Professional Engineers
Ontario

CHAPTERS
The LINK to the FUTURE

CHAPTER LEADERS CONFERENCE
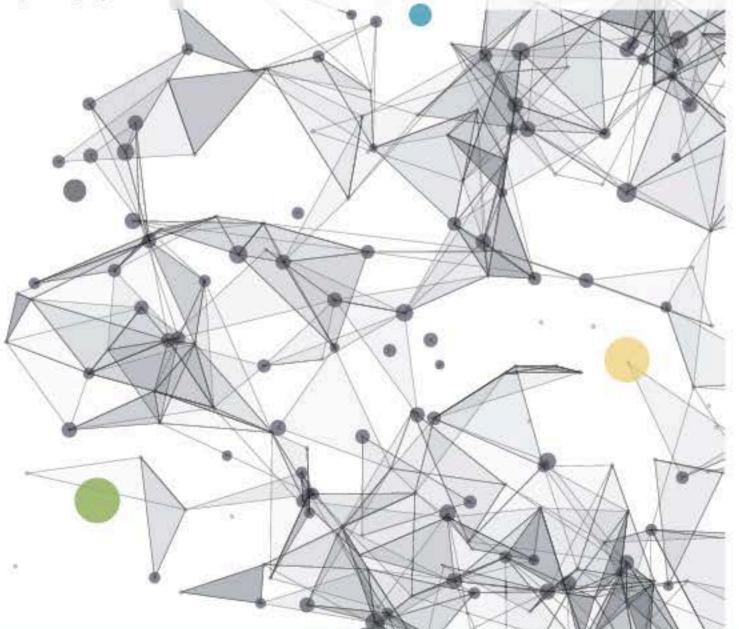### November 21, 2015

Natalie Panek

Natalie is on a mission to inspire the next generation of female game-changers to dive head-on into challenge and pursue careers in engineering and technology. At age 20, she was the first female driver of the University of Calgary's inaugural solar powered vehicle, which raced from Texas to Calgary.

She's had some extraordinary experiences that have shaped her dreams of becoming an astronaut, including internships at NASA's Goddard Spaceflight Center and Ames Research Center, where she worked on a mission to Mars. With degrees in mechanical and aerospace engineering, Natalie has also co-authored papers on Microgravity Combustion and On-orbit Satellite Servicing. Her love of space and aviation led her to obtain a private pilot's licence to fly a single-engine aircraft.

Natalie was named one of CBC's 12 young leaders changing Canada and recently chosen as one of 23 visionary women to help shape Canada's future through A Bold Vision. Canada's *Financial Post* describes Natalie as "a vocal advocate for women in technology".

Natalie is a technology contributor for *The Next Women Business Magazine* and was featured on the editorial site *Women You Should Know* as a STEM Rock Star who is revolutionizing how we think about women in tech. She is also both a mentor and program adviser for Cybermentor, through the University of Calgary.

CHAPTER LEADERS CONFERENCE 2015 Organizing Committee

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VICE CHAIR
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Kaoru Yajima, P.Eng., Grand River

WEST CENTRAL
Lisa MacCumber, P.Eng., Mississauga
Sohail Naseer, P.Eng., Oakville

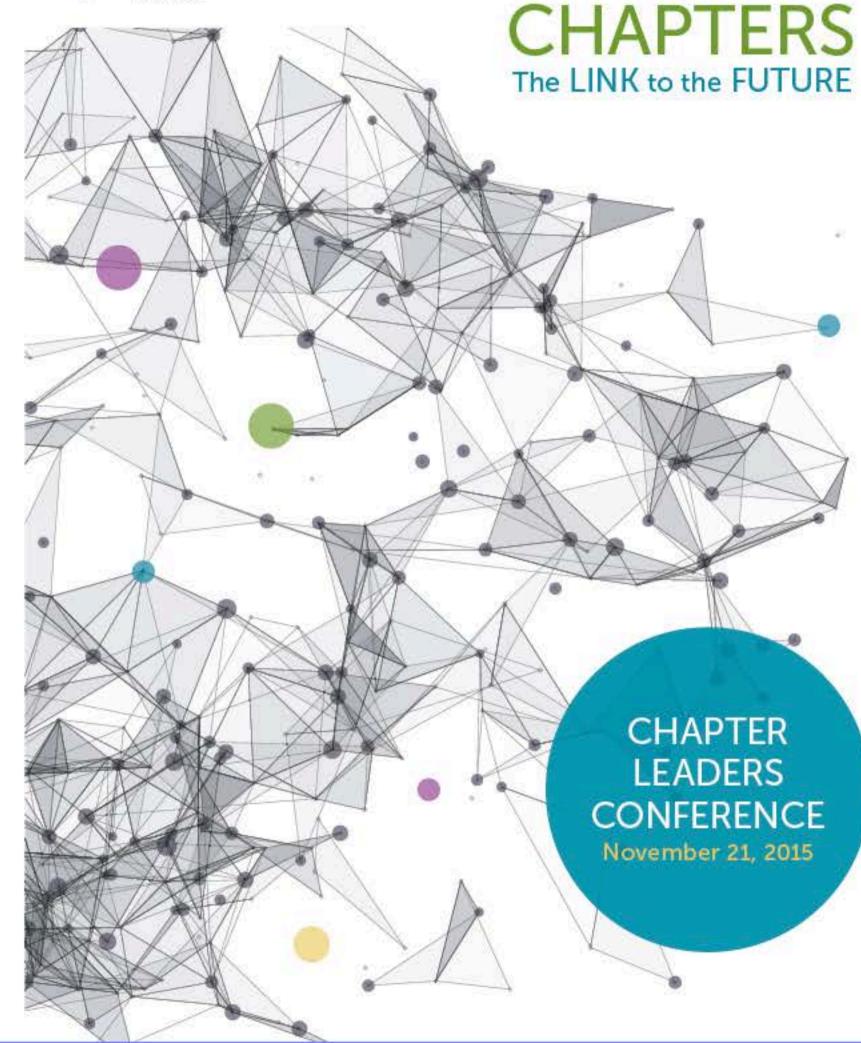**Professional Engineers Ontario**

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Professional Engineers Ontario

CHAPTERS
The LINK to the FUTURE

CHAPTER LEADERS CONFERENCE
November 21, 2015

FRIDAY, NOVEMBER 20, 2015

7:00 p.m. – 7:30 p.m
Cocktails (Vista Foyer)

7:30 p.m. – 8:30 p.m.
Out-of-Town Chapter Delegates' Dinner (Vista Salon)

SATURDAY, NOVEMBER 21, 2015
Morning

7:00 a.m. – 8:00 a.m.
Registration Opens
Breakfast

8:00 a.m. – 8:15 a.m.
Welcome and Introductory Remarks
Serge Robert, P.Eng.
Chair, CLC Organizing Committee 2015

Changiz Sadr, P.Eng.
Chair, Regional Councillors Committee
2015 – 2016

Thomas Chong, P.Eng.
President, Professional Engineers Ontario
2015 – 2016

Karen Chan, P.Eng.
President and Chair, Ontario Society
of Professional Engineers, 2015 – 2016

8:15 a.m. – 8:30 a.m.
Overview of the Day
Serge Robert, P.Eng.
Chair, CLC Organizing Committee 2015

8:30 a.m. – 10:00 a.m.
From School to Practice to Licensure:
PEO Chapters Bridging the Path

The path of licensure for a student is a long one. Along the way, some students and practitioners elect not to seek licensure. In this session, chapter leaders will be asked what their chapter volunteers can do to increase licensure in the interest of upholding public safety.

Session lead: Kaoru Yajima, P.Eng.
Moderators: Gordon Ip, P.Eng., Jordan Max, Scott Schelske, P.Eng., Greg Sullivan, EIT

At a glance

Meals
Mississauga B&C

Plenary
Mississauga A&D

10:00 a.m. – 10:30 a.m.
Coffee Break & Networking

10:30 a.m. – 12 noon
Chapter Issues: Peer Solutions

Focusing on common operational issues that face many of our chapters, a key part of this session will be multiple interactive break out discussions that will give participants the opportunity to work together and come up with solutions to these and other issues.

Session lead: Orijit Pandit, P.Eng.
Moderators: Michael Blair, P.Eng., Joe Podrebarac, P.Eng., Lisa MacCumber, P.Eng., Sohail Naseer, P.Eng., Warren Turnbull, P.Eng.

SATURDAY, NOVEMBER 21, 2015
Afternoon

12:00 p.m. – 1:30 p.m.
Lunch & Keynote Speaker
Keynote Speaker: Natalie Panek
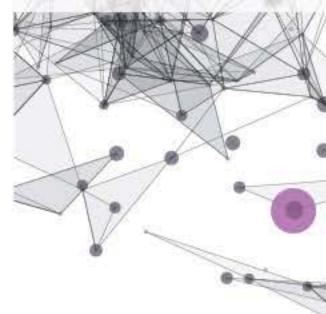Rocket Scientist. Explorer. Speaker.

Ms. Panek is a rocket scientist and explorer. Extraordinary experiences have shaped her dreams of becoming an astronaut, whether learning to fly or driving a solar-powered car across North America. Regardless, Natalie embraces the moments outside the bounds of her comfort zone. Natalie was recently named one of Canada's Top 100 Most Powerful Women by the Women's Executive Network and "a vocal advocate for women in technology" by *The Financial Post*.

1:30 p.m. – 3:00 p.m.
Fourth Annual Chapter Story Contest –
the People's Choice

PEO chapters have a lot to be proud of and this session will showcase some of the most successful chapter events and activities of the past year. The People's Choice Chapter Story Contestants will share their stories of success, from planning to implementation to lessons learned. At the end of all the presentations, attendees will cast their votes for the overall prize winning top story of 2015! Contestants will also be available to answer your questions and help you plan your chapter's next great success.

Session lead: Vajahat Banday, P.Eng., Gordon Ip, P.Eng.,
Moderators: Murad Hossain, P.Eng., Orijit Pandit, P.Eng., and Kaoru Yajima, P.Eng.

3:00 p.m. – 3:30 p.m.
Coffee Break & Networking

3:30 p.m. – 3:45 p.m.
CLC 2015 Wrap Up
Warren Turnbull, P.Eng.
Vice Chair, CLC Organizing Committee 2015

3:45 p.m. – 4:00 p.m.
Concluding Remarks
George Comrie, P.Eng.
PEO President-elect, 2015 – 2016
Acknowledgements, Evaluations & Feedback
Serge Robert, P.Eng.
Chair, CLC Organizing Committee 2015

SATURDAY, NOVEMBER 21, 2015
Evening

6:00 p.m. – 10:00 p.m.
Reception, Dinner & Awards

Ontario Professional Engineers Awards Gala (OPEA)

The International Centre
6900 Airport Road
Toronto, Ontario
Tel: (905) 677-6131

Dress code: Black tie
Reception starts at 6:00 p.m.
Dinner and Awards Program start at 7:00 p.m.

Complimentary Shuttle
Buses will run continuously on the quarter hour from 4:00 p.m. – 6:45 p.m. from the Hilton Toronto Airport Hotel to the International Centre (see note below).

Buses will run continuously from 10:30 p.m. – 12:15 a.m. from the International Centre to the Hilton Toronto Airport Hotel.

Please note:
• Rehearsal begins at 4:30 p.m. Only those participating in the OPEA rehearsal should catch the shuttle bus between 4:00 p.m. – 4:30 p.m.
• The VIP reception (reserved ONLY for the OPEA recipients, PEO Awards Committee, presidents and CEOs of both OSPE and PEO, sponsors and other special invited guests) will start at 5:30 p.m.
• Only those attending the VIP reception will be directed to the VIP area by OSPE staff at The International Centre upon their arrival. It is recommended that all other attendees start catching the shuttle bus at 5:45 p.m.

SUNDAY, NOVEMBER 22, 2015

8:00 a.m. – 10:00 a.m.
Breakfast

How did we do?

Survey Results (%)

Chapter Leaders Conference 2015 - Survey Result Summary

Chapters: The Link to the Future

Appropriateness / Quality of Execution
(1 low/poor - 10 high/excellent)

Number Responded | **50**

		Appropriateness		Quality of Execution	
		Average	%	Average	%
	Description	**Score**	**Score**	**Score**	**Score**
1)	From School to Practice to Licensure: PEO Chapters Bridging the Path	8.57	86%	7.45	74%
2)	Chapter Peer Solution: <Name your session>	8.14	81%	7.71	77%
3)	Lunchtime Keynote Speaker: Natalie Panek	8.73	87%	8.84	88%
4)	Fourth Annual Chapter Story Contest – The People's Choice	8.46	85%	7.92	79%
5)	CLC 2015 Wrap Up	8.43	84%	8.08	81%
		8.47	85%	8.00	80%
	How well were your expectations met? (Scored out of 5)	4.36	87%		

Chapter Leaders Conference 2015 - Full Survey Results

Chapters: The Link to the Future

Appropriateness / Quality of Execution

(1 low/poor - 10 high/excellent)

Number Responded — **50**

	Description	Appropriateness		Quality of Execution	
		Average Score	% Score	Average Score	% Score
1)	From School to Practice to Licensure: PEO Chapters Bridging the Path	8.57	86%	7.45	74%
2)	Chapter Peer Solution: <Name your session>	8.14	81%	7.71	77%
	Breakout 1: Working with other Organizations (Lisa McCumber)	8.50	85%	8.00	80%
	Breakout 2: Chapter Subcommittees (Warren Turnbull)	7.83	78%	7.33	73%
	Breakout 3: Education Outreach (Mike Blair)	9.14	91%	8.50	85%
	Breakout 4: Chapter HR (Murad Hussain)	8.33	83%	8.00	80%
	Breakout 5: Chapter Volunteers' code of conduct (Gordon Ip)	8.75	88%	8.63	86%
	Breakout 6: Chapter Communications (Joe Podrebarac)	7.40	74%	7.00	70%
	Breakout 7: Effective Meetings (Orijit Pandit)	7.80	78%	7.20	72%
	Breakout 8: Business Plan and Implementation (Sohail Naseer)	7.40	74%	7.00	70%
3)	Lunchtime Keynote Speaker: Natalie Panek	8.73	87%	8.84	88%
4)	Fourth Annual Chapter Story Contest – The People's Choice	8.46	85%	7.92	79%
5)	CLC 2015 Wrap Up	8.43	84%	8.08	81%
		8.47	85%	8.00	80%
	How well were your expectations met? (Scored out of 5)	4.36	87%		

Appropriateness (1 low / poor - 10 high / excellent)

November 21, 2015

2015 Chapter Leaders Conference

Number Responded 50

#	Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	Total	# Abstain	Score (#)	Score (%)
1)	From School to Practice to Licensure: PEO Chapters Bridging the Path	9	8	7	7	10	9	10	9	10	7	8	10	10	5	8	9	10	9	10	10	8	9	7	5	10	0	9	8	7	8	7	10	10	8	7	8	8	8	10	10	9	8	10	10	8	7	10	8	10	8	420.0	1	8.57	86%
2)	Chapter Peer Solution: <Name your session>																																																					8.14	81%
	Breakout 1: Working with other Organizations (Lisa McCumber)	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	10	0	0	8	0	0	0	0	0	0	0	0	0	0	0	9	0	0	0	8	0	0	0	0	0	0	0	51.0	44	8.50	85%
	Breakout 2: Chapter Subcommittees (Warren Turnbull)	9	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	0	0	0	5	0	0	0	0	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47.0	44	7.83	78%
	Breakout 3: Education Outreach (Mike Blair)	0	0	0	0	0	0	10	8	10	0	0	0	0	0	0	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0	0	7	0	0	0	0	10	0	0	0	0	0	0	0	0	0	64.0	43	9.14	91%
	Breakout 4: Chapter HR (Murad Hussain)	0	0	0	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0	0	0	8	0	0	0	8	0	0	0	0	0	0	7	0	0	0	0	0	0	0	0	0	0	0	8	0	0	50.0	44	8.33	83%
	Breakout 5: Chapter Volunteers' code of conduct (Gordon Ip)	0	0	0	8	0	0	0	0	0	7	0	0	0	8	0	10	0	0	0	0	9	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	10	0	0	0	0	0	0	0	10	0	0	0	0	70.0	42	8.75	88%
	Breakout 6: Chapter Communications (Joe Podrebarac)	0	0	0	0	0	0	0	0	0	0	0	9	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	10	0	0	0	0	0	0	9	0	0	0	0	0	0	0	0	0	37.0	45	7.40	74%
	Breakout 7: Effective Meetings (Orijit Pandit)	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	7	0	0	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	0	0	39.0	45	7.80	78%
	Breakout 8: Business Plan and Implementation (Sohail Naseer)	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	7	0	0	0	8			37.0	45	7.40	74%
3)	Lunchtime Keynote Speaker: Natalie Panek	9	7	10	8	10	10	10	9	10	6	10	9	6	3	8	9	10	8	7	7	9	10	10	4	10	9	8	7	8	10	10	10	10	10	10	10	9	7	8	10	9	10	10	10	9	10	10	6.5	9	8	436.5	0	8.73	87%
4)	Fourth Annual Chapter Story Contest – The People's Choice	7	7	9	6	10	9	10	6	10	9	9	9	10	5	9	10	10	9	10	10	1	10	10	5	8	7	9	8	3	10	8	8	10	7	9	10	8	10	9	10	10	10	9	8	9	10	10	10	7	6	423.0	0	8.46	85%
5)	CLC 2015 Wrap Up	9	8	9	7	10	8	10	8	10	9	8	7	0	3	9	9	10	9	8	8	8	10	8	5	0	7	9	8	0	10	0	0	10	8	8	0	8	0	9	0	9	10	7	10	8	10	0	8	8	0	337.0	10	8.43	84%
6)	How well were your expectations met? (Scored out of 5)	4	3	5	5	5	5	5	5	5	5	5	0	3	0	3	5	5	5	4	4	4	4	5	4	5	0	5	5	4	5	5	5	5	5	4	4	4	4.5	3	4	4	0	4	4	3	4	4	4			200.5	4	4.36	87%
	Total																																																			1817	15		

Quality of Execution (1 low / poor - 10 high / excellent)

November 21, 2015

2015 Chapter Leaders Conference

Number Responded 50

Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	Total	# Abstain	Score (#)	Score (%)
1) From School to Practice to Licensure: PEO Chapters Bridging the Path	7	4	7	7	10	8	10	9	8	6	7	8	5	1	1	8	8	10	9	8	9	9	7	4	10	0	9	7	5	8	7	10	8	7	8	8	8	6	8	10	9	9	10	8	8	7	5	7	8	5	365.0	1	7.45	74%
2) Chapter Peer Solution: <Name your session>																																																					7.71	77%
Breakout 1: Working with other Organizations (Lisa McCumber)	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	8	0	0	8	0	0	0	0	0	0	0	0	0	0	9	0	0	0	8	0	0	0	0	0	0	0	0	48.0	44	8.00	80%
Breakout 2: Chapter Subcommittees (Warren Turnbull)	7	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	4	0	0	0	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0		44.0	44	7.33	73%
Breakout 3: Education Outreach (Mike Blair)	0	0	0	0	0	0	0	8	10	0	0	0	0	0	0	0	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	7	0	0	0	0	9	0	0	0	0	0	0	0	0	51.0	44	8.50	85%
Breakout 4: Chapter HR (Murad Hussain)	0	0	0	0	0	8	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	7	0	0	0	0	0	7	0	0	0	0	0	0	0	0	0	0	0	40.0	45	8.00	80%
Breakout 5: Chapter Volunteers' code of conduct (Gordon Ip)	0	0	0	8	0	0	0	0	0	7	0	0	0	0	8	0	10	0	0	10	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	10	0	0	0	0	0	0	8	0	0						69.0	42	8.63	86%
Breakout 6: Chapter Communications (Joe Podrebarac)	0	0	0	0	0	0	0	0	0	0	8	0	0	1	0	0	0	0	0	0	10	0	0	0	0	0	0	7	7	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42.0	44	7.00	70%
Breakout 7: Effective Meetings (Orijit Pandit)	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	5	0	0	0	0	0	0	0	7	0	0	0	0	0	8	0	0	0	0						36.0	45	7.20	72%
Breakout 8: Business Plan and Implementation (Sohail Naseer)	0	0	0	0	0	0	0	0	0	0	4	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	8	0	0	8					8	35.0	45	7.00	70%
3) Lunchtime Keynote Speaker: Natalie Panek	9	7	10	8	10	3	10	10	10	9	8	9	10	6	5	8	9	10	9	10	9	10	10	5	9	8	8	7	8	10	10	10	10	10	10	10	9	7	8	10	9	10	9	10	10	10	9	8			442.0	0	8.84	88%
4) Fourth Annual Chapter Story Contest – The People's Choice	8	7	9	6	10	9	10	6	8	9	9	5	5	6	5	9	9	7	9	10	2	10	8	5	7	7	9	8	3	8	8	8	10	10	8	10	8	10	10	8	10	8	8	8	8	10	10	10	6	5	396.0	0	7.92	79%
5) CLC 2015 Wrap Up	8	6	9	7	10	7	10	7	9	8	8	7	0	0	4	9	9	8	7	8	8	10	8	5	0	6	9	8	0	8	0	0	10	10	7	0	8	6	9	0	9	10	7	10	8	10	0	8	8	0	323.0	10	8.08	81%
Total																																																			1727	15		

How did we do?

Survey Results (written)

2015 Chapter Leaders Conference
November 21, 2015
Hilton Toronto Airport Hotel

What did you expect to get out of attending this Conference?

- The conference was well planned and executed. Great work on time keeping
- Networking, knowledge sharing.
- To connect with other chapter members.
- Learn from other chapters.
- Get ideas to bring to my chapter to get more volunteers involved and activities to proote PEO and the chapter in the community.
- What is going on at other chapters.
- Information to allow for improvements in chapter operations and meeting organization.
- Great exposure to leadership.
- Good discussion with fellow chapter reps on challenges and solutions to promoting licensure, running chapters.
- I wanted to be involved with leadership. This conference was much more involving than last year.
- Meet with members of other chapters and learn about successful events and ideas.
- Feedback and ideas from other chapter success stories and challenges.
- Expected more inter chapter working.
- Connect, reconnect, new info.
- Chapters seem strong and active.
- Always great to network with PEO friends and provide some input ever changing regulator of our profession.
- Alignment and collaboration between all chapters. Discussion on an emerging issue, CPD.
- I expected to see the amazing things that chapters continue to do. I am always amazed at their great work.
- Networking with chapters from other regions.
- Learn about different techniques to lead as a member of our executive.
- Best practices from other chapters.
- Ideas to make my chapter more effective and share our chapter success.
- Networking, best practice, HQ updates.
- To get a better appreciation of the challenges facing PEO.
- To hear the chapter issues as well as motivational speaker that all went well and I can share with our chapter.
- Idea's on various events that chapters can run. Ideas on how to better run the executive.
- Advise/tips/first hand stories to help chapter leaders be effective.
- Linkage between chapters. Get to know volunteers from other chapters. Find common ground. Learn from each other.
- Future of profession-where are we headed.
- Information and ideas to guide our efforts as a chapter to achieve our mandate through sharing with other chapters and through advice from higher PEO bodies.
- Improved communication, inter and intra chapters and central.
- Ideas and yardstick for chapters.

- Networking, ideas for our chapter.
- Awareness of current challenges that chapters are facing.
- New ideas. Connect with other chapters.
- Tools for running chapter.
- Very good opportunity to focus on improving chapter structure, activities and expectation as a result of the plenary session.
- Ideas for chapter events and improving execution of chapter management.
- Develop new PEO volunteers.
- Meet other chapter leaders – learn what they were doing.
- Networking with colleagues. Learn from their experiences. Share my experience with more members.
- Networking information.
- Networking. Information about different chapters.
-

How well were your expectations met? Comments

- It would have been good to have key taka ways and action items taken from the breakout sessions. There were many ideas and a or improvements that may need to be auctioned.
- Time! Not enough time.
- Very well.
- Very well done.
- Most topics were about PEO management and great.
- Covered the expected discussion.
- My expectations were met this year. We didn't run overtime.
- You have successfully provided the venue for interaction between chapter volunteers and anyone who was able to interact was not making the effort.
- Very enjoyable interactive and informative.
- Too little time to explore discuss, develop issues and come out with tangible actions.
- Better than expected.
- Well organized.
- There were lots of ideas put on the table as to how to increase the 'capture rate' of engineering grads. It would be nice to see some implementation of some them.
- Breakout sessions were effective. Great! Having Annette Bergeron for CPD to answer burning questions of chapters' directors.
- WOW!
- There is always room for improvement.
- Some disorganization but overall run very well.
- I plan to organize an event to reach out to graduating engineers. We don't typically reach these people through our programming.
- Attendance drops off after lunch. Maybe keynote should be last to keep people interested.
- We may need to review the time allotment by topic. There is a lot more that can be accomplished given there is more time available.
- Lots on our plate – could use update on IER (?)
- People's Choice Awards are good way to see what other chapters do. Discussion with emphasis on regulation of non-traditional disciplines and engagement of practitioners in those areas was good.

- Always a good event.
- There could have been a bit more structure in the moderation of the plenary sessions. Discussion tended to get off track and not structured at times.
- Only a couple of appropriate ideas for new events.
- Good event well organized.
- Very good.
- It was time well spent.
- Interesting and have a good insight about PEO chapter working.

What was the best / most useful aspect of this Conference?

- Lunch keynote speaker was fantastic
- Chapter Peer Solution/Communicating with other chapter members. Very condensed agenda.
- Storytelling.
- Chapter story contest. I liked very much.
- Open discussions; camaraderie.
- From School to Practice to Licensure. This was a great session and we all need to work harder to get more 'engineering trained" people on the path to licensure.
- From Student to Licensure.
- Very good breakout sessions – well moderated (special kudos to Gordon Ip).
- Story telling competition.
- Group sessions
- I liked the choice of topics for group discussions.
- Chapter issues: Peer solution was a good discussion session. Every chapter comes with different challenges. Story telling re format was better than last year.
- Breakout sessions as they allow greater interactions between volunteers.
- Networking with other chapters.
- Breakout sessions – good chance to meet fellow chapter members.
- Natalie Panek. Very inspirational.
- Breakout sessions
- Thought that the keynote speaker (Natalie Panek) was excellent. I think some one should have a long conversation with her as to her reasons for not seeking licensure so that to apply that insight into future action on the issue.
- Continuing Professional Development: great discussion. Keynote speaker was excellent! Three key messages…1. Perseverance, 2. Working Outside Comfort Zone and 3. Mentorship. Healthy discussions on important topics (ie Getting license, Education Outreach etc).
- Natalie Panek-this keynote speaker was a welcome surprise. Great work!
- Natalie Panek – Great motivational speaker.
- I really enjoyed the keynote talk.
- School to practice to license.
- Morning session from school to practice to licensure.
- Finding out that our keynote was the prime example of someone with all qualifications but no interest in P.Eng. designation.
- Chapter issues and CPD (I think Task Force is on its way). Luncheon keynote speaker.
- Networking, meeting chapter execs from other chapters and learned new ideas to take back to my home chapter.
- The first session – our group came up with solutions that can be implemented easily.

- Natalie Panek-excellent speaker. Chapter Stories – top stories had excellent ideas for other chapters – 3 minutes is a good time limit for all stories. Finalists were well prepared.
- Opportunity to meet volunteers from other chapters.
- Licensure and our future.
- Open discussions that made me think about importance of identifying functions of engineers in traditional and non-traditional disciplines and the importance of getting all forms of engineering practitioners licensed and importance of regulation.
- School to practice to licensure workshop.
- Breakout groups.
- Chapter stories: both fun and thought inspiring.
- CPD
- Exchange of ideas from other chapters.
- Interactions with other chapter members to look at their programs/execution/challenges/what works.
- Chapter operations session.
- More as future tech.
- Informal networking.
- Breakout sessions. Discussion forums.
- Informative discussion to resolve and apprised of concern s.

What was the worst / least aspect of the Conference?

- Not the worst but needs improvement. The moderator on my group did not explain deliverables very well. Time should have been made to review the roles left in the rooms.
- None. I liked all topics.
- Keynote speaker was great. It was not good that she was not a P.Eng.
- Chapter success stories competition. Very poor use of time (90 minutes). More breakout sessions instead of chapter success story!!! You have all 36 chapters here. Let's have a discussion.
- More seating at luncheon needed.
- The morning session felt rushed, may have considered CPD presentation in the afternoon. If speakers are expected to comply with time restrictions, a designate should hold them to it.
- Not enough tables set up for lunch. Extra chairs/table would make the process go smoothly.
- Afternoon was poorly attended, people's choice award was run much better, but still too long.
- Rush/Rush/Rush in the am. Curb the amount of work.
- People droning on.
- Limited time to discuss results. It is tough to get presenters to stick to a limit so I understand the rigid timeline.
- It's too bad that we had to "squeeze in" the session on Continuing Professional Development because it is an important issues for our organization.
- Execution of people's comments from breakout sessions. Helpful if the speaker can focus on top 3 highlights.
- I did not have a negative experience.
- Incorporate lessons learned from breakouts

- Segment on school to practice to license section.
- Using clickers – need more clear instructions.
- To have the opportunity to network with other engineers.
- Lunch tables were too close to each other while a large space was left unused on the sides.
- Not enough time in breakout sessions to adequately discuss topics.
- Wrap-up – late in the day – it seemed like a lot of people left – probably to get ready for the OPEA.
- Some delegates do not let others speak – hog the microphone by some delegates/councilors in breakouts.
- Keynote speech was inspirational but off-topic as it relates to the days theme.
- Chapter stories.
- Chapter success stories – let committee select 5 finalists and give more time for each.
- Natalie Panek-I had a hard time hearing.
- Lack of attendance/focus of audience. Unclear instructions.
- Well… my first CLC – was pretty good overall!
- Lunch time speaker – lost all credibility when admitted not a P.Eng. George Comrie should have been held to his two minutes.
- Keynote speaker clashing with lunch.
- None!! There was problem with sound (echo) in the morning.
-

What would you like to see in future Chapter Leaders' Conferences?

- More panel discussions
- Results!!! Not enough time to address all problems, present solutions and obtain results.
- More chapter success stories.
- More examples from day-to-day chapter work.
- Eliminate the chapter cusses story competition-perhaps provide info via poster display, use time for chapters to give feeback to PEO/Council ie get info on emerging technology from grassroots.
- More competition from chapters.
- Follow up on actions taken to help improve "from school to practice to licensure".
- I liked this conference – notes discussed today should be distributed to chapter executives.
- Keep current format, seems to work well.
- Intro, morning – 4 topics discussions and afternoon – 4 topic discussions
- More breakout sessions for chapter challenges.
- Session on how to properly conduct a public information session on a proposed development.
- A team building ice-breaker exercise. Copies of presentations during the speaker's talk.
- Bridge building competition. More singing by Cora (Lake Ontario Chapter).
- Presentation for EIT. Road to P.Eng. and benefits.
- Specific training on how to lead.
- More EIT, industry.
- More sessions on Peer Solutions – chapters challenges sessions.
- More chapter success stories.
- Keynote speaker could have taken for a session to chair as well could have been possible.

- More emphasis on using social media. This event should have had a twitter hashtag to use.
- Guidance in terms of PEO goals ie, chapters are doing social events which seem to be more OSPE related activities. I want to organize events which promote PEO mandates but feel unsure how to do this and get people out.
- Interactive sessions with unique ideas. Later start time – 8:30 or 9 – one less session.
- Some sort of tangible outcome from the brainstorming session. List of read across initiatives based on success stories, especially regarding bringing awareness about engineering and increasing volunteers.
- More about what chapters can do. What message to deliver. Breakouts are useful. More discussion on how to communicate with members, potential members, public etc. why its important to preserve strengthen our 'self-regulated' profession.
- CPD and its advancement into implementation.
- More discussion of upcoming activities CPD, etc. what is an engineering discipline?
- Possibly a live stream on the web for people that cannot go. Possibly consider recording events for future play back.
- More chapter stories.
- More opportunities to interact with other chapters to compare ideas/challenges.
- Update on PEO Act, Regulations, what role chapter to play to get the message out.
- More of the same, more time to network.
- Decide on new actions from the discussions and form new teams to implement them! Don't leave them in a folder and talk about them again in 2017!
- For every story, voting should be done separately and (?) vote tallied accordingly/no elimination round

Other comments or suggestions?

- The breakout sessions were fantastic and broke up the day.
- Workshop in separate time.
- Good work. All the best for future events.
- Great Conference. I enjoyed meeting new and old friends.
- Concerned about premise of 1st session – how to attract non-licensed engineers. I would rather spend resources on applicants that need help and have indicated a desire to be a P.Eng. (help to increase diversity, help to foreign trained engineers) least to question – How do we increase the "value proposition" of a P.Eng. designation?
- All is great.
- We should "build the brand" within chapters and via head office. Advertise to promote value of licensing (ie commercials, billboards, electronic means). It was disappointing to find out our keynote speaker is not a licensed engineer given our focus of discussion first thing this morning.
- Make sure moderators can do their task some moderators are not successful communicators.
- It was awesome that you did a hard, times cutoff for some of the presentations. I recommend that be instituted for every question, comment and presentation.
- Great event and well organized.
- It's too bad that we had to "cull" half of the chapter stories.
- A tangible engineering tool for demonstration (ie a prop).
- Sheraton Hotel next year!
- Well done. Great conference.

- Good work. Better than 2014!
- How chapter can help more to improve image of engineering.
- Well done!
- I really appreciate that councilors, the CEO and president are not only present by openly participate. It is great for chapters to meet and hear what our governing body thinks. It makes your volunteering seem appreciated and valuable.
- Thanks for the yogurt at breakfast!
- Overall, it was a great event. Lots of learning.
- Add another keynote speaker from outside PEO. For instance, President of OMA or any industrial heavy weight. Some business outlook. Business environment will impact on PEO's recruitment ability – we need more members. CLC must instill ideas to us how to achieve membership drive.
- Sell requirements for licensure. Require license for all engineering in Ontario
- We need to make sure that we distribute all learnings to the chapter member. It would be good to do this and show everyone what we are trying to do for them. Would it be possible to get a bulk order contract brining Natalie to specific chapter events ie set up an Ontario Tour for her to chapter events that want to participate?
- Lighter lunch would be better given there is most probably a heavy dinner!!! (Good food, though!!!)
- Lunch too big – soup and sandwiches more appropriate.
- Keynote speaker did not present well and was difficult to hear. Crashing of crockery in the room was exceptionally discourteous.
- Great job by the organizing team. Thank you!

2015 Chapter Leaders Conference

Breakout Session 1

From School to Practice to Licensure: PEO Chapters Bridging the Path

From school to Practice to Licensure: PEO Chapters Bridging the Path

Group work results

Step 1 – Creating awareness within one's chapter boards
Breakout 1: verbal
- Educating the board about fields (existing or emerging) and types of work that is performed by practicing but not licensed engineers.

Breakout 2:
- Chapter boards are aware of this issue.
- Chapter location plays important role – urban vs. rural and whether there is a university within boundaries.

Breakout 3:
- Try to create a discipline diverse executive.

Breakout 5:
- Recommendation to make teleconferencing for PEO every month for upcoming technologies to be included for reviews and the roots (Chapters to be included)

Breakout 6:
- Group discussed reason behind acquiring their P.Eng. License: work requirement, it was a thing to do, pride, natural path.

Breakout 8:
- Get board executives to leverage networks from work, colleagues, friends
- Exposing chapter executives to realize the ask of bridging the path
- Get the chapters to collaborate with universities in the area
  - Example, they invite the student engineering chapter chair to the PEO Chapter meetings and they take information back to the students in the university

Step 2 – Ways to contact Non-P.Eng., Eng. Grads in one's chapter
Breakout 1:
- Outreach events catered to the first year engineering students
- Outreach events involving a P.Eng. that will be promoting the value of P.Eng.

Breakout 2:
- Alumni and current university student database
- A point of contact at university, student guidance, or mentor availability

Breakout 3:
- Get companies and organizations to push people to get their P.Eng.
- Reach out to other associations (i.e. IEEE, University's, etc.) to emphasize the importance of getting P.Eng.
- Get the Chapter name out in the public (Public outreach at local level).
- Building in PEO participation within University curriculum (i.e UofT).

Breakout 4:
- Frosh week and Iron Ring Ceremonies
- Reach out to the limited licence holders and employers

Breakout 5:
- Reach out to diversity in the chapters

Breakout 7:
- Outreach to universities and foreign graduates

Breakout 8:
- Leverage with OSPE on events with students in the OSPE system who are not in the PEO system
  - OSPE can geo target their database
- Liaise with schools to build discussing how to become a P.Eng etc as part of the curriculum
  - Example: there are schools giving assignments to the students to interview a P.Eng

- Get professors to be interested in licensure. That way those teaching engineering students can be role models for the students
    - Should colleges/universities hire P.Engs as a requirement? Currently there is no requirement to be a P.Eng to teach engineering students
    - Currently PEO is working to see how they can work with people who want to pursue academia.

Step 3 – Ways to attract these people
Breakout 1:
- Discipline focused competitions and events at universities
- Networking events for graduates
- All government engineering work should be done by the licensed engineers in the interest of public safety.

Breakout 2:
- Free ethics course at universities
- Professional Engineers Day events at universities
- PEO should provide motivation for Eng. Grads to be interested in licensure such as free EIT membership.

Breakout 3:
- EIT nights.
- Advertise the definition of a 'referee' and how broad it truly is.
- Get them before they graduate.
- Have PEO attend events to educate students on the benefits of gaining P.Eng.
- Talk to university's to emphasize importance for getting P.Eng. for groups that don't typically require it. (i.e. RMC engineers going into the field). Possible expand to federal government.
- Advertise that direct supervisors are not required to get P.Eng (suppliers etc. can sign off) – Advertise that the 12 month requirement of a P.Eng. reference does not necessarily need to be your direct supervisor i.e. can be a P.Eng. working closely with an applicant, or possible a client etc)
- Create a way that an experienced person can get a P.Eng without a referee by looking at their history and experience.

Breakout 5:
- Reduced fee for people who are not using their license. Non-active engineers to get reduced fee.

Breakout 6:
- Group discussed benefits of having a P.Eng. license: Credibility, gets you a job, pride, status, better salary

Breakout 7:
- Fee reimbursement for non-practicing licensees

Breakout 8:
- Regions can work with universities for events to attract professors to be part of the chapter and have networking events
- Have student and P.Eng networking events and panel discussions on the licensure path
- Work with companies/universities within chapters to allow chapters to bring in information or do events in the companies for professional licensure paths
- Events that will interest them:
    - Pub night
    - Networking night / mentoring

Step 4 – What resources does the chapter need to attract these people?
Breakout 1:
- Work groups and task forces could be created or being a part of the chapter GLP, EDU etc. Committees to look at this issue

Breakout 2:
- Special budget line item for university/student related activities/social events.
- Leverage OSPE's resources to help students to acquire employment after graduation.

Breakout 3:
- Get data on actual numbers of graduates not getting their P.Eng's.
- Provide an experience template for non-standard disciplines to help them apply for their P.eng.

Breakout 4:
- Leveraging funding from NEM and OSPE

Breakout 6:
- At chapter level have a Chapter Designated position to outreach to universities; bring a university rep on the Chapter Board.
- At HQ level – a plan and/or message to be consistent

Breakout 7:
- At the chapter level to create a task force to increase presence at local universities to promote value of P.Eng.

Breakout 8:
- OSPE
- Students from universities
- Special funding for events from council ☺

Barriers identified and discussion:

Breakout 1:
- What is a value of P.Eng. in the eyes of employer?
- Mentorship not being available for the Eng. Grad to fulfill PEO licensing requirement
- Awareness not being available at all levels such as student, professional and industry levels

Breakout 2:
- International graduates are having difficulties getting licensed
- What is the value to the company to hire a P.Eng.?
- There is a possibility that it is too expensive for a company to hire a P.Eng. vs. a non-P.Eng.
- Group was not sure if insurance prices have an effect on the company when hiring a P.Eng.

Breakout 3:
- Hard to find a P.Eng. to referee my work experience
- Hard to find 3 referees because I work in a small company
- I have a P.Eng. Supervisor who can check my work so I don't really need a P.Eng. myself
- Not enough P.Eng. supervisors to check my work because I work in a field that is either a "grey" or emerging discipline (ie. very few licensed P.Eng. across Canada in my field)

Breakout 6:
- Not enough mentors available to sign off on the work record and experience
- Not wanting to be scrutinized

Summary of identified barriers

During the discussion groups identified few common reasons for engineering graduates not seeking licensure.
Most discussed reason is that there were not enough mentors and referees at the workplace to support a person to fulfill PEO licencing requirement by supervising and signing for work. Group 3 discussed a possibility that there could be not enough P.Eng. supervisors to check work for the emerging fields. Group 2 pointed out that international graduates are having really hard time getting licenced.
Another reason discussed for not seeking licensure was that employers do not see value of the P.Eng. or it is too expensive for companies to hire licenced engineers.

Step 1 – Creating awareness within one's chapter boards

Groups discussed how much chapter boards are aware of the problem and what could be done to solve it. One solution that came from Group 1 was to educate the board about emerging disciplines and which work is performed by licenced

engineers and which is not, while Group 5 recommended have a monthly teleconference for chapters which would touch upon new technologies. Group 3 suggested having a discipline diverse executive.

Group 8 recommended chapter executive to leverage networks available to them such as colleagues and friends, and invite students from local universities to the board meetings.

It was identified that a lot depends whether there is a university within the boundaries of the chapter and whether chapter is located in the rural or urban area.

Step 2 – Ways to contact Non-P.Eng., Eng. Grads in one's chapter

Most of the groups pointed out that more outreach events are necessary to contact non-licenced engineering graduates such as outreach programs at Universities and schools involving licenced engineers promoting value of having a P.Eng. designation. At the school level it could be assignments to interview a P.Eng., and at University level - involvement in the frosh week events and iron ring ceremonies. Groups 5 and 7 believe that it is necessary to reach out to diversity in the chapters and have events catered to foreign trained engineers. Outreach to limited licence holders and university professors trying to get them fully licenced was also mentioned.

Group 2 had ideas of utilizing (privacy policies permitting) university databases of current and alumni students and having a point of contact/mentor/student guidance on site to answer student questions. Group 8 also pointed out that working with OSPE and leveraging their events and database would open some opportunities.

Group 3 was suggesting to outreach to companies and other organizations explaining to them value of P.Eng. and benefits of employing a P.Eng., and by doing that getting them to push their employees/members towards licensure.

Step 3 – Ways to attract these people

University events and chapter events were the most popular choice for groups to attract non-licenced engineering graduates. Suggested university events included networking, free ethics courses, seminars on licensure and value of P.Eng., discipline focused competitions/events and Professional Engineers days. Chapters wanted to involve university Professors and students in chapter events such as EIT, pub, networking/mentoring nights and panel discussions about licensure paths. Group 1 recommended outreaching to the government with the message that in order to ensure public safety, all engineering work must be done by licenced engineer.

Groups 3 and 8 discussed the possibility of having information events/sessions to provide detailed information on licensure paths and all common misconceptions engineering graduates can have about the licensure process.

Groups 2, 5 and 7 recommended reduced fees for non-practicing P.Engs. and free EIT memberships to get university students interested in licensure.

Group 6 introduced an idea of promoting moral aspects and reasons behind of getting P.Eng. such as credibility, social status, source of pride and competitiveness .

Step 4 – What resources does the chapter need to attract these people?

Groups identified that chapters are in need of human, financial and intellectual resources.

Groups 1, 6 7 and 8 recommended to create chapter task forces/ work groups to look at the licensure issue, chapter volunteers to become university representatives to increase presence at local universities as well as university students volunteers representing universities on chapter committees.

Along with Groups 2, 4, group 8 also identified the need for additional funding to pay for university/student related events and National Engineering Month events.

Groups 3 and 6 showed interest in the intellectual resources potentially required such as development of the consistent messaging and experience template for non-standard disciplines by PEO staff. Group 3 also identified the need for chapters to have exact data on how many engineering graduates do not seek licensure.

Groups 2 and 8 showed interest in working with OSPE to leverage their resources and help engineering graduates to acquire employment as this is the important part of licencing process.

2015 Chapter Leaders Conference

Breakout Session 2

Chapter Issues: Peer Solutions

Group 1

Chapter Issues – Peer Solutions
Group 1: Working with Other Organizations

1. How can Chapters work with OSPE?

- Contact OSPE, they are very supportive with collaborative events
    - John Moudakis
- Utilise Joint Relations Committee.
- Invite an OPSE rep to attend board meeting.
- Advertise each other's events.

2. How can chapters work with other organizations?

- Joint Events:
    - Wastewater Treatment Plant Visit
    - Brewery Facility Visit
    - Collaborative advertisement.

3. What is a joint event? What are the best ways plan and organize a joint event?

- Reach out to event coordinators from other organization.
- Select topic that represents both organizations.
- Costs should be divided.
- Have a schedule
- Plan and advertise early.
- One organization should lead. This makes the process more efficient.
- When hosting evens with schools, allow extra time and effort for additional approvals.
- Have an event closure meeting with the organizing meeting after event.

4. When working with others groups, what needs to be agreed upon between groups before planning begins?

- Definition of Event Topic
- Definition of Responsibilities (Who will lead, advertise etc…).
- Cost sharing strategy.
- Collaborative agreement on advertisement strategy.

5. Are there any other best practices to recommend when working with other organizations?

- Volunteer list is updated for insurance purposes, and service recognition.

Group 2

Chapter Issues – Peer Solutions
Group 2: Chapter Subcommittees

1. Should Chapter subcommittees be operated more like PEO committees or project teams

- Every chapter has 'groups' dealing with particular topics (e.g., Education)
- Some more successful than others (some don't meet at all!)
- Some 'groups' are structured around PEO model for committees
- No transition of vision when Chapter Executive changes
- We feel:
    - Should use PEO committee model
    - Must have a clear mandate; PEO guidance is appreciated

2. Can this result in better Chapter management and work flow

Yes.

3. How could this improved committee operation be achieved

See below.

4. How could this benefit RCC, the Chapter Office and ultimately Council to achieve our mandate

See below.

5. Can Chapter Board and subcommittee business or work plans be better tied in to the PEO Strategic Plan and if so how

- Chapter Board and subcommittee business or work plans should be tied in to the PEO Strategic Plan
- Two-year mandate for each chapter committee
- But 'thinking out of the box' is also good; sometimes there is not enough info on PEO Strategic Plan
- Get assistance from skilled volunteers (e.g., CA)
- Not necessarily have "engineering" related activities; share knowledge; not talk business

6. What resources would chapters need to achieve improved subcommittee operations

- Guidance from PEO on mandate
- Chapters draft mandate of committees
- Template from PEO would be useful
- Agenda for meetings, report on activities at each meeting
- Some chapters are challenged due to wide geographical area; getting members to attend events is also challenging
- Same volunteers being on Executive and chapters is an issue
- New volunteers can be asked to serve on committees first

Group 3

Chapter Issues – Peer Solutions
Group 3: Educational Outreach

Goals of Session:
- Using the CLC as a jumping off point, we want to take the opportunity to discuss issues related to Educational Outreach that have been raised by our PEO Chapters.
- Together, we want to develop a common understanding for Chapters in delivering these services by leveraging our success stories and by sharing your insights for the benefit of all Chapters.
- Also, are there other areas that need to be addressed pertaining to Educational Outreach that are not addressed above?

Questions asked by our Chapters:

1. What Educational Outreach should we be performing in our communities?
2. How can Chapters work more hand in hand with the PEO Education Committee to deliver Educational Outreach Programs?
3. How can we effectively reach out to school boards and their teachers, including STEM Teachers, with our messaging and invitations to events?
4. How can we integrate the Engineer In Residence (EIR) Program into our strategy for delivering Educational Outreach Activities?
5. How we can engage our members more effectively to encourage them to become educational champions in our communities?
6. How we can educate our communities to give them a greater awareness and encourage them to become more involved in helping us deliver these programs?

Educational Outreach SOLUTIONS

1. What Educational Outreach activities should we be performing in our communities?

- Student paper presentation of degree projects by 4th year students hosted by PEO (Kingston Chapter).
- Get into schools, talk to teachers as opposed to blanket contact schools.
- GoEng girl joint with OSPE, Bridge building competition (grade 10 level), Scholarship program (high school level)
- Pamphlet to board of education (cannot have logos). Develop good quality program that schools will eventually ask after rather than PEO having to push it.
- Push EIR program. Provide support to EIR, recognition/acknowledgements to volunteers.

2. How can Chapters work more hand in hand with the PEO Education Committee to deliver Educational Outreach Programs?

- Use educational committee to publish event framework to other chapters. Create resource database.
- Host quarterly education coordinator teleconferences.
- Contact EIR for ideas on activities that can be hosted.
- Chapters need to reach out to membership to inform and engage them with the EIR program.
- Hesitation from chapter to participate in EIR program.

3. How can we effectively reach out to school boards and their teachers, including STEM Teachers, with our messaging and invitations to events?

- Find teacher champions.
- Get contacts with board of educators and teacher.
- Provide a prime contact for schools to contact chapter for Engineering support services.

4. How can we integrate the Engineer In Residence (EIR) Program into our strategy for delivering Educational Outreach Activities?

- Contact engineers without borders to provide list of EIR volunteers to chapters so that they can make contact.

5. How we can engage our members more effectively to encourage them to become educational champions in our communities?

- Try to recruit new certificate recipients at various events (i.e. certificate presentation, EIT nights).
- Talk about success stories at various events.

6. How we can educate our communities to give them a greater awareness and encourage them to become more involved in helping us deliver these programs?

- Scholarship recipients provide presentations.
- Social media
- Meeting with school boards and other similar organizations to inform them of what we can do.
- Hold events at venues other than schools to try and create greater visibility and interest.

Group 4

Chapter Issues – Peer Solutions
Group 4: Chapter HR

1. Attract new EIT/P.Eng. to the board

   - E-blast program, targeting EIT.
   - Free food at meetings (short term benefit).
   - Targeting new members at License ceremony.
   - Provide the available roles to new members, possible junior position as an assistant with a mentor in place.
   - EIT welcome event.
   - General package for new members.
   - Leadership training for volunteer positions.

2. Lack of participation by members

   - Possible term limits for roles without alienating active people.
   - Minimum number of roles depending on size of executive.
   - Emphasize responsibility of having events based on funding provided.
   - Follow up at each meeting for specific tasks to be completed based on the event.
   - Create a template if applicable to complete an event.
   - Ensure executive is positive environment to help the development of volunteers – recognition individual efforts for successful events.
   - Lessons learned on previous events to assist future organizers.

3. Conflict in board meetings

   - General code of conduct and respect the individual. Integrate the code into meeting to foster a positive environment.
   - Chair needs to keep the meetings on track
   - Formal training for a chair to steam line the meetings and keep control.
   - Document issues in minutes for future discussion.
   - Vote on issues to diffuse disagreements and results are final for the meeting.

4. Succession planning

   - Ensure junior roles have mentors to avoid new members feeling overwhelmed.
   - Annual review of the executive - are we growing new members and transferring knowledge or staying stagnant.
   - Independent review on current roles for future development.

#4 Chapter HR

Attract EIT to the board

CHAPTER LEADERS CONFERENCE
November 21, 2015

#4 Chapter HR

Attract new EIT/PEng to the board

E-blast program, targeting EIT.

Free food at meetings (short term benefit).

Targeting new members at License ceremony.

Provide the available roles to new members, possible junior position as an assistant with a mentor in place.

EIT welcome event.

General package for new members.

Leadership training for volunteer positions.

Lack of participation by members

Possible term limits for roles without alienating active people.

Minimum number of roles depending on size of executive.

Emphasize responsibility of having events based on funding provided.

Follow up at each meeting for specific tasks to be completed based on the event. Create a template if applicable to complete an event.

Ensure executive is positive environment to help the development of volunteers – recognition individual efforts for successful events.

Lessons learned on previous events to assist future organizers.

Professional Engineers Ontario

#4 Chapter HR

Conflict in board meetings

General code of conduct and respect the individual. Integrate the code into meeting to foster a positive environment.

Chair needs to keep the meetings on track - Formal training for a chair to steam line the meetings and keep control.

Document issues in minutes for future discussion.

Vote on issues to diffuse disagreements and results are final for the meeting.

Succession planning

Ensure junior roles have mentors to avoid new members feeling overwhelmed.

Annual review of the executive - are we growing new members and transferring knowledge or staying stagnant.

Independent review on current roles for future development.

Group 5

Chapter Issues: Peer Solutions
Group 5: Chapter Volunteers Code of Conduct

Breakout Session – Outcomes

1. PEO Council "Code of Conduct" should be adopted by the Chapters, changing the word "Council" to "Chapters".
    - The definition of "inappropriate behaviour" should be defined and Chapter should seek help from the tribunal section/prosecution sections of PEO Head Quarters
    - Suggestions for handling inappropriate behaviour
    - Try to resolve issues through peer-consultation and cooperation.

Group 6

Chapter Issues – Peer Solutions
Group 6: Chapter communications with our members

- Social media to share events and news
- Events, tours, symposiums with interesting topics
- Personalize emails
- Joint ventures
- Chapter awards

Group 7

Chapter Issues – Peer Solutions
Group 7: Effective Meetings

1. Challenges
    - Staying on track, on topic, on time.
    - Not being prepared at meetings, taking good notes.
    - Having unplanned discussion (not on the agenda)
    - Get meeting minutes completed.
    - Too many people attending executive meetings.
    - Meeting locations/setup is difficult, geographic location versus members.
    - People "hijack" meetings.
2. Solutions
    - Establish meeting protocol.
    - Have a moderator (Chapter Chair), being respectful of time and people.
    - Send out meeting invites, include prep/supporting documents, minutes.
    - Have an agenda, allotting time. Send out at least 1 week prior to meeting. Store records electronically however be diligent with public info.
    - Have members provide submissions for discussion at meeting prior to, so that these are built into the agenda.
    - Set limits to executive meeting attendees. Hold subcommittee meetings and send reps to speak on behalf of the team.
    - Establish optimal meeting size, consider maximum of 20 people.
    - Hold meetings at central location, include teleconference capacity.
    - Establish meeting protocol for speaking, sharing the floor.
    - Complete meeting evaluation survey following each meeting.
    - Complete executive team training for new members.

Group 8

Chapter Issues – Peer Solutions
Group 8: Business Plan and Implementation

1. How to Develop the Business Plan & the 3 main activities to be incorporated

- Core activities are mandatory
- Chapters fill out the template and RCC uses this to establish budgets by region.
- Issue – training refreshers need to be provided since the Chapter positions change (webinar)
- Issue – some have experienced issues with the template in terms of linkages not functioning properly – Chapters can't change themselves and need to go to PEO staff to modifications to the template.

2. The submittal and approval

- Submission in June for the following year
- Issue – Business plan is developed for a future Chair – i.e. they are operating under someone else's business plan
- Some solutions – special funding available, special approval from the Board for the Chair's initiatives
- Business plan done before the budget is approved
- Issue – Chapters may not realize the funding they've planned for

3. Allocation of Allotment and Disbursement

- Allocation in January then second allotment later in year
- Good – more transparency these days with the allocation coming from the Councillors through regional congresses
- Should allotment be all in one shot? – pro – less work for PEO
- Most saying 3 allotments haven't posed a problem in their Chapters

4. Implementation and Reporting

- Issue – Chapters holding many events – accounting becomes difficult as the Treasurer has to allocate so many expenses to one bucket
- Solution – Develop an expense report template person running an event summarizes all expenses/revenues
- Solution – web based reporting to the treasurer – real time information – input by the respective event chairs – SharePoint
- Who should own the business plan? – Chair? Treasurer? – Preparation should be by a team. – Maybe Chair and Treasurer become the co-keepers of the actual report
- Midterm reporting – is it really necessary? Events are held at different times of year so midterm doesn't necessarily mean 50%. Is there something PEO is trying to measure? – End of year paints a better picture whether Chapters are spending their money.

2015 Chapter Leaders Conference

Fourth Annual Chapter Story Contest – the People's Choice

Fourth Annual Chapter Story Contest – The People's Choice

10 Stories submitted:

1. East Toronto: Aim for success through external collaboration
2. Georgian Bay: PEO LAP Program/EIT Night
3. Lake Ontario: Engineer's Got Talent!
4. Oakville: Energy Symposium – Oakville Chapter
5. Scarborough: Promoting Engineering through STEM programs in the community
6. Simcoe-Muskoka: Our NEM 2015 event was a great success!
7. Sudbury: NEM 2015: Make a World of Difference
8. Upper Canada: International Plowing Match 2015 Connecting with Engineering
9. Windsor-Essex: PEO Lounge - Canada Wide Science Fair
10. York: PEO York Chapter Transportation Symposium 2015

First round – Pre-selection results:

Chapter	Score	Rank
Lake Ontario: Engineer's Got Talent!	**19**	**1**
Windsor-Essex: PEO Lounge - Canada Wide Science Fair	**15**	**2**
Upper Canada: International Plowing Match 2015 Connecting with Engineering	**11**	**3**
Oakville: Energy Symposium – Oakville Chapter	**7**	**4**
York: PEO York Chapter Transportation Symposium 2015	**6**	**5**
Scarborough: Promoting Engineering through STEM programs in the community	**5**	**6/7**
Sudbury: NEM 2015: Make a World of Difference	**5**	**6/7**
Georgian Bay: PEO LAP Program/EIT Night	**3**	**8**
East Toronto: Aim for success through external collaboration	**1**	**9/10**
Simcoe-Muskoka: Our NEM 2015 event was a great success!	**1**	**9/10**

Second round – Finalists results:

Chapter	Score	Rank
Windsor-Essex: PEO Lounge - Canada Wide Science Fair	**25**	**1**
Upper Canada: International Plowing Match 2015 Connecting with Engineering	**20**	**2**
Lake Ontario: Engineer's Got Talent!	**10**	**3**
Oakville: Energy Symposium – Oakville Chapter	**9**	**4/5**
York: PEO York Chapter Transportation Symposium 2015	**9**	**4/5**

Winner:

Windsor – Essex: PEO Lounge - Canada Wide Science Fair (Stacey McGuire presenter)

Brief introduction to the story:

In May of 2014, Windsor was proud to host the Canada Wide Science Fair at the University of Windsor. Many of our Chapter volunteers donated valuable time to help the event as a whole run smoothly but we are especially proud to have hosted a very special PEO Lounge on one of the nights or all of the students to attend in their spare time. We wanted to provide some fun activities for the kids with an engineering theme and offer them a chance to see what

engineering is about. We had stations set up around the room so students could wander and try different things.

 One station held challenges every half hour. Each team was given identical boxes containing random objects such as wood block, pipe cleaner, popsicle sticks, playdoh and lots of other craft and household items. They were then given a challenge to complete using the items in the box and a time limit to complete. Judges chose the favourite creations based on overall height, ability to span the longes distance and the distance an object was launched.

Another station was manned by the local engineering students society. Small groups created robots and faced them off against each other. The robot that was able to push the other outside a perimeter was the winner.

There was a photo station with engineering props and fun backgrounds to chose from. Students posed in front of a green screen and the backgrounds were superimposed behind them. This went over very well.

A games section was set up for those that wanted to hang out with friends and wind down for the day. Additionally, we held engineering trivia matches with great prizes for the winners.

Overall the night was great. Hundreds of students came out to participate. Many reported the PEO lounge to be their favourite afterhours time of the whole week.