

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>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: Revenue - \$43,721 Actual Paid Expenses - \$530.37 Requests - \$30,000 (Events) Motion Passed Projected Request: Strategic Planning - \$5000 Subscription Zoom - \$2100 (see below recommendations – pg. 3) Approx. Projected Available funds/Unused - \$6.622 <p><u>By-Laws:</u></p> <ul style="list-style-type: none"> ● By-laws are up for review and update ● By-law regarding outgoing PIAC Co-Chair (see below pg.3) <p>Follow up:</p>

	<ul style="list-style-type: none"> • Review Zoom renewal fees
	<ul style="list-style-type: none"> • Request to WG Co-Leads to put forward their requests
Motion(s)	None Motion for Zoom renewal will be put forward at the Jan 16 th meeting after membership discussion on Dec 12 th .
Question(s)	None

PIAC Working Group REPORT

<p>Next Steps and Action Items</p>	<p>By-Laws:</p> <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)
<p>Co-lead(s) <i>(Name and Email Addresses)</i></p>	<p>Shanti Chand Ward 19 (shanti.chand13@gmail.com) Kaydeen Bankasingh Ward 8 (kdeen.banks@gmail.com)</p>
<p>Working Group Members <i>(Name and Email Addresses)</i></p>	<p>Sharon Grant – Ex-officio (andrew.waters.piac@gmail.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)</p>
<p>Attended: Guest: Regrets: Absent:</p>	<p>Sharon Grant, Zena Shereck, Shanti Chand, Kaydeen Banks, Seema Mitchell, Mohamed Yousuf, Towhid Noman (CLG) (torontobpac@gmail.com) Alice Romo, Bruce Oyelowo</p>

Resources:

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

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

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ZOOM EVENTS

Zoom Events 1,000 attendees

QTY: 1

SUBSCRIPTION PERIOD: Two Years

PIAC Working Group REPORT

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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