



Minutes

Regional Councillors Committee (RCC)

Saturday, October 18, 2014

DoubleTree Hilton Fallsview,

Address: 6039 Fallsview Boulevard, Niagara Falls

Telephone: 1(888)370-0998

Chair:	Len King, P.Eng.	Western Region Junior Councillor
Vice-Chair:	Rob 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 (teleconference)
	Charles Kidd, P.Eng.	Eastern Region Junior Councillor
	Ewald Kuczera, P.Eng.	Western Region Senior Councillor
	Changiz Sadr, P.Eng.	East Central Region Senior Councillor
	Michael Wesa, P.Eng.	Northern Region Senior Councillor
Staff:	Matthew Ng, P.Eng.	Manager, Chapters
	Yulia Milashchenko	Coordinator, Chapters
Regrets:	Serge Robert, P.Eng.	Northern Region Junior Councillor

1.0 Call to order and welcome

Meeting was called to order by the chair at 9:02 a.m.

2.0 Routine Business

2.1 Approval of the meeting Agenda

Meeting's Agenda was approved with following additions:

- 4.2 In Camera Session
- 5.3 Regional Allocation Task Force
- 8.1 Licensure Assistance Program
- 8.2 Regional Office

Motion 1: To approve Agenda as amended.

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

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

Minutes were approved as presented.

Motion 2: To approve Minutes from the July 26, 2014 meeting as presented.

Moved by: R. Willson. **Seconded by:** M. Wesa. Motion **CARRIED.**

2.3 Business arising from previous Minutes

- With regards to Action 3 from RCC July 26 meeting:

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

Councillors reviewed “Chapter Involvement in hosting PEO Annual General Meeting (AGM)” document created by the Chapter Manager, provided some feedback and proposed some changes. The conversation resulted in the following Action and Motion:

Action 1: Chapter Office to send out the “Chapter Involvement in hosting PEO Annual General Meeting” document to RCC first before distributing it for peer review.

Motion 3: Chapter Office to amend “Chapter Involvement in hosting PEO Annual General Meeting” document and distribute it to all 36 chapters, appropriate staff and stakeholders for peer review before November 30, 2014.

Moved by: E. Kuczera. **Seconded by:** D. Chui. Motion **CARRIED**

- With regards to Action 4 and 5

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

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

Conversation ensued about different line items on the “2015 Proposed Chapter Operations Budget” document. A suggestion was made to produce a media unit (YouTube video, ScholarLab module) to provide direction to Treasurers in a manner other than face-to-face Treasurers’ training.

- With regards to Motion 9 from RCC July 26 meeting:

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.**

Discussions ensued about the timeframe of the “Essential Purposes of the Chapters” resulting in following action:

Action 2: Chapter Office to include the review of the “Essential Purposes of the Chapter” as part of the Agenda for the first RCC meeting after PEO’s Annual General Meeting i.e. with new RCC Councillors.

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: Remains Open. RCC requests the Registrar to provide an update on the progress made to the lean study.

Notes: The conversation ensued resulting in the motion below. There was a suggestion to make this topic as a session for the upcoming 2015 Volunteer Leadership Conference.

Motion 4: With regards to the Western Open Issue 49: RCC requests the Registrar to provide an update on the progress made to the lean study.

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

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: RCC recommends that Council directs the Registrar to hire a consultant to conduct a PEO Governance Review.

Notes: RCC did not support the establishment of the PEO Governance review Task Force. The recommendation was that Council directs the Registrar to hire a consultant to conduct a PEO Governance Review instead.

Motion 5: With regards to Western Open Issue 51: RCC supports establishment of the Task Force to review Governance at PEO.

Moved by: E. Kuczera. **Seconded by:** M. Wesa. Motion **WITHDRAWN**.

Motion 6: With regards to Western Open Issue 51 and PEO's Strategic Plan: RCC recommends that Council directs the Registrar to hire a consultant to conduct a PEO Governance Review.

Moved by: R. Willson. **Seconded by:** C. Kidd. 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: Remains open. RCC requests Chapter Office to distribute "Chapter Involvement in hosting PEO Annual General Meeting" document to all 36 chapters, appropriate staff and stakeholders for peer review before November 30, 2014

Action 3: With regards to the Western Open Issue 54: RCC requests Chapter Office to distribute "Chapter Involvement in hosting PEO Annual General Meeting" document (including the edits as suggested by RCC) to all 36 chapters, appropriate staff and stakeholders for peer review before November 30, 2014.

Western Open Issue 55 – WRC requests RCC to establish a task force to consider recommended changes and potential implementation of the proposed structured EIT program as presented in the PENTA Forum 2014, so to address Western Open Issue 49 by 2015 PEO AGM.

Update: RCC requests EIT Manager to draft a Briefing note to Council supporting the formation of the Structured EIT Program Task Force.

Notes: General consensus was that Structured EIT program should be a part of Outreach and Engagement Department, EIT Programs. Conversation resulted in the following motion:

Motion 7: With regards to Western Open Issue 55: RCC requests EIT Manager to draft a Briefing note to Council supporting the formation of the Structured EIT Program Task Force.

Moved by: D. Brown. **Seconded by:** E. Kuczera. Motion **CARRIED**.

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. Chapter Office is working on improving the “Meeting Attendance Policy Draft” document to be presented to RCC for approval.

Notes: “Meeting Attendance Policy Draft” document was presented to RCC. General consensus was that that the document should be a guideline rather than a policy. Chapter Office was requested to incorporate all comments and feedback into the updated document and present it during the next RCC meeting.

Action 4: With regards to the West Central Open Issue 29: Chapter Office to incorporate all comments and feedback into “Meeting Attendance Policy Draft” document and present it during 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. RCC requested Chapter Office to create a flowchart depicting Open Issues, Motions and Actions, and their creation, tracking and completion processes.

Notes: “Open Issues, Motions and Actions” chart was presented to RCC. General consensus was that if all motions and actions have general points (i.e. action, direction and time frame) and are recorded correctly, Disposition of Motions document could be sufficient to fulfill the demands of this open issue.

Action 5: With regards to the West Central Open Issue 31: Chapter Office to create a flowchart depicting Open Issues, Motions and Actions, and their creation, tracking and completion processes.

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.

Notes: No updates to report. Chapter Office is still working on the Welcome Package to new licensees.

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).

Updates: Remains open. No updates to report. Committee continues to work on their objectives.

Eastern Open Issue 111 – Whereas the ERC wants to improve the future allotment planning processes; for chapters to prepare Draft Business Plan 3 weeks prior to the June Congress for a presentation/discussion/peer review of their Business Plans at their June Congress.

Update: RCC supported the creation of the Regional Allotment Task Force that will look in all aspects of annual allotment distribution including the planning process and report back to RCC at a subsequent meeting.

East Central and Northern regions have no current Open Issues.

3.2 Special Project Fund Applications

3.2.1 Lakehead Chapter

Councillor Wesa presented Lakehead Chapter’s Special Project Fund application for the Purchase and Design of the test instrumentation project for the 2015 AISC/ASCE Midwest Student Conference &

Regional Steel Bridge Competition. RCC supported the initiative for the full asking amount of \$6000. Councillor Wesa abstained from voting due to the conflict of interest.

Motion 8: To support the Purchase and Design of the test instrumentation project for Lakehead Chapter the 2015 AISC/ASCE Midwest Student Conference & Regional Steel Bridge Competition for \$6000 from 2014 Special Project RCC fund.

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

3.2.2 York Chapter

Councillor Sadr presented York Chapter's Special Project Fund application for the organization of the York Region Transportation Symposium. RCC supported the initiative for the full requested amount of \$4562.50 with stipulation that York Chapter will correct all discrepancies and provide updated copy of the application.

Motion 9: To support the York Region Transportation Symposium for \$4562.50 from the 2014 Special Project RCC fund; subject to the additional documents requested by RCC.*

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

Action 6: Councillor Sadr to request York Chapter to provide a corrected version of the York Chapter's Special Project Fund application form.

* Councillor Sadr provided an updated version of the York Chapter's Special Project Application on October 20, 2014.

4.0 Chapter Policies/Documentations/Processes

4.1 Regional Congress Attendance

RCC reviewed the "Meeting attendance policy draft" document presented and some concerns were raised over the ethical aspects and the financial implications of the issue. Suggestion was not to rush to the decision and find additional information about other associations' practices with regards to the Senior Regional Councillor attending the Chapter's AMG while seeking re-election. General consensus was that the document needs to be broadened, generalized and simplified. **For the Action 4, please see section 3.1 Regional Open Issues, under West Central Open Issue 29.*

4.2 In Camera Session

In Camera Session took place from 1:45 p.m. – 2:10 p.m. Chair reported that there were no In Camera items to bring into the Open Session.

5.0 Chapter & RCC Finances

5.1 2015 Chapter Allotment

5.1.1 Motion 8 – RCC Meeting July 26, 2014

Motion to rescind the Motion 8 from July 26, 2014 RCC meeting was not supported by RCC.

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. Motion **CARRIED**.
Recorded vote: 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 10:

Whereas PEO has asked all chapters to reduce their bank balances to less than 50% of their balance at the time, and East Central Region chapters were the only chapters who accomplished that task entirely;
Whereas the year 2012 that is chosen as the base for the 2015 regional allotments distribution was the year with a conservative business plan for the East Central Region chapters and possibly other chapters as per the bank balance reduction task;

Whereas the East Central Region has the highest number of members amongst other regions with over 24000 members, which has had a noticeable growth since 2012;
Whereas the membership and business growth have caused a proportional increase in the number of activities for all chapters including the East Central Region chapters and their business plans;
And whereas none of these factors are properly considered for selecting 2012 as the base of 2015 regional allotments distribution;
I would like to move a motion to rescind the carried RCC motion number 8 of July 26th meeting to get back on table to discuss all aspects of the distribution.

Moved by: C. Sadr. **Seconded by:** M. Wesa.

Recorded vote:

R. Willson – Against

D. Chui – Against

M. Wesa – Against

E. Kuczera – Against

C. Sadr – For

N. Colucci – Not present

D. Brown – Against

C. Kidd – Against

Motion **DEFEATED**.

5.1.2 Motion 10 – RCC Meeting March 31, April 9, 2014

RCC made a motion to amend the Motion 10 from March 31, April 9, 2014 RCC meeting changing the “asking” amount of the annual allotment to the “approved” one.

***Motion 10:** Starting with fiscal 2015, the chapter office will release chapter allotments in two parts: the first part is 50% of the “asking” allotment amount for the budget year, and it will be released at the beginning of the said fiscal year once new year’s budget is available to ensure Chapter’s going concern; the second part will be the difference between what was paid and what was approved for the said fiscal year. It will be released after all the appropriate documents and reports are submitted to the chapter office by the chapter.*

***Moved by:** C. Sadr. **Seconded by:** D. Brown. Motion **CARRIED**.*

Motion 11: Starting with fiscal 2015, the chapter office will release chapter allotments in two parts: the first part is 50% of the **approved** allotment amount for the chapter in the given fiscal year, and it will be released at the beginning of the said fiscal year once new year’s budget is available to ensure Chapter’s going concern; the second part will be the difference between what was paid and what was approved for the said fiscal year. It will be released after all the appropriate documents and reports are submitted to the chapter office by the chapter.

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

5.2 Financial Model

This item was deferred until the next RCC meeting in December 2014.

5.3 Regional Allocation Task Force

RCC supported the creation of the Regional Allocation Task Force to deal with ongoing problems with regional annual allotment distribution, distribution processes and strategies. Councillors Sadr, Kidd, Kuczera, Willson and Wesa volunteered to become a part of the Regional Allocation Task Force.

Motion 12: To establish a Regional Allotment Task Force (RAT Force) consisting of 5 Regional Councillors (one from each region) to come up with allotment distribution solutions.

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

6.0 RCC Issues (ALL)

6.1 Volunteer Development Day - RCC Representative

N. Colucci and R. Willson volunteered to act as RCC representatives on the Volunteer Leadership Conference Organizing Committee.

Motion 13: To appoint N. Colucci and R. Willson to act as RCC representatives on the Volunteer Leadership Conference Organizing Committee.

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

6.2 Council Elections Debates Promotion

This item was deferred until the next RCC meeting.

6.3 Future RCC Meetings Scheduling

This item was deferred until the next RCC meeting.

7.0 RCC Subcommittees / Task Forces / Working Groups updates

7.1 IT Governance Working Group – RCC Representative

Councillor Colucci was appointed to be a RCC Representative on the IT Governance Working Group.

Motion 14: To appoint N. Colucci to be a RCC Representative on the IT Governance Working Group.

Moved by: R. Willson. **Seconded by:** E. Kuczera. Motion **CARRIED.**

8.0 Other Business

8.1 Licensure Assistance Program

This item was deferred until the next RCC meeting.

8.2 Regional Office

This item was deferred until the next RCC meeting.

9.0 Adjournment

9.1 Next RCC Meeting

Next RCC meeting is tentatively scheduled to take place on December 13, 2014 at Westin Bristol Place Hotel, Toronto.

Motion 15: To adjourn the meeting at 4:00 p.m.

Moved by: E. Kuczera. **Seconded by:** R. Willson. Motion **CARRIED.**

Meeting was adjourned at 4:00 p.m.