

PIAC Working Group REPORT

Working Group	Operational Effectiveness
Date	May 4, 2022
<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 held on May 4, 2022</p> <p>Operations: In Progress</p> <ul style="list-style-type: none"> ● Revised Simplified Rules of Procedures (Strategic Planning WG) <p>The following will be held for review pending discussion with Strategic Planning WG.</p> <ul style="list-style-type: none"> ● How to write a motion – review language and terminology ● Create Simplified/ page guides for GDrive and best practices and guides for easy reference ● Folder for motions and letters for easy reference <p>Budget:</p> <ul style="list-style-type: none"> ● Current Position: <ul style="list-style-type: none"> Revenue - \$46,295 Paid Expenses - \$19,867 Requests - \$16,000 Projected Available funds/Unused - \$10,428 <p>Requests:</p> <p>Membership - \$5,000</p> <p>Communications - \$6,000</p> <p>Projected pending request - \$5,000</p>

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	By-Laws: <ul style="list-style-type: none"> ● Revised By-Laws available on Google Drive and attached
Motion(s)	Budget Request from Strategic Planning Working Group
Question(s)	None
Next Steps and Action items	Operations: <ul style="list-style-type: none"> ● 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) Susan Kim – (susankim@hotmail.com)
Working Group Members <i>(Name and Email Addresses)</i>	Felicia Seto-Lau- Ex-officio (mamafaves@gmail.com) Andrew Waters – Ex-officio (andrew.waters.piac@gmail.com) Erin Clarke (ce183636@gmail.com) Seema Mithcell (w18piac@gmail.com)
Attended: Guest: Regrets: Absent:	Shanti Chand, Seema Mitchell Erin Clarke, Susan Lee Madeline Hamilton, Kate Leuschen Millar Susan Kim, Liesha Earle

Resources:

- Revised By-Laws [PIAC Bylaws - Revised 2021-12-01.pdf](#)
- Budget Summary April 2022 [PIAC Budget Summary - April 2022.xlsx](#)
- [Start Here PIAC GDrive](#)
- [2020/2021 Work Plan Template for WGs](#)