



Minutes

Regional Councillors Committee (RCC)
Saturday, July 26, 2014

Holiday Inn Peterborough Waterfront
150 George Street North
Peterborough, ON K9J 3G5
Tel: 705-743-1144

Chair:	Len King, P.Eng.	Western Region Junior Councillor
Vice-Chair:	Robert Willson, P.Eng.	West Central Region Senior Councillor
Members:	David Brown, P.Eng.	Eastern Region Senior Councillor
	Danny Chui, P.Eng.	West Central Region Junior Councillor
	Nick Colucci, P.Eng.	East Central Region Junior Councillor
	Charles Kidd, P.Eng.	Eastern Region Junior Councillor
	Ewald Kuczera, P.Eng.	Western Region Senior Councillor
	Serge Robert, P.Eng.	Northern Region Junior Councillor
	Changiz Sadr, P.Eng.	East Central Region Senior Councillor
	Michael Wesa, P.Eng.	Northern Region Senior Councillor
Guests:	Thomas Chong, P.Eng.	President-Elect
	Alan Zimmerman	Manager, IT (teleconference)
Staff:	Matthew Ng, P.Eng.	Manager, Chapters
	Yulia Milashchenko	Coordinator, Chapters

Time: 8:00 a.m. – 9:00 a.m. Breakfast (Regency A)
9:00 a.m. – 4:00 p.m. Meeting (Regency A)

1.0 Call to order and welcome

Meeting was called to order by L. King at 9:01 a.m.

2.0 Routine Business

2.1 Approval of the meeting Agenda.

Two items were added to the Agenda: 3.2 IT Presentation and 5.3 Special Project Fund. Both are Information Items.

Motion 1: To approve Agenda with two additions.

Moved by: N. Colucci. **Seconded by:** C. Kidd. Motion **CARRIED.**

2.2 Approval of Minutes to previous meeting (April 26, 2014)

Motion 2: To approve Minutes from the April 26, 2014 meeting.

Moved by: C. Sadr. **Seconded by:** N. Colucci. Motion **CARRIED.**

2.3 Business arising from previous Minutes

Councillors revisited Actions from March 31, April 9, 2014 meeting. In relation to Action 2: Chapter Office to investigate the possibility for the Disposition of Motions document to be released to the public after each Council Session, following new Action regarding RCC motions was created:

Action 1: Chapter Office to distribute to all chapter executives the Disposition of RCC Motions document immediately after every RCC meeting.

2.3.1 Election of the Vice-Chair

There were two nominations for the position of the 2014-2015 RCC Vice-Chair:

R. Willson was nominated by D. Brown as a candidate for Vice-Chair of the RCC. R. Willson accepted the nomination. N. Colucci was nominated by C. Kidd as a candidate for Vice-Chair of the RCC. N. Colucci accepted the nomination.

All candidates were given few minutes to speak about their respective platform.

The vote was taken via secret ballot. Staff members counted the ballots, scrutinized the count and announced the result to the group:

R. Willson was elected as Vice-Chair of RCC for year 2014-2015 in the first ballot with a clear majority of votes.

Destruction of Ballots:

Motion 3: To destroy voting ballots for the RCC Vice-Chair election.

Moved by: D. Brown. **Seconded by:** N. Colucci. Motion **CARRIED**.

Ballots were destroyed.

3.0 Chapter Issues

3.1 Regional Open Issues

Western Region Open Issues

Western Open Issue 49 – Whereas PEO is trying to encourage Engineering graduates to become Professional Engineers, and whereas becoming a Professional Engineer has positive impacts to employees at the workplace, and whereas the current turn-around time for reviewing a P. Eng application is 12 -16 weeks after the referees forms have been received, and whereas there could be an expected increase in the volume of applicants with the removal of the industrial exception, be it resolved that RCC request Council to find appropriate ways to reduce the turnaround time metric to 4 weeks for 90% applicants.

Update: Recommended for closure. Once new member database (Aptify) implemented and operational in Q3 2014, it can perhaps provide necessary data, metric and statistics for the issue to become a part of the PEO's strategic planning goals.

Western Open Issue 51 – Whereas PEO has struggled for a number of years with governance issues, and, whereas PEO has responded recently to a number of these issues in a knee-jerk reaction, Whereas other motions have been proposed to review council makeup, WRC requests that RCC requests PEO to initiate a governance review of the PEO. To this end, a taskforce shall be set up comprising PEO stakeholders and shall include additional members from other professional organizations. Such taskforce shall review current governance models and provide recommendations to PEO Council.

Update: Remains open. M. Ng to query PEO's Registrar, G. McDonald about the Governance Review and Strategic Planning updates.

Action 2: M. Ng to contact G. McDonald regarding Western Open Issue #51.

Western Open Issue 52 – To ask council to create a licensure improvement task force to review current processes and way to improve. Metrics start the moment applications received by PEO.

Update: Remains open. Waiting for new member database (Aptify) to be operational to provide necessary metrics.

Regardless of a licensure improvement task force, Councillors agreed that there should be an online status tracking mechanism in place in order to ease applicants' anxiety over the waiting periods.

Motion 4: RCC would like to add a project as part of Aptify phase 2 implementation; a system that will allow an applicant to self track their progress so as to stay informed. Such process should be easily accessible for the applicant and should also provide analytics for continuous improvement.

Moved by: E. Kuczera. **Seconded by:** C. Sadr. Motion **CARRIED.**

Western Open Issue 54 – That WRC requests RCC to clearly establish roles/ responsibilities of the hosting chapter in organizing the PEO Annual Meeting and PENTA Forum events.

Update: M. Ng to create a roles and responsibilities document for chapters hosting PEO AGM.

Action 3: M. Ng to create a roles and responsibilities document for chapters hosting PEO AGM.

West Central Open Issues

West Central Open Issue 29 – WCRC wants RCC to review the invitation and attendance policy of Chapter AGM and Meetings where a senior regional Councillor is seeking re-election, and where a senior regional Councillor is seeking election to other council positions.

Update: Remains open with no updates to report. This issue was tabled till the next RCC meeting.

West Central Open Issue 31 – WCRC wants RCC to establish a mechanism to track motions' progress and their proposed implementations.

Update: Remains open. Chapter Office is working on adding the information about "motions updates" to the already existing RCC and Congress database.

West Central Open Issue 32 – WCRC wants RCC to implement means of improving the knowledge new licensees have with regards to the role and mandate of PEO in society, its chapter system and volunteerism in general for the association.

Update: Remains open. Chapter Office is working on improving the "Welcome Package" to new licensees that could provide the additional information with regard to the role and mandate of PEO in society, its chapter system and volunteerism, in general, for the association.

Eastern Open Issues

Eastern Open Issue 109 – To determine the feasibility of establishing a steering committee in the Eastern Regional Congress to investigate how to better service and engage members in the greater Ottawa area (National Capital Region).

Update: Remains open with no updates to report. This issue was tabled till the next RCC meeting.

East Central and Northern Regions did not have any current open issues.

3.2 IT Presentation (Information item)

A. Zimmerman, IT Manager, joined the meeting via teleconference in order to provide Councillors with IT Department's latest ideas on how to resolve issues surrounding failures of PEO's email delivery system. After outlining root causes of its malfunctions, IT department recommended outsourcing email service to a third party vendor. Given the benefits and cost effectiveness, RCC supported the IT Department's current course of action.

4.0 Chapter Policies/Documentations/Processes

4.1 Regional Congress Attendance

4.1.1 Congress Attendance Policy Draft

4.1.2 Congress Attendance Requests

Meeting attendance policy draft was presented to RCC members. After a brief discussion about all aspects of the policy and attendance requests, it was decided that more work needs to be done before any decision could be made. This issue was tabled until the next RCC meeting.

4.2 Meeting Protocol

A brief discussion ensued about the importance of accuracy in relation to the meetings' minutes. It was decided in the motion below to follow the PEO's Council meeting protocol and audio record all future Regional Congress meetings and RCC meetings:

Motion 5: Be it resolved that regional congresses and RCC meetings follow the same practice of PEO Council that the meeting proceedings be recorded* as an additional record for the purpose of minute taking and verifications of discussion facts.

Moved by: C. Kidd. **Seconded by:** R. Willson. Motion **CARRIED.**

- *Recording – audio recording*

5.0 Chapter & RCC Finances

5.1 2015 Chapter Office Budget

The 2015 proposed chapter operations budget was presented to RCC members. Much discussion ensued about budget line items, proposed amounts and additional information required, which resulted in two motions and three actions mentioned below.

Motion 6: That 2015 Regional Allotments be set at the 2014 allotment received level totaling \$495,866.58 and that the Regional Councillors work with their chapters to distribute their respective amounts.

Moved by: N. Colucci. **Seconded by:** C. Sadr. Motion **DEFEATED**

Councillors have decided to include the increase of the cost of living (agreed to at 2%) to the 2015 Chapter Allotment setting the amount to \$510,000.00:

Motion 7: That 2015 Regional Allotments be set at \$510,000.00.

Moved by: C. Kidd. **Seconded by:** D. Chui.

R. Willson: AGAINST
C. Sadr: (not present)
E. Kuczera: FOR
C. Kidd: FOR
D. Brown: FOR
M. Wesa: FOR
S. Robert: FOR
N. Colucci: FOR
D. Chui: FOR
Motion **CARRIED.**

Councillors expressed concern over the Regional Congress operation budget line that contained both Congress expenses and expenses related to the Treasurers' Training. They requested it to be separated into two different budget line items:

Action 4: M. Ng to separate out the cost of Treasurers' Training on 2015 Chapter Operations Budget.

In order to have full understanding of proposed amounts, RCC requested M. Ng to add additional column to the "2015 Proposed Chapter Operations Budget" document that would show actual amounts that were spent in 2013:

Action 5: M. Ng to add 2013 actuals column to the “2015 Proposed Chapter Operations Budget” document.

Councillors had a number of questions concerning Regional Office Working Group (ROWG) – this includes the current two Regional Offices, operational costs involved, and a possibility of an additional office resulting in the following action:

Action 6: M. Ng to forward to E. Kuczera, S. Robert and D. Brown all documents regarding Regional Offices.

5.2 2015 Chapter Allotment

The conversation took place about the budget divisions amongst regions. After discussing the fairest ways of splitting the allotment pie, Councillors have decided that the most effective way would be to use the proportions used in year 2012. The only change was setting \$3500 value for Quinte Chapter as they had no allotment request that year, and the dollar amount was based on the allotment Quinte has received in year 2014. This decision was made by taking into consideration the fact that years 2013 and 2014 were anomalies, due to the RCC’s recommendation for chapters to reduce their bank balances to 50% of their annual allotments.

Motion 8: That the 2015 Regional allotment be distributed based on the 2012 allotment received by proportion, with Quinte being at \$3500.

Moved by: N. Colucci. **Seconded by:** D. Chui.

R. Willson: FOR

C. Sadr (not present)

E. Kuczera: FOR

C. Kidd: FOR

D. Brown: FOR

M. Wesa: FOR

S. Robert: FOR

N. Colucci: FOR

D. Chui: FOR

Motion **CARRIED**.

According to the 2012 received allotment proportions, \$510,000.00 that RCC is requesting would be split in following way:

Eastern Region *	\$ 74,307.41
East Central Region *	\$ 128,469.90
Northern Region *	\$ 63,143.71
West Central Region *	\$ 127,799.28
Western Region *	\$ 116,279.70
Total for all regions:*	\$ 510,000.00

- Chapter Manager was directed to round up / down to an even number less the cents

5.3 RCC Special Project Fund (Information item)

There were no applications for RCC to take into consideration. Councillor Wesa gave RCC notice that Lakehead Chapter is preparing an application for a very special Bridge Building event that would take place in 2015. They will be presenting all required paperwork to RCC for the next meeting.

6.0 RCC Issues (ALL)

6.1 Chapter business, PEO mandates, and conflict with OSPE

There were three issues raised that could be potentially harmful to the PEO’s Chapter system:

- 1) Large sums of money given out by Chapters for awards and recognitions.
- 2) Chapters providing professional courses and certificates of completion, which goes directly against PEO’s mandate and results in conflict of interest with OSPE (Ontario Society of Professional Engineers).
- 3) Chapters spending large sums of money promoting themselves in Universities by placing chapter banners in hallways.

After discussing all three issues in detail, Councillors made a decision to review the “Essential Purposes of The Chapter” document as it is the direction they are giving to chapters with their allotment spending going forward with 2015 Budgeting year.

Motion 9: To annually review “The Essential Purposes of the Chapter” and modify if it is necessary.

Moved by: C. Sadr. **Seconded by:** E. Kuczera. Motion **CARRIED.**

6.2 Email communication with the “Bcc” format

There was an issue raised about the use of “Bcc” field rather than “To” field in e-mail communications. Councillors discussed concerns surrounding the issue such as confidentiality of e-mail addresses and missing information about individuals on the distribution list. It was decided to forward this issue to the IT Governance Workgroup to be included in their scope.

Action 7: Chapter Office to direct the issue of “Bcc e-mail forwarding” to the IT Governance Workgroup.

7.0 RCC Subcommittees / Task Forces / Working Groups updates

7.1 IT Governance Working Group

Motion 10: Be it resolved that RCC support the formation of the IT Envisioning Governance Task Group and direct the Manager, Chapters to start the process of developing the Work Plan, Terms of Reference and recruiting volunteers for the group. Regular progress will be reported back to the Chair, RCC.

Moved by: D. Brown. **Seconded by:** N. Colucci. Motion **CARRIED.**

8.0 Other Business

8.1 “Chapter Forum” in 2015

Volunteer Leadership Workshop was supported by RCC as a pilot project for year 2015 to take place in the morning of pre-AGM session (known as PENTA Forum in 2014). PENTA Forum will continue to take place only during the afternoon part of the day. RCC will be reviewing Volunteer Leadership Workshop success during the later part of 2015 to determine its feasibility.

Motion 11: To support the Volunteer Leadership Workshop 2015* as a pilot project by allocating the morning and retain PENTA forum for the afternoon.

Moved by: N. Colucci. **Seconded by:** E. Kuczera. Motion **CARRIED.**

* Volunteer Leadership Workshop 2015 to be taking place in the morning of the pre AGM session.

9.0 Next RCC Meeting and Adjournment

Next RCC meeting was scheduled to take place on October 18, 2014 in Parry Sound.
Meeting was adjourned by L. King at 4:35 p.m.

Motion 12: Motion to adjourn the meeting.

Moved by: C. Kidd. **Seconded by:** M. Wesa. Motion **CARRIED.**