



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, August 9, 2018

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

| | |
|--|--|
| <p>Attendance:</p> | <p>Sean McCann, P.Eng. – Chair Lisa Lavery, P.Eng. – Vice Chair Chris Kan, P.Eng. – Past Chair Michael Chan, P.Eng. – acting Council Liaison Christian Bellini, P.Eng. Nick Colucci, P.Eng. Márta Ecsedi, P.Eng. (teleconference) Eric Nejat, P.Eng. Vic Pakalnis, P.Eng. (teleconference)</p> <p>Regrets: Doug Hatfield, P.Eng. Fern Gonçalves – Director, People Development (Committee Advisor)</p> <p>Staff: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> |
| <p>AGENDA ITEMS</p> | <p>ROUTINE BUSINESS</p> |
| <p>1.1 Welcome and Introduction</p> | <p>The Chair welcomed everyone and called the meeting to order at 6:06pm.</p> |
| <p>1.2 Approval of Agenda</p> | <p>Moved by Nick Colucci, seconded by Márta Ecsedi: That the Agenda be approved as amended. MOTION CARRIED.</p> |
| <p>1.3 Approval of Minutes (May 24, 2018)</p> | <p>Moved by Nick Colucci, seconded by Márta Ecsedi: That the Minutes of the ACV meeting held on May 24, 2018 be approved as presented. MOTION CARRIED.</p> |
| <p>1.4 Council Update – June 22, 2018</p> | <p>Michael provided an update on the Council meeting held on June 22, 2018, as per the disposition of motions.</p> |



| | |
|--|---|
| 2. COMMITTEE AND TASK FORCE REQUESTS | |
| 2.1 30 by 30 Task Force Terms of Reference (30/30TF) | Moved by Márta Ecsedi, seconded by Christian Bellini: That the 30 by 30 Task Force (30/30TF) Terms of Reference be approved as presented. MOTION CARRIED. |
| 2.2 Discipline Committee (DIC) Terms of Reference – Response from Council | The Chair provided an update on the Council’s motion and subsequent communication with the DIC Chair and Secretariat. Action [1]: <ul style="list-style-type: none"> Changes to the Terms of Reference Template to be put on the ACV’s Agenda for future meetings. |
| 3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS | |
| 3.1 Strategic Planning and Evaluation Policy subcommittee – Update | The Chair provided an update that the ACV’s proposal was submitted for review to the Senior Management Team (SMT) and the committee will be advised on the next steps after the September Council meeting. In total, 93 proposals were received for 9 objectives; 35 of the proposals apply to more than one objective. |
| 3.2 Succession Planning Subcommittee – New member orientation binder and update | The Chair provided an update that the subcommittee continues to work on developing a training manual for new members, ACV’s Succession Plan and Self-evaluation form. Action [2]: <ul style="list-style-type: none"> The <i>Self-evaluation Form</i> to be re-worded and presented at the next meeting along with the Policy Implementation Plan. |
| 3.3 2018 Committee Chairs Workshop subcommittee - Update | The Vice Chair reported that the facilitator for the workshop had been retained and the subcommittee is in the process of finalizing the theme, activities and other details of the workshop. The invitation to register for the workshop is scheduled to be sent out by mid-September. Action [3]: <ul style="list-style-type: none"> Staff to send a reminder to the ACV members who attended the 2017 workshop to complete the follow-up survey by Aug 20th. |
| 3.4 Volunteer Leadership Conference Planning Committee (VLPC) – Update | Márta Ecsedi – VLPC Vice Chair, noted that the VLPC has a meeting on Aug 14 th and it will start planning for the 2019 conference. |



| | |
|--|---|
| <p>3.5 Government Liaison Committee (GLC) – Update</p> | <p>Nick Colucci – ACV rep on the GLC, provided a brief update on the committee’s past activities and future events, such as Queen’s Park and “Take your MPP to work” organized by PEO Chapters.</p> <p>Due to concerns raised by GLC members and Committee Chair Workshop participants, the ACV rep on the GLC was to assist in ensuring future Annual Chairs Workshops and GLC Meetings with MPPs at Queens Park are not scheduled within the same week.</p> |
| <p>4. OTHER BUSINESS</p> | |
| <p>4.1 Revised Expense Reimbursement Policy</p> | <p>The committee members provided their feedback and comments regarding the proposed changes to the <i>Expense Reimbursement Policy</i>, as presented in Appendix A.</p> <p>Action [4]:</p> <ul style="list-style-type: none"> • Staff to submit the ACV’s feedback and comments to the Audit Committee (AUC) Advisor. |
| <p>4.2 Retiring members 2019-2020</p> | <p>The discussion of this item was deferred to the next meeting.</p> |
| <p>4.3 Communications Committee History</p> | <p>Eric Nejat provided information regarding the PEO’s Communications Committee. It was advised that Nick presents a member submission at the Annual General Meeting (AGM) and seek Council’s directive on this matter.</p> |
| <p>5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT</p> | |
| <p>Future Meetings and Adjournment</p> | <p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none"> - Thursday, October 4, 2018 - Friday, October 26, 2018 - Committee Chairs Workshop - Thursday, December 6, 2018 <p>The meeting was adjourned at 8:12pm.</p> |