

PIAC Working Group REPORT

Working Group	Operational Effectiveness
Date	April 5, 2023
<p>Description/Objective <u>Scope of work for Operations Effectiveness WG from PIAC 2021-2022 Workplan and STATUS</u></p>	<p>Operational Effectiveness – Maintain and support the operational effectiveness of PIAC (Guidelines, Processes, Functions) - Ongoing</p> <p>Budget – To allocate an annual budget to align with strategic priorities. - Ongoing</p> <p>Establish a process for approving Working Group and Ad-hoc Committee budgets. Track, monitor, and report PIAC’s annual budget – Ongoing.</p> <p>Bylaws - 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.] - Ongoing</p>
Update	<p><u>Operations:</u></p> <p>PIAC Best Practices & Google Drive Best Practices and Guidelines pending changes and review by Working group</p> <p>Acknowledge 17 new members who have done the User Agreement since September. More than ten members during Jan – April.</p> <p>https://bit.ly/PIACGOOGLE2021</p> <p>The GDrive team offers one on one support and training to help you get familiarized and use the PIAC GDrive</p> <p>Discussed:</p> <ul style="list-style-type: none"> ● Resuming PIAC meetings using a Hybrid meeting, in-person, via Zoom, and telephone ● Restructuring the working groups – Combining Operational Effectiveness and Strategic Planning (Name to be determined) <p><u>Budget:</u> PIAC Budget for 2022-2023 is \$44,252</p> <ul style="list-style-type: none"> ● Current Position: <ul style="list-style-type: none"> Revenue - \$44,252 Actual Paid Expenses - \$8,816.71 Requests - \$30,000 (Events) pending Projected Available funds/Unused - \$5,435.29

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	<p><u>By-Laws:</u></p> <ul style="list-style-type: none"> ● By Law Article 5 Update Abstention – The working group will review and bring it to the executive for discussion. ● ByLaw regarding outgoing PIAC Co-Chair: <p>Recommending Article 3:2 3:2:1 - e An outgoing PIAC Co-Chair (“ex officio”) 3:2:2 - e The outgoing PIAC Co-Chair, upon completion of their term(s) as Co-Chair, the parent member has the 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 committee, maintaining continuity for initiatives.</p> <p>Discussed:</p> <ul style="list-style-type: none"> ● Changing the name from Parent Involvement Advisory Committee (PIAC) to Parent & Caregivers Involvement Advisory Committee (PCIAC) To be consistent with Parent & Community Engagement Office (PCEO)
<p>Motion(s)</p>	<p>Motion:</p>
<p>Question(s)</p>	<p>None</p>
<p>Next Steps and Action Items</p>	<p>Operations:</p> <ul style="list-style-type: none"> ● Look into the options to return to In person meeting/hybrid ● Restructuring of working groups in collaboration with Strategic Planning WG ● Review and update Simplified Rules for PIAC Members and Working Groups ● Policy/Procedure on video recordings of PIAC meeting <ul style="list-style-type: none"> ○ Recording protocols: length, posting & retention ○ Discuss with PIAC Committee ● Review current PIAC guidelines and best practices - Create Simplified/One-page guides for easy reference

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	<ul style="list-style-type: none"> ● Meeting Norms and How to write a motion <p>By-Laws:</p> <ul style="list-style-type: none"> ● Revisit pending By-laws changes recommended in 2021. ● Motion to change the name
Co-lead(s) <i>(Name and Email Addresses)</i>	Shanti Chand Ward 19 (shanti.chand13@gmail.com)
Working Group Members <i>(Name and Email Addresses)</i>	Andrew Waters – Ex-officio (andrew.waters.piac@gmail.com) Seema Mitchell (w18piac@gmail.com) Christopher Levin (christopher.levien@gmail.com) Dane Hussain (danehussain.private@gmail.com)
Attended:	Shanti Chand, Andrew Waters
Guest:	Mohammad Yousuf, Bruce Oyelowo, Erin Clarke
Regrets:	Seema Mitchell
Absent:	Christopher Levin, Dane Hussain

Resources:

- Revised By-Laws [PIAC Bylaws - Revised 2021-12-01.pdf](#)
- Budget Summary: [Budget summary April 5, 2023](#)
- Work Plan: [2022-2023 PIAC work plan \(8\)](#)