

Society Board Meeting Report

At the meeting of the Board of Directors on June 23, 2016 the following decisions and reports were made:

Governance Presentation

Jack Shand, Executive Partner of the Portage Group led a governance session to build the understanding of and appreciation for the role of a director and the role of the CEO.

Strategic Plan Review

Alan Ward, Senior Associate, Organizational Performance with the Portage Group led the strategic plan review session.

Report from the Chair

The Chair reviewed his written report, which was included in the board package. He discussed items with respect to the OSPE/PEO Joint Relations Committee, the Energy Task Force, the Board Development and Strategic Planning Committee, membership, the Advocacy Priorities Committee, event and thoughts moving forward.

Report from the CEO

The CEO, S. Perruzza reviewed his written report, which was provided to the Board, of all operational activities, which included a departmental summary. Discussion ensued.

Report from the JRC

This item was reviewed and discussed by the Chair during his report under item 6.1.

Board of Director's Update

Each Director gave a verbal update of their discussions with PEO Councilors, an update on events and meetings they have attended, as well as engagement opportunities they would be pursuing.

It was asked that an OSPE presentation template be sent out to the entire Board.

Report from the Treasurer

The Treasurer, R. Clifton reviewed this item. An Audit and Finance Committee meeting was held two days prior to the Board meeting at which time the committee reviewed the financial summary. He noted that there is currently a potential for a shortfall. Reforecasting will be done this summer and staff is reviewing financial policies to align with the organizational chart, which will be completed by the end of the year. The Treasurer noted that he has met with the current Auditor and that M. Green will put out an RFP for an Auditor by the end of the year. He noted that he reviewed the current investment policy with BMO. Discussion ensued with respect to the current OSPE investment policy. It was asked that the CEO reach out to PEO with respect to their investment strategy.

Audited MCI Exam Skills Prep Statements

The Chair reviewed this item. In April 2016, OSPE engaged Hilborn LLP to conduct independent audit of projects that are funded by the Ontario Ministry of Citizenship, Immigration and International Trade (MCIIT). The draft audited financial statements for the MCIIT project Examination Skills Preparation for Internationally Trained Engineers for the period from April 1, 2015 to March 31, 2016 were provided to the Board for review and approval. Hilborn's opinion was that the statements were fairly presented and they did not have any concerns.

Committees/Task Forces: Chairs Update

The Chair reviewed this item. The Chair, as per the OSPE bylaws has appointed all the Chairs for the Society's Committees and Task Forces. The list of Chairs/Committee members was provided. It was asked that the staff check with Danny Young with respect to continuing his participation on the CSPE Board. M. Jelavic expressed interest in serving on the CSPE Board.

Board Development and Strategic Planning Committee

The Vice Chair, J. Hack reviewed this item. As per of the terms of reference, the committee shall consist of the OSPE Board Vice Chair, the Past Chair, and one other director appointed by the Board. R. Clifton and P. Marcucci both expressed interest in participating on this committee. Discussion ensued and R. Clifton withdrew as a candidate. P. Marcucci was appointed to the committee.

Appointment: PEO GLC

The Vice Chair reviewed this item. This is a PEO Committee that monitors and evaluates regulatory issues requiring liaison with the government and advises Council on strategic initiatives to affect such liaison. OSPE is invited to appoint a representative to this Committee. M. Jelavic volunteered for this appointment.

Appointment: PEO Awards Committee

The Chair reviewed noting that OSPE is invited to appoint two OSPE representatives to the PEO Awards Committee. He has received input on this appointment from the Chair of the PEO Awards Committee, Nancy Hill and that Daniel Couture has expressed interest in remaining on the committee as the OSPE representative for one more year. Discussion ensued with respect to having at least one representative as a member of the OSPE Board as well as the male to female ratio on the committee. Nancy Hill noted to the Chair that Clare Morris also wished to continue on the committee. The CEO asked V. Mueller to speak on the potential representatives as she, as the coordinator of the OPEA gala has attended these meetings over the years. V. Mueller noted her respect for both Daniel Couture and Clare Morris, both strong volunteers but has worked with Daniel Couture on the committee for 10 years and has witnessed his dedication and passion for the event and for OSPE. It was asked that the discussion go in camera.

Appointment: CNEA

The Chair reviewed this item. OSPE is a member of CNEA and each member of the Association shall be eligible to nominate a Director to the CNEA. Helen Wojcinski currently serves as the OSPE representative for the 2016 term and expressed interest in continuing.

Canada's 150th Anniversary Events: Update

The Chair reviewed this item noting that there are formal programs happening in Ottawa and funding is already taken place. Discussion ensued. It was noted that OSPE staff have had an informal discussion with PEO, who currently have no plans on holding any events. Staff spoke with Engineers Canada who stated that they have discussed Canada 150 internally but do not have a plan as of yet in terms of activities that they will be promoting or participating in. OSPE and Engineers Canada have spoken on about how the two organizations could potentially work together on activities in Ontario. It was discussed that OSPE would provide Engineers Canada with a high level outline of our planned activities for Canada 150 and Engineers Canada would then determine their level of interest and involvement for those events. OSPE has formed an internal group that is working to generate more ideas to tie in Canada 150 while promoting the engineering profession in 2017. The Manager, Strategic Communications and Public Affairs, C. Skinner reviewed the preliminary communications plans noting that OSPE will highlight different regions in Ontario each month in 2016. Discussion ensued with respect to having a process in place. It was noted that this should be an OSPE/PEO initiative in order to increase the caliber of the events/promotion. It was noted that this item was brought to the OSPE/PEO JRC where there was no interest from PEO. It was also noted that all activities undertaken need to relate to our strategic plan and we need to work within our means. It was asked that OSPE staff work establish

the needs and put together and proposal to bring to PEO for funding in order to support this initiative.

Report from the Membership Advisory Committee (MAC)

The Director, Member Services and Strategic Partners, B. Shukla reviewed this item. The membership advisory committee is currently going through some change. All previous members were notified that OSPE was changing the structure to be more aligned with our strategic plan. Members were given the choice of returning to the new committee and most individuals chose not return. As a result, we conducted a search for new individuals to join the committee and to date we have received approximately 32 resumes of individuals. Detailed information on the new composition of MAC was provided in the Board package. It was asked that the Board be provided with a year after year membership trend chart as well as inhibitors and challenges faced.

Report from the Advocacy Priorities Committee

The Chair reviewed this item noting that moving forward J. Hack will be chairing this committee. The Chair was commended for bringing forward, for discussion, the 30 by 30 initiative and it was noted that this should be added as a priority for this committee.

30 by 30 Initiative

The Chair reviewed this item asking that the Board have a brief discussion on the 30 by 30 initiative as OSPE has the opportunity to identify the Ontario champion registered with Engineers Canada. Discussion ensued. It was agreed that the CEO along with the Chair of WEAC should be the contacts. As Sandra Ausma has resigned from the Board and as Chair of WEAC, Shelly Deitner agreed to take over the role as Chair.

Consent Agenda Items

The consent agenda and supporting materials were received by the Board. It was asked the OSPE communications protocol with respect to media be placed on the September Board meeting agenda for discussion.

Discussion ensued with respect to the bylaw change and category name. It was agreed that the Board Development and Strategic Planning Committee will review this item and bring back to the Board.

Other Items

1. Board Member Resignation

The Chair reviewed this item. Due to personal reasons, Sandra Ausma submitted her resignation as a Director of the OSPE Board.

2. Nominations Committee Chair: Appointment

As Sandra Ausma was appointed Chair of the Nominations Committee, a new Chair is now required as per the OSPE bylaws. The 2016 Nominations Committee Chair, S. Tessier reviewed the role and noted that she would be willing to transfer her knowledge to the new Chair. K. Chan and P. Marcucci both agreed to participate on the committee and H. Wojcinski agreed to take on the role of Chair.

3. Board Vacancy: Next Steps

The formal framework/process for filling a vacant position was reviewed.

Directors Questions

It was asked if there was a Board self-evaluation process. J. Hack noted that this item will be reviewed by the Board Development and Strategic Planning Committee. It was asked that a survey with respect to Board participation be sent out to former Board members, Danny Young, Clare Morris and Sandra Ausma for their feedback.

It was asked whether there should be more engineers on OSPE staff to be able to discuss technical issues. Discussion ensued and it was noted that OSPE has technical expertise amongst

their committee/Board members. Staff positions are based on competencies for their roles and staff in turn reach out to subject matter experts for technical experience.

Discussion ensued with respect to the size of the Board packages. The CEO noted that staff is working on solutions to decrease the size moving forward. J. Hack noted that the Board Development and Strategic Planning Committee can review this item and bring back a proposal for the Board.

Correspondence Log

Item received by the Board.

In Camera

The Board moved in camera.

Next Meeting

The next regular meeting of the OSPE Board of Directors is scheduled to take place on Thursday September 29, 2016 at the OSPE Office at 4950 Yonge Street, Suite 502, Toronto, ON.