EDC Survey

The committee discussed selection of an appropriate month to administer the second EDC survey and agreed to defer setting a date pending an update of the results from the Member Satisfaction Survey.

It was agreed that Greg Allen and Vera Straka will undertake to review the full report of the Member Satisfaction Survey results that will be presented to Council in March, and present an executive summary of any E & D related results at the May 10 EDC meeting.

#### (ii) Feedback Form

The Chair reported that the approved feedback form is posted on SharePoint. All members are encouraged to use the form when facilitating the E&D presentation to groups, and then to provide the completed forms to staff so the feedback can be tracked. The form is to be distributed at the beginning of the presentation as identified on slide #2 of the PPT.

### • Policy Statement #6 – Proposal for introduction of Chapter Award

The committee reviewed and discussed the proposal which had been revised by the task group. Based on subsequent feedback, Vera Straka will revise the proposal for further discussion at the March 8 meeting. After the committee develops the evaluation criteria, the final proposal will be presented to the Regional Councillors' Committee in April.

#### Action:

- Vera Straka to prepare a final version of the Chapter Award proposal for the March 8 meeting

### • Policy Statement #3 – Develop guidelines about expectations for Chapter Chair reporting

The committee agreed to revise the Action Plan by removing reference to developing guidelines about Chapter reporting.

### • Policy Statement #2 – E&D PowerPoint Presentation and 2016 *Engineering Dimensions* Article Ideas

#### (i) E&D PowerPoint Presentation

The Chair reported that she had updated the log of presentations to Chapters. Staff will post the log on SharePoint and also distribute a copy to all members.

#### Action:

- Staff to send the Chair a list of the PEO Chapters' e-mail contacts

#### (ii) 2016 *Engineering Dimensions* Article Ideas

Ann Holmes reported that she has prepared a draft article for the March/April *Engineering Dimensions* issue, which is due January 25. The article is entitled "EDC works through collaboration".



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It was agreed that the draft article would be distributed to Vera Straka and Greg Allen, who will provide their feedback to Ann by Sunday, January 24.

**Action:**

- Staff to send Vera and Greg an electronic version of draft article

- **Year Five/Six Objectives**

Ann Holmes facilitated a discussion to review year five (2015) and set year six (2016) objectives for the E&D Policy Implementation Plan. Each policy statement and the respective action plan were reviewed. A further review will take place at the March meeting.

**6. New Business – SharePoint Use/Training**

Rob Dmochewicz provided an overview of the instructions to access SharePoint and a step-by-step review of the SharePoint EDC folder as well as provided a brief look at the EDC webpage.

**7. Next Meeting Dates**

- Tuesday, March 8, 2016
- Tuesday, May 10, 2016
- Tuesday, June 14, 2016
- Wednesday, September 21, 2016
- Tuesday, November 1, 2016
- Tuesday, December 6, 2016

**There being no further business, the meeting adjourned at 7:48 PM.**