



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, September 15, 2016

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

Attendance:	<p>Chris Kan, P.Eng. – Chair Christian Bellini, P.Eng. – Vice Chair/Council Liaison Michael Chan, P.Eng. Nick Colucci, P.Eng. (teleconference) Denis Dixon, P.Eng. Doug Hatfield, P.Eng. Sean McCann, P.Eng. Vic Pakalnis, P.Eng.</p> <p>Regrets: Márta Ecsedi, P.Eng.</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 5:45pm.
1.2 Approval of Agenda	<p>Moved by Denis Dixon, seconded by Doug Hatfield:</p> <p>That the Agenda be approved as presented. MOTION CARRIED.</p>
1.3 Approval of Minutes (August 11, 2016)	<p>Moved by Doug Hatfield, seconded by Michael Chan:</p> <p>That the Minutes of the ACV meeting held on August 11, 2016 be approved as presented. MOTION CARRIED.</p>
2. COMMITTEE AND TASK FORCE CONSULTATIONS/REQUESTS	
	No requests were received from committees/task forces.
3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS	
3.1 2016 Committee Chairs Workshop – Subcommittee Update	The Chair provided an update regarding changes to the workshop agenda, which will include a 1-hour presentation by the Registrar on PEO's Strategic Plan.



3.2 2016 Volunteer Leadership Conference - Update	Sean reported that a follow-up communication was sent out to all participants.
3.3 Vital Signs Survey - Update	Christian Bellini reported that he and Márta Ecsedi have jointly reviewed the previous Vital Signs Survey and feedback received on the survey. They are currently working on revising some of the questions and have developed the following tentative plan: <ul style="list-style-type: none"> - Draft to be presented at ACV's Dec 1st meeting. - Distribute survey in February 2017. - A follow-up letter (reminder) to go out in April. - Results to be presented to ACV in May, and for further presentation to Council in September. - A presentation to be made at the Committee Chairs Workshop in October.
4. OTHER BUSINESS	
4.1 Requirement for Committee Term Limits	The committee discussed the Briefing Note that will be presented at the September Council meeting whereby the HRC recommends that Council approve a requirement that committee implement term limits in their Terms of Reference.
4.2 2017 ACV Membership Roster	All the committee members re-confirmed their interest in continuing on the committee. It was agreed to appoint Nick Colucci as ACV's representative on the GLC effective January 2017 (as a replacement for Michael Chan). Action: <ul style="list-style-type: none"> - Staff will submit Nick Colucci's name for approval to Council in November and update the Subcommittee / Project Task Log accordingly.
4.3 ACV web-posting	The Chair reviewed the draft posting. All in favor to adopt as amended. It was agreed to announce the vacancy during the week of September 19 th .
5. MEETING EVALUATION [by Doug Hatfield]	
6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT	
Future Meetings and Adjournment	The next ACV meeting dates are: <ul style="list-style-type: none"> • Friday, October 28, 2016 - Committee Chairs Workshop • Thursday, December 1, 2016 The meeting was adjourned at 7:17pm.