

PIAC Working Group REPORT

Working Group	Operational Effectiveness
Date	February 2, 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 February 2, 2022</p> <p>Operations:</p> <ul style="list-style-type: none"> ● Revised Simplified Rules of Procedures (Strategic Planning WG) ● Google Drive: Monitoring and maintenance of members - GDrive (Membership) ● How to write a motion – review language and terminology ● Create Simplified/ page guides for GDrive and best practices and guides for easy reference ● Upload working groups doc to GDrive - Transfer ownership to TorontoPIAC.com ● Create Folder to motions and letters for easy reference <p>Budget:</p> <ul style="list-style-type: none"> ● Current Position <p style="padding-left: 40px;">PIAC February 2022 Budget Summary (Accumulated)</p> <p>Revenue (Opening)- <u>\$46,295</u></p> <ul style="list-style-type: none"> ● Expense Paid \$ 7,763 ● Pending Committed Expenses \$ 13,613 <p style="padding-left: 40px;">Expense Subtotal <u>\$ 21, 377</u></p> <p>Budget Request</p> <ul style="list-style-type: none"> ● Membership \$ 5000 ● Strategic planning-\$ 5000 ● Communication (Zoom \$4135)- \$ 6000 <p style="padding-left: 40px;">Total Budget Projection-<u>\$16000</u></p> <p style="padding-left: 40px;">Projected Available balance-<u>\$8918</u></p> <p>By-Laws:</p> <p>No Updates</p>

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Motion(s)	None
Question(s)	None
Next Steps and Action items	<p>Operations:</p> <ul style="list-style-type: none"> ● Review and update Simplified Rules for PIAC Members and Working Groups ● Review current PIAC guidelines and best practices - Create Simplified/One page guides for for easy reference ● Meeting Norms and How to write a motion ● Password Access Control and update
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)
Attended	Shanti Chand Ward 19, Seema Mitchell – Acting, Felicia Seto-Lau Erin Clarke, Aretha Phillip, Christopher Levin, Madeline Hamilton, Kaydeen Banks
Absent	Susan Lee, Kate Leuschen Millar

Resources:

- A Quick reference of By-Laws revised attached [PIAC recent changes Dec 2021.docx](#)
- Budget Summary Feb 2022 [PIAC BUDGET SUMMARY FEB 2022](#)