

## Agenda and Meeting Notes

**6:00pm**     **Welcome and Check In**

**6:10pm**     **Review December notes**  
[See December 9 meeting notes here](#)

**6:15pm**     **Prioritizing our work for February–June 2025?**

Item	Details	Timeline
By-Laws Review	<p><b>Step 1:</b> Complete; collated initial feedback collected from members. 7 participated</p> <p><b>Step 2:</b> circulate by-laws document for direct feedback (possibly incorporate read receipt to know who has reviewed)</p> <ol style="list-style-type: none"><li>1. Share the feedback collected so far: Review with WG members Best way to share with all members</li><li>2. Circulate another round of feedback to all members with a deadline; continue encouraging members to give feedback</li><li>3. Sub-committee: Erin, Seema, Kaydeen, Zena, Andrew, Moosa(?), Prasanna(?),</li><li>4. Collecting feedback and reporting back to members before April</li><li>5. January 21 general meeting: reminder for members to review by-laws</li><li>6. Close feedback week of February 7</li></ol> <p>Work with a timeline that allows at least 3 ‘presentations’ at general to review drafts before final approval in June (potential vote dates: April, May, June)</p>	<p><b>June 2025</b> meeting vote for final approval</p>

**Operational Effectiveness WG**

**January 13, 2025**

<https://us06web.zoom.us/j/86048867844>

**Meeting ID: 860 4886 7844**

	<p>It is ideal to ensure that all members/as many members as possible review the bylaws and are familiar with amendments while in progress</p> <p><b>Note:</b> Locate PIAC code of conduct to share with membership and also post on PIAC website</p> <p>PIAC Best Practice also support our work</p>	
Budget Updates & Adjustments	<p>March/April 2025 meeting to come back to budget updates</p> <p>WG's will be invited to bring forward additional budget requests</p>	
What's missing / What else?		

**7:20pm New Business and Next Meeting date**

Next meeting: February 10, 2025 6:00pm

**Working Group attendees:**

Zena S (Co-chair)

Kaydeen B (W8 co-lead)

Erin C (W1 co-lead)

Andrew W (W3)

Seema M (W18)

Mercy C (W6)

Sarah A (Co-chair)

Moosa A (W19)

Prasana (W19)

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***Values guiding our by-laws review: (October WG meeting)***

*Functional: reflective of our current environment, use of tech, hybrid*

*Mirroring needs of what we need today: amendments made to*

*Careful: which ones cause hindrance to our work and amend*

*Inclusivity: to all members, what's around us in our current environments*

*Language: is essential to inclusive space and process*

*Opportunity to learn and build capacity for all members to be confident with the by-laws*

*Transparency*

*Accountability: defining accountability;*

*Inclusiveness*

*Action-Oriented: moving beyond consensus in our meetings; opposition is a part of democratic processes*

*Safe space: how do we define 'safe' and it's function within meetings?*

*Flexibility*

*Adaptability*