

PIAC Working Group REPORT

Working Group	Operational Effectiveness																																																						
Date	December 5, 2021																																																						
Description/Objective	<p>Operational Effectiveness – Maintain and support the operational effectiveness of PIAC</p> <p>Budget - Track, monitor, and report PIAC’s annual budget.</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.]</p>																																																						
Update	<p>Working Group meeting held on January 5, 2022.</p> <p>Co-lead election:</p> <ul style="list-style-type: none"> Seema Mitchell has agreed to be the Acting Co-lead <p>Operations:</p> <ul style="list-style-type: none"> Work in collaboration with Strategic Planning working group to update and develop Terms of References Password Access Control and update <p>By-Laws: No Updates</p> <p>Budget:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">A</th> <th style="width: 10%;">B</th> <th style="width: 10%;">C</th> <th style="width: 10%;">D</th> <th style="width: 10%;">E</th> <th style="width: 10%;">F</th> <th style="width: 10%;">G</th> <th style="width: 10%;">H</th> <th style="width: 10%;">I</th> </tr> <tr> <th></th> <th></th> <th colspan="3" style="text-align: center;">Year-to-Date</th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th></th> <th style="text-align: center;">Revised Budget</th> <th style="text-align: center;">Actual</th> <th style="text-align: center;">Commitments (not paid yet - amounts may change once final)</th> <th style="text-align: center;">Total (Actuals + Commitments)</th> <th style="text-align: center;">Variance Favourable/ (Unfavourable)</th> <th style="text-align: center;">Projection</th> <th style="text-align: center;">Budget Requests</th> <th style="text-align: center;">Year-end Projection</th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td style="text-align: right;">44,252</td> <td style="text-align: right;">46,295</td> <td style="text-align: center;">-</td> <td style="text-align: right;">46,295</td> <td style="text-align: right;">2,043</td> <td style="text-align: center;">-</td> <td></td> <td style="text-align: right;">46,295</td> </tr> <tr> <td>Expenses</td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">7,100</td> <td style="text-align: right;">10,578</td> <td style="text-align: right;">17,678</td> <td style="text-align: right;">2,322</td> <td style="text-align: right;">6,000</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">28,678</td> </tr> <tr> <td>Net Position</td> <td style="text-align: right;">24,252</td> <td style="text-align: right;">39,195</td> <td style="text-align: right;">(10,578)</td> <td style="text-align: right;">28,617</td> <td style="text-align: right;">(279)</td> <td style="text-align: right;">(6,000)</td> <td style="text-align: right;">(5,000)</td> <td style="text-align: right;">17,617</td> </tr> </tbody> </table> <p></p> <ul style="list-style-type: none"> Projected to add Membership - \$5000 (Bal -\$12,617) Monitor monthly budget to ensure that there are no outstanding reimbursements 	A	B	C	D	E	F	G	H	I			Year-to-Date								Revised Budget	Actual	Commitments (not paid yet - amounts may change once final)	Total (Actuals + Commitments)	Variance Favourable/ (Unfavourable)	Projection	Budget Requests	Year-end Projection	Revenue	44,252	46,295	-	46,295	2,043	-		46,295	Expenses	20,000	7,100	10,578	17,678	2,322	6,000	5,000	28,678	Net Position	24,252	39,195	(10,578)	28,617	(279)	(6,000)	(5,000)	17,617
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Next Steps and Action items	<p>Operations:</p> <ul style="list-style-type: none"> Update and develop Terms of reference – PIAC 																																																						

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	<p>Guidelines and Best Practices</p> <ul style="list-style-type: none">● Meeting Norms● Password Access Control and update <p>Budget: Please communicate your request for funding</p>
Co-lead(s) <i>(Name and Email Addresses)</i>	Shanti Chand Ward 19 (shanti.chand13@gmail.com) Seema Mitchell - Acting (w18piac@gmail.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) Susan Lee (susankim@hotmail.com) Kate Leuschen Millar (kate.leuschen@gmail.com)

Resources:

- A Quick reference of By-Laws revised attached [PIAC recent changes Dec 2021.docx](#)