

Society Board Meeting Report

At the meeting of the Board of Directors on December 6, 2018 the following decisions and reports were made:

Review of Action Items

The Chair, J. Hack, reviewed the action items. He recommended appointing ad hoc advocacy committee chairs after the Annual General Meeting (AGM) to give new Board members the opportunity to learn more about the mandates of the various committees. It was noted that OSPE standing committees will be appointed at the Board meeting immediately following the AGM. B. Shukla advised that there will be an all chairs meeting scheduled for June to provide additional training support, including a high-level government relations overview that will reinforce current OSPE communication procedures. It was noted that SMART goals will be developed by all committees. With respect to updating the risk register, staff will develop a document with respect to risk mitigation which will be reviewed by the Board Development and Strategic Planning committee in January and then provided to the Board at their meeting in February 2019.

Report from the Chair

The Chair reviewed his written report which was circulated prior to the meeting. He discussed recent Professional Engineers Ontario (PEO)/OSPE Joint Relations Committee meetings, task force and committee updates, and the recent Consulting Engineers Ontario (CEO) and OSPE letters to the Ministry of the Attorney General (MAG). He observed that the 2018 Ontario Professional Engineers Awards (OPEA) lacked diversity of applicants and recommended that each advocacy committee provide one to two nominations yearly as part of their mandates.

It was noted that chairs for standing committees will be appointed directly after the Annual General Meeting (AGM) and that advocacy committee chairs will be appointed in June to allow new board directors the opportunity assess the roles and responsibilities and indicate their interest. Current committee and task force chairs will serve until June 2019. He further noted changes with respect to the advocacy task forces, with Jerome James, P.Eng., chairing the Environment Task Force and Angela Wojtyla, P.Eng., chairing the Women in Engineering Advocacy Champions Task Force.

The Board discussed the letter to MAG. Members expressed a wish to maintain a positive working relationship with PEO and provide message clarity for OSPE and PEO members. It was decided that OSPE will proactively engage membership through OSPE social media channels, highlighting OSPE's desire to collaboratively work with PEO to discuss effective governance structures and further clarify organizational mandates with the aim to effect positive change for the entire profession in Ontario.

Report from the CEO

The CEO, S. Perruzza, reviewed his written report that was included in the board package, highlighting recent engagements, staff changes, digital and social media strategies, and government funding. He attended the Association of Professional Engineers and Geoscientists British Columbia Annual Conference and Annual General Meeting and provided an update on the proceedings. He further advised that Jason Di Tommaso will be working with OSPE on a fulltime basis effective January 1, 2019 with a focus on selling sponsorships. The recruitment for the two Community Engagement and Events Specialists is now complete. Regarding the proposed ombudsperson, staff have met with Williams HR which can provide OSPE members with education and consultation services with respect to workplace issues. Discussion ensued.

It was noted that the recent membership survey indicated an 86% membership satisfaction. The Chair remarked that the Natural Sciences and Engineering Research Council of Canada will be resetting their programs effective January 2, 2019 and while OSPE has a proposal in, he recommends checking in to see its current status. The Board discussed involving interns or students in social media campaigns moving forward as they are looking for experience and would not require funding.

Report from the Treasurer

The Finance Manager, M. Woodhouse, provided the Treasurer's report, noting that the financials for period ended September 30, 2018 were included in the board package and the OSPE Investment Portfolio Review 2010 to October 2018 was distributed at the start of the meeting. He indicated that OSPE is performing better financially compared to the previous year due to higher affinity program revenues. He further noted that the surplus has been reinvested into the organization through increased marketing initiatives. Discussion ensued.

The Treasurer, R. Aimey, provided an overview of the Audit and Finance Committee concerns with respect to the underperformance of the investment portfolio and the projected \$92,000 in banking fees over the next ten years with the current Bank of Montreal agreement. It was noted that two investment proposals were reviewed from the Royal Bank of Canada. The Committee recommends placing investment funds into Guaranteed Investment Certificates (GICs). The Board agreed in principle to move the investment funds into GICs and requests that the Audit and Finance Committee provide a strategy to discuss during the February 2019 Board Meeting.

Report from the Membership Advisory Committee

The Director, Member Services and Strategic Partners, B. Shukla, provided updates on membership trends, Engineer Management Professional (EMP), major events for 2019, and the Leadership Accord for Gender Diversity. He reported a membership growth of 1% to 2%, with Engineers in Training and student categories increasing. Regarding the Leadership Accord, B. Shukla announced that, as a signatory, OSPE can use their tools and services for the Breaking Barriers project.

Regarding EMP, B. Shukla reported that Engineers Canada and PEO have agreed in principle to the terminology used in the program with some suggested changes and that he will continue to work with PEO and American Society of Engineering Management to address any terminology concerns. Discussion ensued. It was noted that there will be two streams, one dedicated to professional engineers, which will be verified by OSPE on registration, and the other dedicated to Associate members. It was further noted that a disclaimer will be included in the program regarding authority to supervise professional engineers or engineering work.

Strategic Plan First Draft Review/Discussion

The Vice Chair, T. Turi, reviewed the first draft of the 2019-2021 Strategic Plan. Discussion ensued. The Board discussed the use of STEAM (Sciences, Technology, Engineering, Arts, and Mathematics), noting that the term is now being used by universities and the government. With respect to the Engineering Student Societies' Council of Ontario (ESSCO) concerns regarding OSPE Student Chapters, staff stated they will be meeting with the ESSCO executives to provide OSPE Chapter activity clarification and discuss future potential partnerships. It was noted that the Canadian Federation of Engineering Students (CFES) expressed interest in a memorandum of understanding (MOU) with OSPE. S. Perruzza noted that OSPE has an MOU with ESSCO and directed them to the Canadian Society of Professional Engineers. OSPE will be having Town Halls consultations to obtain input from the membership on the draft Strategic Plan. A final plan will be presented to the Board at the February 2019 meeting for final approval. The final approved Strategic Plan will be presented to the membership at the 2019 General Assembly in May.

Budget Approval

The 2019 budget was presented to the Board. The Treasurer reviewed this item noting that the 2019 budget was been prepared by senior management and was reviewed and approved by the

Audit and Finance Committee for recommendation to go to the Board for final approval. It was noted that with an increased focus on students and young professionals and on major events, a second Community Engagement and Events Specialist has been hired. It was further clarified that the AGM and General Assembly are categorized as business meetings, not major events. Discussion ensued.

Nominations Committee

The Chair of the Nominations Committee, L. Yu, reviewed this item noting that the committee has reviewed and approved all material and that the changes are tracked and included in the Board packages. The Director of Operations, V. Mueller, noted that the majority of changes were with respect to dates. One significant change in the 2019 elections will be that, although some ballots need to be mailed out, due to the fact that we do not have email information, all voting will be done online.

Substance Abuse Policy

V. Mueller reviewed the Substance Abuse Policy.

Use of Information and Business Systems and the Internet Policy

V. Mueller reviewed the revised Use of Information and Business Systems and the Internet Policy. She noted that the suggested updates were provided by OSPE's third party IT provider, Quartet Service Inc. Discussion ensued. It was asked that the sentence with respect to the postings by employees from an OSPE email address paragraph be removed and that reference to Quartet specifically be changed to "general third party". It was also asked to add, "...is strictly prohibited" to the sentence with respect Email and Communication Activities.

OSPE Lease Extension

V. Mueller reviewed the terms of the OSPE lease extension. It was asked whether staff investigated the PEO premises as a possible OSPE location. It was noted that Northam CCPF Tenco at the Madison Centre provided a superior rate.

PEO Awards Committee: Appointments

The Chair noted that R. Aimey, OSPE Board Director, and M. Pannu, a member of the Research and Innovation Task Force and the Equity, Diversity, and Inclusion Committee, have expressed their interest in serving as OSPE representatives for the PEO Awards Committee.

Consent Agenda

The consent agenda and supporting materials were received by the Board.

Directors' Questions

No questions were received.

Other Items

The Chair asked that OSPE committees and task forces work to provide a nomination for the OPEA each year, with the support of the Policy and Government Relations Leads. It was noted that Board members cannot be nominators for any nomination. The Chair also recommended investigating the trademarking of "Ontario Engineering Academy" as a rebranded Professional Development approach.

The Board discussed PEO Chapters and Government Liaison Program (GLP), OSPE Student Chapters, the strategic plan, and a potential OSPE Podcast.

Next Meeting

The next meeting will be held at Society offices on Thursday February 28, 2019.

In Camera

The Board moved in camera.