



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, October 5, 2017

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

Attendance:	<p>Chris Kan, P.Eng. – Chair Sean McCann, P.Eng. – Vice Chair Michael Chan, P.Eng. Denis Dixon, P.Eng. Márta Ecsedi, P.Eng. Doug Hatfield, P.Eng. Lisa Lovery, P.Eng. Vic Pakalnis, P.Eng.</p> <p>Regrets: Nick Colucci, P.Eng. Christian Bellini, P.Eng. – Council Liaison</p> <p>Staff: Fern Gonçalves – Director, People Development (Committee Advisor) Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p>
AGENDA ITEMS	ROUTINE BUSINESS
1.1 Welcome and Introduction	The Chair welcomed everyone and called the meeting to order at 5:56pm.
1.2 Approval of Agenda	<p>Moved by Vic Pakalnis, seconded by Denis Dixon:</p> <p>That the Agenda be approved as amended. MOTION CARRIED.</p>
1.3 Approval of Minutes (August 10, 2017)	<p>Moved by Vic Pakalnis, seconded by Michael Chan:</p> <p>That the Minutes of the ACV meeting held on August 10, 2017 be approved as presented. MOTION CARRIED.</p>
1.4 Council Update – September 28-29, 2017	Fern provided a brief update on the September Council meeting.



2. COMMITTEE AND TASK FORCE TERMS OF REFERENCE	
There were no requests received from the Committees/Task Forces at this time.	
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 2017 Committee Chairs Workshop – Update	<p>The Subcommittee Chair, Sean McCann, provided an update regarding the details and preparation for the 2017 Committee Chairs Workshop.</p> <p>It was noted that there were 7 topics for discussion in small groups and 7 ACV members were required to act as moderators in those groups. Márta and Denis agreed to be moderators for the remaining two scenarios (those not assigned to the subcommittee members).</p> <p>Action [1]: Staff will send scenarios to all ACV members, for review before the workshop.</p>
3.2 2017 Vital Signs Survey - Update	<p>The ACV members reviewed the draft <i>2017 Vital Signs Survey - Report and Recommendations</i> and agreed that the memo be sent to all volunteers to share the results of the survey, as well as to encourage participation in future surveys.</p> <p>Action [2]: Staff will send out an amended Memo to all PEO committee and task force volunteers on Tuesday, October 17, 2017.</p>
3.3 C & TF Policy Reference Guide – Self-Evaluation Form	<p>It was reported that the subcommittee had not met to discuss the <i>self-evaluation form</i>, however a copy of the form will be included for the small group discussion at the upcoming workshop.</p>
4. OTHER BUSINESS	
4.1 ACV Terms of Reference	<p>Fern notified the committee that, following Council’s directive, all Terms of Reference documents will be amended to incorporate the Council-approved wording for the <i>Terms Limits of Chair/Vice Chair/members</i> and <i>Succession Planning</i> sections. The updated Terms of Reference documents will be sent back to the committees, for their review, and subsequently posted on PEO’s website.</p>
4.2 2018 ACV Work Plan	<p>Moved by Michael Chan, seconded by Doug Hatfield:</p>



	<p>That the 2018 ACV Work Plan be accepted as amended.</p> <p>Action [3]: Staff will submit the amended 2018 ACV Work Plan for Council's approval in November.</p>
4.3 2018 ACV HR Plan	<p>Moved by Sean McCann, seconded by Denis Dixon:</p> <p>That the 2018 ACV HR Plan be accepted as presented.</p> <p>Action [4]: Staff will submit the amended 2018 ACV HR Plan for Council's approval in November.</p>
4.4 2018 ACV Roster	<p>All members present at the meeting confirmed their willingness to continue serving on the ACV in 2018.</p> <p>Action [5]: Staff will submit the 2018 ACV Roster for Council's approval in November.</p>
4.5 2017 ACV Meeting Dates	<p>The committee reviewed and confirmed the proposed meeting/event dates for 2017 as presented in <i>Appendix A</i>.</p> <p>Action [6]: Staff to post the dates on the ACV's webpage.</p>
5. MEETING EVALUATION [by Vic Pakalnis]	
6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	<p>The next ACV meeting/event dates are:</p> <ul style="list-style-type: none"> • <i>Friday, November 3, 2017 – Committee Chairs Workshop</i> • <i>Thursday, December 7, 2017</i> <p>The meeting was adjourned at 8:10pm.</p>

APPENDIX A

2018 ACV meeting dates

Thursday, January 11, 2018
 Thursday, March 8, 2018
Friday, April 20-21, 2018 - Volunteer Leadership Conference
 Thursday, May 24, 2018
 Thursday, August 9, 2018
 Thursday, October 4, 2018
Friday, October 26, 2018 - Committee Chairs Workshop
 Thursday, December 6, 2018