

PIAC Working Group REPORT

Working Group	Operational Effectiveness
Date	December 12, 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>Meeting held on Nov 30, 2023</p> <p>Nominating Co-Leads: Shanti Chand and Kaydeen Bankasingh were acclaimed</p> <p><u>Operations:</u></p> <p>Reviewed the Working Group’s Objectives and highlighted that Strategic Planning WG is a separate working group</p> <p>Discussed:</p> <p><u>Budget:</u> PIAC Budget for 2023-2024 is \$44,252</p> <ul style="list-style-type: none"> ● Current Position: <li style="padding-left: 20px;">Revenue - \$43,721 <li style="padding-left: 20px;">Actual Paid Expenses - \$530.37 <li style="padding-left: 20px;">Requests - \$30,000 (Events) Motion Passed <li style="padding-left: 20px;">Projected Request: <li style="padding-left: 40px;">Strategic Planning - \$5000 <li style="padding-left: 40px;">Subscription Zoom - \$2100 (see below recommendations – pg. 3) <li style="padding-left: 40px;">Approx. Projected Available funds/Unused - \$6.622 <p><u>By-Laws:</u></p> <ul style="list-style-type: none"> ● By-laws is up for review and update ● By-law regarding outgoing PIAC Co-Chair (see below pg.3)) <p>Follow up:</p>

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	<ul style="list-style-type: none"> ● Review Zoom renewal fees ● Request to WG Co-Leads to put forward their requests
Motion(s)	None Motion for Zoom renewal will be put forward on Jan 16 th meeting after membership discussion on Dec 12 th .
Question(s)	None
Next Steps and Action Items	By-Laws: <ul style="list-style-type: none"> ● Revisit and update By Law recommendations proposed in 2021/2022 to be added ● WG will look at pending items from previous years and new recommendations brought forward by the committee (pending draft)
Co-lead(s) <i>(Name and Email Addresses)</i>	Shanti Chand Ward 19 (shanti.chand13@gmail.com) Kaydeen Bankasingh Ward 8 (kdeen.banks@gmail.com)
Working Group Members <i>(Name and Email Addresses)</i>	Sharon Grant – Ex-officio (s.c.grant@hotmail.com) Zena Shereck – Ex-officio (zshereck@gmail.com) Seema Mitchell (w18piac@gmail.com) Mohammad Yousuf (mylucknow@hotmail.com) Alice Romo (alice.e.romo@gmail.com) Bruce Oyelowo (beebeeoye@gmail.com)
Attended:	Sharon Grant, Zena Shereck, Shanti Chand, Kaydeen Banks, Seema Mitchell, Mohamed Yousuf, Towhid Noman (CLG) (torontobpac@gmail.com)
Guest:	
Regrets:	
Absent:	Alice Romo, Bruce Oyelowo

Resources:

- Revised By-Laws [PIAC Bylaws - Revised 2021-12-01.pdf](#)
- Budget Summary:
- Work Plan: [2022-2023 PIAC work plan \(8\)](#)

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By-Law: By-Law 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 the 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.

Zoom Renewal Fees: Jan 19, 2024

Recommendations from Operations Effectiveness WG – Budget

Option 1:

Zoom OnePro - \$400

Zoom Large Meetings (500 participants) - \$1608

Total - \$2008

Option 2:

Zoom OnePro - \$400

Zoom Webinars (500 participants) - \$1652

Total - \$2052

ZOOM ONEINVOICE

Zoom OnePro

QTY: 1

SUBSCRIPTION PERIOD: Two Years

SERVICE EFFECTIVE DATE: Jan 19, 2022

STATUS: Active

NEXT INVOICE DATE: Jan 19, 2024

NEXT INVOICE AMOUNT: CAD400.00

Edit Current Plan Cancel Plan

ZOOM EVENTS

Zoom Events 1,000 attendees

QTY: 1

SUBSCRIPTION PERIOD: Two Years

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SERVICE EFFECTIVE DATE: Jan 19, 2022

STATUS: Active

NEXT INVOICE DATE: Jan 19, 2024

NEXT INVOICE AMOUNT: CAD10,534.00

ZOOM WEBINARS

Zoom Webinars: 500 participants

QTY: 1

SUBSCRIPTION PERIOD: Two Years

SERVICE EFFECTIVE DATE: Jan 19, 2022

STATUS: Active

NEXT INVOICE DATE: Jan 19, 2024

NEXT INVOICE AMOUNT: CAD1,652.00

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LARGE MEETING

Large Meeting: 500 participants

QTY: 1

SUBSCRIPTION PERIOD: Two Years

SERVICE EFFECTIVE DATE; Jan 19, 2022

STATUS; Active

NEXT INVOICE DATE: Jan 19, 2024

NEXT INVOICE AMOUNT: CAD1,608.00

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