



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, August 11, 2016

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

<p>Attendance:</p>	<p>Chris Kan, P.Eng. – Chair Christian Bellini, P.Eng. – Vice Chair/Council Liaison Michael Chan, P.Eng. Nick Colucci, P.Eng. Denis Dixon, P.Eng. Márta Ecsedi, P.Eng. Doug Hatfield, P.Eng. Sean McCann, P.Eng. Vic Pakalnis, P.Eng.</p> <p>Staff: Fern Gonçalves – Director, People Development (Committee Advisor) 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 6:00pm. He congratulated Michael Chan, P.Eng. on his appointment as an LGA member of PEO Council.</p>					
<p>1.2 Approval of Agenda</p>	<p>Moved by Nick Colucci, seconded by Márta Ecsedi:</p> <p>That the Agenda be approved as presented. MOTION CARRIED.</p>					
<p>1.3 Approval of Minutes (May 26, 2016)</p>	<p>Moved by Doug Hatfield, seconded by Vic Pakalnis:</p> <p>That the Minutes of the ACV meeting held on May 26, 2016 be approved as presented. MOTION CARRIED.</p>					
<p>1.4 Council Update</p>	<p>Fern provided a brief summary of key Council decisions from the June 23, 2016 meeting, such as establishment of Council Composition Task Force. She also reported the following changes to PEO Council membership:</p> <table border="1" data-bbox="613 1801 1523 1957"> <thead> <tr> <th data-bbox="613 1801 1068 1864">Outgoing lay LGAs</th> <th data-bbox="1068 1801 1523 1864">Incoming lay LGAs</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 1864 1068 1957">Rebecca Huang, LL.B. Sharon Reid, CET</td> <td data-bbox="1068 1864 1523 1957">Lew Lederman, QC Nadine Rush, CET</td> </tr> </tbody> </table>		Outgoing lay LGAs	Incoming lay LGAs	Rebecca Huang, LL.B. Sharon Reid, CET	Lew Lederman, QC Nadine Rush, CET
Outgoing lay LGAs	Incoming lay LGAs					
Rebecca Huang, LL.B. Sharon Reid, CET	Lew Lederman, QC Nadine Rush, CET					



	<i>Outgoing member LGAs</i>	<i>Incoming member LGAs</i>
	Ishwar Bhatia, P.Eng. Santosh Gupta, P.Eng.	Michael Chan, P.Eng. Tim Kirkby, P.Eng.
2. COMMITTEE AND TASK FORCE CONSULTATIONS/REQUESTS		
2.1 Volunteer Leadership Conference Planning Committee (VLCPC) Terms of Reference	<p>The Chair advised that the Volunteer Leadership Conference Planning Committee (VLCPC) had met on August 10, 2016 and revised their Terms of Reference for ACV to review and endorse.</p> <p>Moved by Vic Pakalnis, seconded by Christian Bellini:</p> <p>That the revised VLCPC Terms of Reference be accepted as presented. MOTION CARRIED.</p>	
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS		
3.1 ACV Report to HRC - Update	<p>The Chair reported that the HRC had reviewed and generally approved the report ACV had prepared, presenting recommendations on term limits and <i>Committees and Task Force (C&TF) Policy</i> updates. Also, the HRC extended its appreciation for the efforts.</p> <p>The committee reviewed and discussed the amendments made by the HRC to the proposed Briefing Note motions. Committee members were also advised that HRC had endorsed that ACV further review the <i>C&TF Policy – Reference Guide</i> (Section 3.7) to develop and present recommendations on implementing a committee self-evaluation process including revising the template form.</p> <p>It was agreed that a subcommittee will work on the committee self-evaluation project. Michael Chan was added to the subcommittee membership.</p>	
3.2 2016 Committee Chairs Workshop Subcommittee – Update	<p>Sean McCann provided an update on the progress made by the Workshop subcommittee. The theme for the workshop is ‘Volunteer Engagement’ and the selected facilitator is Bobby Umar, P.Eng.</p> <p>Interest was expressed on one of the seminar topics outlined in Umar’s bio summary, entitled ‘Have you ever felt lost as a leader? It’s okay, we all have’ and it was suggested that the facilitator could incorporate comments from his topic into the workshop’s Volunteer Engagement theme.</p>	



3.3 2016 Volunteer Leadership Conference - Update	No update was provided.
3.4 Vital Signs Survey - Update	Christian and Márta confirmed that they would meet in September to conduct a full review of the 2013 Vital Signs Survey questionnaire and develop recommendations for presentation to ACV.
4. OTHER BUSINESS	
4.1 2017 Work and HR Plans	<p>The committee reviewed the draft 2017 Work Plan and made amendments.</p> <p>The committee reviewed the draft 2017 HR Plan & approved as presented.</p> <p>Moved by Michael Chan, seconded by Sean McCann:</p> <p>That People Development recruit one additional member to the ACV, for a total of 10 members. MOTION CARRIED.</p>
4.2 Committee Self-Evaluation Process	This item was discussed under 3.1.
4.3 Presentation of Certificates of Appreciation	The Chair presented Certificates of Appreciation to Nick Colucci, P.Eng. and Doug Hatfield, P.Eng. for their service on the Volunteer Leadership Conference Planning Committee (VLCPC).
5. MEETING EVALUATION [by Vic Pakalnis]	
6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	<p>The next ACV meeting dates are:</p> <ul style="list-style-type: none"> • Thursday, September 15, 2016 • Friday, October 28, 2016 - Committee Chairs Workshop • Thursday, December 1, 2016 <p>The meeting was adjourned at 7:45pm.</p>