



## HR COMMITTEE MEETING

Saturday, May 25 2019 (1:30 – 3:30 pm ET)

Chateau Frontenac

Beauharnois Room

MINUTES

The following committee members were in attendance:

D. Lynch, Chair  
A. Bergeron  
J. Boudreau  
D. Gelowitz  
D. Nedohin-Macek  
J. Landrigan (representing the CEO Group)

The following Engineers Canada staff were in attendance:

W. Guy  
G. McDonald  
S. Price

1.	<p><b>CALL TO ORDER AND APPROVAL OF AGENDA</b></p> <p>The chair called the meeting to order at 1:39 pm.</p> <p>Moved by A.Bergeron, seconded by J. Boudreau</p> <p>THAT the agenda be approved and that the chair be authorized to modify the order of discussion.</p> <p>CARRIED</p> <p>A meeting debrief will be added after committee assignments.</p>
2.	<p><b>COMMITTEE ASSIGNMENTS</b></p> <p>The committee reviewed the interest survey results, and placed individuals based on committee needs, known director competencies, past experience and term availability. The committee also provided recommendations on potential chairs.</p> <p>The new directors will be invited to each committee meeting, and encouraged to attend accreditation visits during their first year as a director. Staff will help them to keep track of what they have attended, and to identify the best meetings for them to attend.</p> <p>For improvement, the HR committee will solicit the interests of the new directors in the future, although they will not be expected to serve on any particular committee.</p>

It was commented that it would be useful to have a calendar for the year of all the committee meetings, not specific dates but when they would typically meet and how often.

There is concern about the work the FAR Committee needs to do to have the draft budget ready in time for the October 4 meeting. A potential solution is to set them up as a team during the Board strategic retreat team building activity. They could use some of this time to review and discuss their work plan (to be drafted by staff). It was suggested that this be organized for all new committees.

The committees were appointed as follows:

FAR:

Lisa Doig, recommended chair

Danny Chui

Kathy Baig

Justin Dunn

Richard Trimble

Terry Brookes

Steve Vieweg as CPA representative

Governance Committee:

Jeff Holm, recommended chair

Annette Bergeron

Carole Lamothe

Gary Faulkner

Accreditation Board representative: Louis Champagne, Jeff Card (senior)

Qualifications Board representative: Jeff Holm, Christian Bellini (senior)

30 by 30 Champion: Sandra Gwozdz

HR Committee: (approved at May 24 board meeting)

David Lynch, chair

Annette Bergeron

Jean Boudreau

Dwayne Gelowitz

Dawn Nedohin-Macek

CEO Group Advisor to be determined by CEO Group at their next meeting in July

	<p>All committees and appointments (except for the HR Committee) will be approved at a short board meeting at the June Strategic Retreat.</p>
<p>3.</p>	<p><b>MEETING DEBRIEF</b></p> <p>A meeting debrief of the week’s events took place. Feedback to note:</p> <p>There were mixed reviews on the gala. Many participants enjoyed the new format allowing for greater networking opportunities, but others found it expensive for a stand up dinner. It was agreed the awards ceremony portion was longer than anticipated.</p> <p>The committee agreed that the structure of the meetings worked well, and the content was good. There should be stricter time limits placed on presenters, including adding time limits on the agenda. It was expressed that there should be water on the table at all meetings when possible. Many participants did not see the water cooler at the back of the room. If a water cooler is the only option, this should be included in the housekeeping notes for the chair to advise the room on. The acoustics in the room provided some echo depending on where participants were seated.</p> <p>It would be good to know in advance, when packing clothing on the nature of events such as off site venues, gravel parking lots, a lot of walking, etc. There should be greater awareness on logistics to allow participants to plan accordingly. It would be helpful to have a phone number of a staff person who is not an attendee in the meetings to be contacted should there be difficulty finding rooms, or any other information is needed. It was also suggested that it would be useful to have a listing of who is expected to attend each meeting, so that participants can plan accordingly and be confident that they know which events to attend.</p> <p>The feedback on the new Regulator Presentations format was positive. More awareness of who should attend this event and what is happening is desired. It would also be useful to have a screen in front of the presenters so they could see what was on the screens during their presentations. It was agreed that having it as a stand alone event was positive, and as a result the meeting of the members was smoother. It would be nice to add a line or two on common themes when wrapping up the regulator presentations for the moderator.</p> <p>The Induction Ceremony went very well, it was commented that it may have been the best one to date. There was a suggestion that to move it more quickly, we may want to consider inducting all new directors at once as opposed to individually.</p> <p>Overall, greater awareness of what is happening at all events is desired to ensure participants know what to expect and are well prepared.</p>
<p>4.</p>	<p><b>CLOSING</b></p> <p>All business being completed, the meeting was adjourned at 3:14pm.</p>