

PIAC Working Group REPORT

Working Group	Operational Effectiveness
Date	February 23, 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 February 23, 2022</p> <p>Operations:</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 ● Google Drive: Monitoring and maintenance of members - GDrive (Membership) ● Upload working groups doc to GDrive - Transfer ownership to TorontoPIAC.com ● 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 - \$18,590 Requests - \$16,000 Projected Available funds/Unused - \$11,704

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	By-Laws: <ul style="list-style-type: none"> ● Revised By-Laws currently reviewed for formatting, consistency of terminology, etc. (In Progress)
Motion(s)	None
Question(s)	None
Next Steps and Action items	Operations: <ul style="list-style-type: none"> ● Review and share Updated By-Laws ● 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) 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: Guest: Regrets: Absent:	Shanti Chand, Seema Mitchell, Felicia Seto-Lau, Andrew Walters, Erin Clarke, Susan Lee Aretha Phillip, Christopher Levin, Madeline Hamilton, Kaydeen Banks Kate Leuschen Millar

Resources:

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- A Quick reference of By-Laws revised attached [PIAC recent changes Dec 2021.docx](#)
- Budget Summary Mar 2022 [PIAC BUDGET SUMMARY MARCH 2022](#)
- [Start Here PIAC GDrive](#)
- [2020/2021 Work Plan Template for WGs](#)