

PIAC Working Group REPORT

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| Working Group | Operational Effectiveness |
| Date | February 8, 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>Working Group meeting cancelled. Report reflects updated items</p> <p><u>Operations:</u></p> <p>PIAC Best Practices & Google Drive Best Practices and Guidelines pending changes and review by Working group</p> <ul style="list-style-type: none"> - 10 new members who have done the User Agreement since September <p>https://bit.ly/PIACGOOGLE2021</p> <p>GDrive team offers on on one support and training to help you get familiarize and use the PIAC GDrive</p> <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 - \$ Commitment not paid - \$ Requests - \$20,000 (Events) <li style="padding-left: 40px;">\$1,500 (Social) Projected Available funds/Unused - \$22,752 <p>Pending items to be processed:</p> <p><u>By-Laws:</u></p> <ul style="list-style-type: none"> ● By Law Article 5 Update Abstention – Working group will review and bring to executive for discussion. |

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| | <ul style="list-style-type: none"> ● ByLaw regarding outgoing PIAC Co-Chair: 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 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 committee maintaining continuity for initiatives. |
| Motion(s) | Motion: |
| Question(s) | None |
| Next Steps and Action items | Operations: <ul style="list-style-type: none"> ● Discussed options to return to In person meeting/hybrid ● 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 ● Meeting Norms and How to write a motion |
| 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) |
| Attended: Guest: | Shanti Chand, Seema Mitchell, Christopher Levin |

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| Regrets: Absent: | |
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Resources:

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