

PIAC Working Group REPORT

Working Group	Membership
Date	January 9, 2017
Description/Objective	Track and monitor PIAC's membership and ensure representation of all wards.
Update	<p>Membership WG met on December 19, 2016 at 5050 Yonge Street and via teleconference. We created a Scope of Work for the Membership WG from the PIAC 2016-2017 Work Plan. The five objectives identified are as follows:</p> <ol style="list-style-type: none"> 1. Create an updated PIAC membership list. [in progress] <ul style="list-style-type: none"> ○ Created in Google Docs, includes 3 tabs: Member Contact Info, Attendance, and Working Groups. Includes member's name, email, phone number, twitter handle, term, meeting attendance, and working group participation. ○ Currently, Co-Chairs (Trixie & Wilmar), Membership WG Lead (Nazerah), and PCEO Assistant (Latha) have ability to update and edit. Others can be added to view/comment as appropriate. 2. Conduct an internal skills audit and identify PIAC experts.[in progress] <ul style="list-style-type: none"> ○ 19 PIAC members (~40%) have completed PIAC Internal Member Survey. 3. Determine and develop PIAC workgroup structure and identify their roles and responsibilities in order to increase efficiency (Leadership, Membership, Mandate, Communication). [in progress] <ul style="list-style-type: none"> ○ Maintain updated version of PIAC Working Groups & Descriptions 2016-2017 on PIAC website. ○ Circulate PIAC Working Groups Member List 2016-2017 so members can confirm sign-up; identify all PIAC members, parents, and Leads/Co-Leads in each Working Group. ○ Develop PIAC Working Group Guidelines & Best Practices. 4. Expand the role of the membership workgroup to include the management of PIAC ward elections member terms and Working Group sign-up. [in progress] <ul style="list-style-type: none"> ○ Provide Co-Chairs with <u>list of members whose terms are expiring</u> at Executive Meeting prior to monthly PIAC meeting. ○ Provide Co-Chairs with <u>list of members who are absent twice, with no regrets</u> at Executive Meeting prior to monthly PIAC meeting. ○ Provide Co-Chairs with <u>list of members signed up for each Working Group</u> at Executive Meeting prior to monthly PIAC meeting. 5. Define roles and responsibilities of: PIAC committee as a whole, individual PIAC members, co-chairs, working groups, committee assistant, PCEO for smoother effective operation. [in progress] <ul style="list-style-type: none"> ○ See Objective #3 in Scope of Work (Develop PIAC Working Group Guidelines & Best Practices.)

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Motion(s)	See Question 3 (below) regarding possible motion.
Question(s)	<ol style="list-style-type: none"> 1. Why aren't members completing the PIAC Internal Member Survey? Members will have access to their responses and can update their information at any time. Please share any concerns or hesitations in completing the survey with any of the Working Group members listed below. 2. Could all members confirm active participation in each of the Working Groups they are listed? Please identify Leads and parent members as well. 3. The Membership WG would like PIAC to consider changing Objective #4 as follows: "Expand the role of the Membership WG to include the management of PIAC member terms and Working Group sign-up." If a motion is required, then it would be as follows: "Amend the 3rd Initiative, under the 3rd Objective in the PIAC 2016-2017 Work Plan to read as follows: "Expand the role of the Membership WG to include the management of PIAC member terms and Working Group sign-up." We suggest such a formality is probably not required. 4. Should we clarify who will be responsible for the PIAC "ward elections" process? (Requires revisiting Guidelines already considered by the Trustees).
Next Steps and Action items	<ul style="list-style-type: none"> • Continue working on all items that are in progress in the Scope of Work • Develop PIAC Working Group Guidelines & Best Practices • Present summary of results and insights from PIAC Internal Member Survey at the next PIAC Strategic Planning Meeting (May/June 2017).
Co-lead(s) <i>(Name and Email Addresses)</i>	<ul style="list-style-type: none"> • Nazerah Shaikh (Ward 13 Rep) ward13.piac@gmail.com
Working Group Members <i>(Name and Email Addresses)</i>	<ul style="list-style-type: none"> • Trevor Burnett (Ward 3 Rep) trevor.h.burnett@gmail.com • Jess Hungate (Ward 8 Rep) jhungate@rogers.com • John Bakous (Ward 8 Alt) nadev77@gmail.com • Kabirul Mollah (Ward 21 Rep) kabirulmollah@yahoo.com • Towhid Noman (CLG) torontobpac@gmail.com • Trixie Doyle (Co-Chair) trixie.doyle@rogers.com • Wilmar Kortleever (Co-Chair) wilmar@kortleever.com