

## PIAC Working Group REPORT

<b>Working Group</b>	<b>Operational Effectiveness</b>
<b>Date</b>	<b>January 19, 2023</b>
<p>Description/Objective  <u><b>Scope of work for Operations Effectiveness WG from PIAC 2021-2022 Workplan and STATUS</b></u></p>	<p><b>Operational Effectiveness</b> – Maintain and support the operational effectiveness of PIAC (Guidelines, Processes, Functions) - <b>Ongoing</b></p> <p><b>Budget</b> – To allocate an annual budget to align with strategic priorities. - <b>Ongoing</b></p> <p>Establish a process for approving Working Group and Ad-hoc Committee budgets. Track, monitor, and report PIAC’s annual budget - <b>Ongoing</b></p> <p><b>Bylaws</b> - Revise and update PIAC’s Bylaws as directed by the committee. [Ad hoc WG which is formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.] - <b>Ongoing</b></p>
Update	<p>Working Group meeting cancelled. Report reflects updated items</p> <p><u>Operations:</u></p> <p><b>PIAC Best Practices &amp; Google Drive Best Practices and Guidelines pending changes and review by Working group – Pending review to continue using GDrive</b></p> <p><u>Budget:</u> PIAC Budget for 2022-2023 is \$44,252</p> <ul style="list-style-type: none"> <li>● Current Position:</li> <li style="padding-left: 20px;">Revenue - \$44,252</li> <li style="padding-left: 20px;">Actual Paid Expenses - \$</li> <li style="padding-left: 20px;">Commitment not paid - \$</li> <li style="padding-left: 20px;">Requests - \$20,000 (Events)</li> <li style="padding-left: 40px;">\$1,500 (Social)</li> <li style="padding-left: 20px;">Projected Available funds/Unused - \$22,752</li> </ul> <p><b>Pending items to be processed: Estimated request:</b></p> <p><u>By-Laws:</u></p> <ul style="list-style-type: none"> <li>● <a href="#">By Law Article 5 Update Abstention</a> – Working group will review and bring to executive for discussion.</li> <li>● <b>ByLaw</b> regarding outgoing PIAC Co-Chair:</li> </ul>
Motion(s)	<b>Motion:</b>

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	To declare the outgoing PIAC Co-Chair as an ex officio member. Upon completion of their term(s) as Co-Chair, the parent member has an option to become a non-voting member in the following year for a one-year duration. The outgoing Co-Chair is an advisory position assisting the elected current Co-Chairs and maintaining continuity for initiatives
Question(s)	None
Next Steps and Action items	<p>Operations:</p> <ul style="list-style-type: none"> <li>● Discussed options to return to In person meeting/hybrid</li> <li>● Review and update Simplified Rules for PIAC Members and Working Groups</li> <li>● Policy/Procedure on video recordings of PIAC meeting <ul style="list-style-type: none"> <li>○ Recording protocols: length, posting &amp; retention</li> <li>○ Discuss with PIAC Committee</li> </ul> </li> <li>● Review current PIAC guidelines and best practices - Create Simplified/One-page guides for easy reference</li> <li>● Meeting Norms and How to write a motion</li> </ul>
Co-lead(s) <i>(Name and Email Addresses)</i>	Shanti Chand Ward 19 ( <a href="mailto:shanti.chand13@gmail.com">shanti.chand13@gmail.com</a> )
Working Group Members <i>(Name and Email Addresses)</i>	Andrew Waters – Ex-officio ( <a href="mailto:andrew.waters.piac@gmail.com">andrew.waters.piac@gmail.com</a> ) Seema Mithcell ( <a href="mailto:w18piac@gmail.com">w18piac@gmail.com</a> ) Christopher Levin ( <a href="mailto:christopher.levien@gmail.com">christopher.levien@gmail.com</a> )
Attended:	Shanti Chand, Seema Mitchell, Andrew Waters
Guest:	Nazerah Shaik
Regrets:	
Absent:	Christopher Levin

### Resources:

- Revised By-Laws [PIAC Bylaws - Revised 2021-12-01.pdf](#)
- Budget Summary
- [2020/2021 Work Plan Template for WGs](#)