



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, March 3, 2016

Location: PEO Offices, Room 1B

Time: 5:00pm – 8:00pm

<p>Attendance:</p>	<p>Chris Kan, P.Eng. – Chair Christian Bellini, P.Eng. – Vice Chair Michael Chan, P.Eng. Denis Dixon, P.Eng. Márta Ecsedi, P.Eng. Doug Hatfield, P.Eng. Sean McCann, P.Eng. Vic Pakalnis, P.Eng. (teleconference)</p> <p>Regrets: Nick Colucci, 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.</p>
<p>1.2 Approval of Agenda</p>	<p>Moved by Doug Hatfield, seconded by Vic Pakalnis: That the Agenda be approved as presented. MOTION CARRIED.</p>
<p>1.3 Approval of Minutes (January 14, 2016)</p>	<p>Moved by Doug Hatfield, seconded by Denis Dixon: That the Minutes of the ACV meeting held on January 14, 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 February 4-5, 2016 meeting, as follows:</p> <ul style="list-style-type: none"> - Council approved the creation of two new task forces: (1) Continuing Professional Competence Program (CP²) Task Force; and (2) Council Term Limits (CTL) Task Force. - Council approved establishment of 3-person Advisory Communications Board regarding the publication of



	<p><u>Engineering Dimensions.</u></p> <ul style="list-style-type: none"> - Council rescinded a number of motions related to the Legislation Committee (LEC). 																						
2. COMMITTEE AND TASK FORCE CONSULTATIONS/REQUESTS																							
2.1 Complaints Committee (COC) Terms of Reference	Deferred to the next meeting at the COC's request.																						
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS																							
3.1 2016 Committee Chairs Workshop – Subcommittee Update	No update.																						
3.2 2016 Volunteer Leadership Conference - Update	<p>The Chair provided a brief overview of the agenda planned for the 2016 Volunteer Leadership Conference (VLC), as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="2" style="text-align: center;"><i>Challenging the Status Quo [Chapters and Committees Connecting to Create New Pathways to Service]</i></th> </tr> <tr> <th style="text-align: center;">TIME</th> <th style="text-align: center;">AGENDA ITEM</th> </tr> <tr> <td style="text-align: center;">7:00 – 8:00am</td> <td>Registration & Breakfast</td> </tr> <tr> <td style="text-align: center;">8:00 – 8:20am</td> <td>Welcome & Opening Remarks, Introductions & Overview of the day</td> </tr> <tr> <td style="text-align: center;">8:30 – 10:00am</td> <td>Breakout Session / discussion groups</td> </tr> <tr> <td style="text-align: center;">10:00 – 10:30am</td> <td>Coffee Break & Networking</td> </tr> <tr> <td style="text-align: center;">10:30am – 12:00pm</td> <td>Breakout Session - resume</td> </tr> <tr> <td style="text-align: center;">12:00 – 2:00pm</td> <td>Lunch & Networking (Keynote Speaker)</td> </tr> <tr> <td style="text-align: center;">2:00 – 3:30pm</td> <td>Group presentations</td> </tr> <tr> <td style="text-align: center;">3:30 – 3:45pm</td> <td>Next Steps & Recommendations</td> </tr> <tr> <td style="text-align: center;">3:45 – 4:00pm</td> <td>Closing Remarks & Evaluation</td> </tr> </table> <p>The Chair noted that invitations were sent out to all Council members, Committee/Task Force Chairs and Vice Chairs, as well as Chapter Chairs (2 per Chapter). The invitation included brief descriptors of the five (5) discussion topics, as follows:</p> <ol style="list-style-type: none"> 1. Engineering Intern (EIT) Monitoring. 2. Experience Requirements Committee (ERC) Interviews at Local Chapters. 3. Licensure Assistance Program (LAP). 4. Structured Internship Program. 5. Succession Planning, Term Limits and Continuity. 	<i>Challenging the Status Quo [Chapters and Committees Connecting to Create New Pathways to Service]</i>		TIME	AGENDA ITEM	7:00 – 8:00am	Registration & Breakfast	8:00 – 8:20am	Welcome & Opening Remarks, Introductions & Overview of the day	8:30 – 10:00am	Breakout Session / discussion groups	10:00 – 10:30am	Coffee Break & Networking	10:30am – 12:00pm	Breakout Session - resume	12:00 – 2:00pm	Lunch & Networking (Keynote Speaker)	2:00 – 3:30pm	Group presentations	3:30 – 3:45pm	Next Steps & Recommendations	3:45 – 4:00pm	Closing Remarks & Evaluation
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4. OTHER BUSINESS	
4.1 Gap Analysis of Committee Volunteer Database	<p>The Committee reviewed the presented <i>Gap Analysis</i> document and made a decision to create a subcommittee consisting of:</p> <ul style="list-style-type: none"> - Chris Kan (Chair) - Christian Bellini - Sean McCann <p>Action [1]: The subcommittee to send draft recommendations to the ACV members by mid-May, so that the committee could make a decision at their May 26th meeting.</p>
4.2 ACV Subcommittees and Project Tasks - Update	<p>The updated subcommittee / project task list was reviewed and approved, as amended.</p> <p>Action [2]: Staff to update the ACV's subcommittee / project task list and send the amended version to all.</p>
4.3 Vital Signs Survey	<p>The committee agreed to postpone the Vital Signs Survey to 2017.</p>
4.4 Member Comments	<p>Vic suggested the topic of <i>innovation</i> for future workshops and the Minister of Innovation, Science and Economic Development as a possible keynote speaker.</p>
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, May 26, 2016 • Thursday, August 11, 2016 • Thursday, September 15, 2016 • Friday, October 28, 2016 - Committee Chairs Workshop • Thursday, December 1, 2016 <p>The meeting was adjourned at 7:10pm.</p>



**LIST OF ACTION ITEMS
as of March 3, 2016**

Responsible:	Action:	Status:
1. Gap Analysis of Committee Volunteer Database		
Chris/ Christian/Sean	To send draft recommendations to the ACV members by mid-May, so that the committee could make a decision at their May 26 th meeting.	In progress
2. ACV Subcommittees and Project Tasks - Update		
Staff	To update the ACV's subcommittee / project task list and send the amended version to all.	In progress