



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, May 26, 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 (teleconference) Michael Chan, P.Eng. Denis Dixon, P.Eng. (teleconference) Márta Ecsedi, P.Eng. Doug Hatfield, P.Eng. Sean McCann, P.Eng. Vic Pakalnis, P.Eng.</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 Vic Pakalnis, seconded by Márta Ecsedi: That the Agenda be approved as presented. MOTION CARRIED.</p>
<p>1.3 Approval of Minutes (March 3, 2016)</p>	<p>Moved by Vic Pakalnis, seconded by Michael Chan: That the Minutes of the ACV meeting held on March 3, 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 April 30, 2016 meeting, such as appointments of Council Meeting Chairs, appointments to the Board Committees and election of Vice President.</p>
<p>2. COMMITTEE AND TASK FORCE CONSULTATIONS/REQUESTS</p>	
<p>2.1 Complaints Committee (COC) Terms of Reference</p>	<p>Deferred to the next meeting at the COC's request.</p>



3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 ACV Policy Update Subcommittee – Draft Recommendations on Term Limits and Policy Update	<p>Moved by Vic Pakalnis, seconded by Doug Hatfield:</p> <p>That ACV approve the recommendations on term limits and Policy updates, as developed by the subcommittee, for presentation to the HRC. MOTION CARRIED.</p> <p>Action [1]: Fern will forward the ACV’s Recommendations document to the HRC.</p>
3.2 2016 Committee Chairs Workshop Subcommittee – Update	<p>It was reported that the subcommittee would meet after the main ACV meeting to discuss the upcoming Committee Chairs Workshop.</p>
3.3 2016 Volunteer Leadership Conference - Update	<p>The committee briefly reviewed the summary of feedback from conference participants.</p>
3.4 Vital Signs Survey - Update	<p>The committee briefly reviewed the 2013 Vital Signs questionnaire. It was agreed that Christian and Márta are to meet in September to conduct a full review and develop recommendations for presentation to ACV.</p>
4. OTHER BUSINESS	
4.1 ACV Subcommittee – Status Review	<p>Action [2]: Staff will update the list of ACV subcommittees by adding Doug Hatfield’s name to the ACV Workshop Subcommittee and removing the mention of completed tasks.</p>
4.2 2017 Volunteer Leadership Conference Planning Committee – ACV representatives	<p>Moved by Denis Dixon, seconded by Vic Pakalnis:</p> <p>That Chris Kan, P.Eng. and Márta Ecsedi, P.Eng. be appointed to the 2017 Volunteer Leadership Conference Planning Committee as ACV representatives. MOTION CARRIED.</p> <p>Action [3]: Staff will submit the names of ACV’s representatives on the VLCPC to Council in June.</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, August 11, 2016 • Thursday, September 15, 2016 • Friday, October 28, 2016 - Committee Chairs Workshop • Thursday, December 1, 2016 <p>The meeting was adjourned at 6:40pm.</p>



LIST OF ACTION ITEMS as of May 26, 2016		
Responsible:	Action:	Status:
1. ACV Policy Update Subcommittee – Draft Recommendations on Term Limits and Policy Update		
Fern	To forward the ACV's Recommendations document to the HRC.	In progress
2. ACV Subcommittee – Status Review		
Staff	To update the list of ACV subcommittees by adding Doug Hatfield's name to the ACV Workshop Subcommittee and removing the mention of completed tasks.	In progress
3. ACV Subcommittee – Status Review		
Staff	To submit the names of ACV's representatives on the VLCPC to Council in June.	