



# Minutes

## ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

**Date:** Thursday, January 12, 2017  
**Location:** PEO Offices, Room 1C (moved to 1B)  
**Time:** 5:00pm – 8:00pm

<p><b>Attendance:</b></p>	<p>Chris Kan, P.Eng. – Chair Michael Chan, P.Eng. Márta Ecsedi, P.Eng. Denis Dixon, P.Eng. (teleconference) Doug Hatfield, P.Eng. Sean McCann, P.Eng.</p> <p><b>Regrets:</b> Christian Bellini, P.Eng. – Vice Chair/Council Liaison Nick Colucci, P.Eng. Vic Pakalnis, P.Eng.</p> <p><b>Staff:</b> Fern Gonçalves – Director, People Development (Committee Advisor) Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p>
<p><b>AGENDA ITEMS</b></p>	<p>ROUTINE BUSINESS</p>
<p><b>1.1 Welcome and Introduction</b></p>	<p>The Chair welcomed everyone and called the meeting to order at 5:50pm. Je introduced Lisa Lovery, P.Eng., recommended by the Chair and Vice Chair for membership on ACV.</p> <p>The Chair invited all to introduce themselves.</p>
<p><b>1.2 Approval of Agenda</b></p>	<p>Moved by Márta Ecsedi, seconded by Sean McCann:</p> <p><b>That the Agenda be approved as presented. MOTION CARRIED.</b></p>
<p><b>1.3 Approval of Minutes (December 1, 2016)</b></p>	<p>Moved by Doug Hatfield, seconded by Michael Chan:</p> <p><b>That the Minutes of the ACV meeting held on December 1, 2016 be approved as presented. MOTION CARRIED.</b></p>
<p><b>2. COMMITTEE AND TASK FORCE CONSULTATIONS/REQUESTS</b></p>	
<p>No requests</p>	



<b>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</b>	
<p><b>3.1 Term Limits for Chair, Vice Chair and members</b></p>	<p>The committee discussed various term limits scenarios and agreed on the following language:</p> <p><b>Chair:</b> Maximum of 4 cumulative years, subject to annual renewal.</p> <p><b>Vice Chair:</b> Elected annually.</p> <p><b>Members:</b> Appointed annually for a one-year term, from January to December. May be re-appointed to a maximum of 12 years.</p> <p>The Terms of Reference to be amended as follows: <b>Quorum</b> to read: '50% of membership'.</p>
<p><b>3.2 Committee Chairs Workshop</b></p>	<p>The Chair advised that the 2017 Committee Chairs Workshop is confirmed for Friday, November 3, 2017.</p>
<p><b>3.3 Vital Signs Survey</b></p>	<p>The committee agreed that the 2017 Vital Signs Survey will be send out to all committee and task force volunteers at the beginning of March.</p> <p><b>Action [1]:</b> Márta and Fern will consider Denis' proposal to add a question: <i>Is there a committee member ready to take over as Chair?</i></p>
<b>4. OTHER BUSINESS</b>	
<p><b>4.1 Election of Chair and Vice Chair</b></p>	<p>The Committee held an election for the position of Committee Chair and Vice Chair.</p> <p>Moved by Denis Dixon, seconded by Doug Hatfield:</p> <p><b>That Chris Kan, P.Eng. be elected as the ACV Chair for 2017. MOTION CARRIED.</b></p> <p>Moved by Doug Hatfield, seconded by Michael Chan:</p> <p><b>That Sean McCann, P.Eng. be elected as the ACV Vice Chair for 2017. MOTION CARRIED.</b></p> <p><b>Action [2]:</b> Staff to submit this information to Council at their next meeting.</p>
<p><b>4.2 Ratification of new member</b></p>	<p>Moved by Michael Chan, seconded by Márta Ecsedi:</p> <p><b>That the committee move in-camera. MOTION CARRIED.</b></p>



<b>4.3 ACV Subcommittee Work Status and Update</b>	<p>The Chair reviewed the ACV subcommittee list and Project Task Log. A brief update was provided for each subcommittee/task.</p> <p>HR and Work Plans to be amended to reflect changes in the committee membership and activities.</p>
<b>5. MEETING EVALUATION [by Doug Hatfield]</b>	
<b>6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT</b>	
<b>Future Meetings and Adjournment</b>	<p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none"><li>• Thursday, March 2, 2017</li><li>• <i>Friday, April 21-22, 2017 – Volunteer Leadership Conference</i></li><li>• Thursday, May 25, 2017</li><li>• Thursday, August 10, 2017</li><li>• Thursday, September 28, 2017</li><li>• <i>Friday, November 3, 2017 – Committee Chairs Workshop</i></li><li>• Thursday, December 7, 2017</li></ul> <p>The meeting was adjourned at 7:46pm.</p>