



# Minutes

## Equity & Diversity Committee

Wednesday, September 21, 2016

Room 1D, PEO Offices

5:00 PM

Present: Márta Ecsedi, P.Eng. (Chair) – by teleconference  
Greg Allen, P.Eng.  
Nima Eslaminasab, P.Eng.  
Vera Straka, P. Eng. – by teleconference  
Bob White, P.Eng.

Regrets: Rishi Kumar, P.Eng.  
Simone Larcher, P.Eng.  
Rakesh Shreewastav, P.Eng.

Consultant: Ann Holmes

Staff: Fern Gonçalves  
Rob Dmochewicz

### 1. Opening Remarks

The Chair, Márta Ecsedi, called the meeting to order at 5:30 PM and welcomed everyone. She introduced a new member, Bob White. Bob is a member of the First Nations community in Newfoundland and has over 30 years of experience as a management consultant and advisor to business, business associations and government on best practice standards and instruments for social responsibility and sustainable development. He is a Professional Engineer, Certified Management Consultant, and a member of Transparency International, Development and Peace, Toronto Area Interfaith Council, and the Toronto Urban Native Ministry.

### 2. Approval of Agenda

Moved by Vera Straka, seconded by Nima Eslaminasab, that the Agenda be approved as presented.  
**MOTION CARRIED**

### 3. Approval of Minutes

Moved by Vera Straka, seconded by Nima Eslaminasab, that the Minutes of the June 14, 2016 meeting be approved as presented.  
**MOTION CARRIED**



#### 4. Equity & Diversity Implementation Action Plan – Review

Ann Holmes reviewed the standing agenda items and future action planning identified in the Policy Implementation Action Plan. She presented a “Design – Refine – Remove” process along with key action planning questions:

- How much work is involved?
- Are the results worth the effort?
- What can be done with low or no budget impact?
- Where does the action fit within the E&D Policy?
- What will the action achieve?

- **Policy Statement 7 – Update on the Member Satisfaction Survey Summary Report**

The Chair reminded committee members that Greg Allen and Vera Straka had been tasked with reviewing the Member Satisfaction Survey results report to identify potential equity and diversity issues and she invited them to present their findings.

Greg identified the following items:

- Gender representation on Council – 2 occurrences out of 318 comments mentioned that women should have an increased presence on Council and that 50/50 gender balance is ideal
- Younger Councillor representation – 11 occurrences out of 318 comments noted that more young professionals are needed on Council to adapt to the changing world and perspectives
- Almost half (44%) of the respondents were license holders with greater than 20 years of experience

Ann commented that a balanced gender representation on Council would complement the Equity & Diversity Policy while the age (younger representation) would not.

- **Policy Statement 6**

- (i) Attentive to E-blasts (Awards Program / Council Election / Volunteer Openings)

Ann reminded committee members that they should encourage people from various demographics to apply for volunteer openings, award nominations, and run for elected Council positions.

Fern advised that, when reaching to their networks, EDC members should ensure they are accurately and appropriately communicating information, and encouraged everyone to verify the requirements posted on PEO’s website and eligibility criteria for volunteer openings, award nominations, and Council election.

**Action:**

- Staff to forward summary sheet of PEO Awards Program to the EDC members

- (ii) Proposal for Pilot to introduce a Chapter Award

Fern advised that the next RCC meeting takes place in November and the proposal to introduce a Chapter Equity & Diversity Recognition Award is on the meeting Agenda.



- **Policy Statement 2**

- (i) Presentation Log

The Chair reported that she recently completed two Chapter presentations (Thousand Islands and Kingston) and has another 5-6 presentations planned for fall-winter 2016. She also reported that, including the presentations scheduled for fall and winter, one third of the PEO Chapters have been already covered.

Fern suggested compiling presentation feedback forms on an annual or semi-annual basis.

**Action:**

- Márta to send an updated Presentation Log to staff, to be used for updating the E&D Implementation Action Plan and to be placed on SharePoint and to provide copies of evaluation feedback forms

- (ii) Engineering Dimensions Articles

Ann reported that in 2016 one article was published in the May/June issue.

Márta provided a brief update on the second, Aboriginal-related article. Based on input from the Acting Editor of Engineering Dimensions, the article will be re-written and a new target for publishing is 2017.

The committee continued a discussion about possible topics for the ED articles. Fern advised that, according to the EDC mandate, the articles should be PEO-related.

- **Policy Statement 1 – E&D Online Module**

Fern reported that four new Councillors were recently appointed and that they have been asked to complete the E&D Online Module. She also advised that the module has been a part of the volunteer and staff orientation for past two years.

Fern also reported that ScholarLab launched a new platform and currently all PEO's online modules are available at <https://peo.its-online.net>. This new platform is more user-friendly however, as a part of the migration process, the Discussion Board was disabled. Therefore, the task given to Simone to gather comments submitted through the Discussion Board cannot be realized.

Bob White reported a technical issue regarding his ability to complete the E&D Online Module and accessing the certificate upon completion. Staff will contact the vendor to resolve this issue.

**Action:**

- Staff to contact ScholarLab regarding online module technical issue

## 5. EDC Work Plan

Fern advised that each committee needs to submit an annual Work Plan for Council approval. The committee reviewed the 2016 Work Plan and updated the Action Plan Activities for 2017.

**Action:**

- Staff to update the EDC Work Plan and provide for Council approval



**Next Meeting Dates**

- Tuesday, November 1, 2016
- Tuesday, December 6, 2016

**There being no further business, the meeting adjourned at 8:10 PM.**

**LIST OF ACTION ITEMS:**

Responsible	Action	Date Assigned	Status
Fern	To continue to monitor Committee use of E&D Work Plan template	January 20, 2016	Ongoing
Márta	To finalize <i>Engineering Dimensions</i> article on aboriginal access programs	January 20, 2016 Action update: September	In process, publishing date deferred to 2017
Márta Ecsedi	To update the E&D PPT presentation log	March 8, 2016	Ongoing
Greg and Vera	To review Member Satisfaction Survey and advise whether there are any E&D issues raised by responders	March 8, 2016	Completed - September 21, 2016
Vera	To draft a memo describing the brainstorming e-mail process to take place over June/July regarding article topics	June 14, 2016	Completed – August, 2016
Simone	To gather comments submitted on the ScholarLab website through Discussion Boards or Action Plans	June 14, 2016	
Staff	To forward summary sheet of PEO Awards Program to the EDC members	September 21, 2016	
Márta	To send an updated Presentation Log to staff and to provide copies of evaluation feedback forms	September 21, 2016	
Staff	To contact ScholarLab regarding online module technical issue	September 21, 2016	
Staff	To update the EDC Work Plan and provide for Council approval	September 21, 2016	