

## PIAC Working Group REPORT

<b>Working Group</b>	<b>Operational Effectiveness</b>
<b>Date</b>	<b>October 5, 2022</b>
<p>Description/Objective  <u><b>Scope of work for Operations Effectiveness WG from PIAC 2021-2022 Workplan and STATUS</b></u></p>	<p><b>Operational Effectiveness</b> – Maintain and support the operational effectiveness of PIAC (Guidelines, Processes, Functions) - <b>Ongoing</b></p> <p><b>Budget</b> – To allocate an annual budget to align with strategic priorities. - <b>Ongoing</b></p> <p>Establish a process for approving Working Group and Ad-hoc Committee budgets. Track, monitor, and report PIAC’s annual budget - <b>Ongoing</b></p> <p><b>Bylaws</b> - 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.] - <b>Ongoing</b></p>
Update	<p>Working Group meeting cancelled. Report reflects updated items</p> <p><u>Operations:</u></p> <p><b>PIAC Best Practices &amp; Google Drive Best Practices and Guidelines pending changes and review by Working group</b></p> <p><u>Budget:</u> PIAC Budget for 2022-2023 is \$44,252</p> <ul style="list-style-type: none"> <li>● Current Position: <ul style="list-style-type: none"> <li>Revenue - \$44,252</li> <li>Actual Paid Expenses - \$</li> <li>Commitment not paid - \$</li> <li>Requests - \$20,000 (Events)</li> <li>Projected Available funds/Unused - \$24,252</li> </ul> </li> </ul> <p><b>Pending items to be processed: Estimated request:</b></p> <p><u>By-Laws:</u></p> <ul style="list-style-type: none"> <li>● <a href="#">By Law Article 5 Update Abstention</a> – Working group will review and bring to executive for discussion.</li> </ul>
Motion(s)	<b>Motion:</b>
Question(s)	None

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Next Steps and Action items	<p>Operations:</p> <ul style="list-style-type: none"> <li>● Review and update Simplified Rules for PIAC Members and Working Groups</li> <li>● Policy/Procedure on video recordings of PIAC meeting               <ul style="list-style-type: none"> <li>○ Recording protocols: length, posting &amp; retention</li> <li>○ Discuss with PIAC Committee</li> </ul> </li> <li>● Review current PIAC guidelines and best practices - Create Simplified/One-page guides for easy reference</li> <li>● Meeting Norms and How to write a motion</li> </ul>
Co-lead(s) <i>(Name and Email Addresses)</i>	Shanti Chand Ward 19 ( <a href="mailto:shanti.chand13@gmail.com">shanti.chand13@gmail.com</a> ) Susan Kim – ( <a href="mailto:susankim@hotmail.com">susankim@hotmail.com</a> )
Working Group Members <i>(Name and Email Addresses)</i>	Felicia Seto-Lau- Ex-officio ( <a href="mailto:mamafaves@gmail.com">mamafaves@gmail.com</a> ) Andrew Waters – Ex-officio ( <a href="mailto:andrew.waters.piac@gmail.com">andrew.waters.piac@gmail.com</a> ) Erin Clarke ( <a href="mailto:ce183636@gmail.com">ce183636@gmail.com</a> ) Seema Mithcell ( <a href="mailto:w18piac@gmail.com">w18piac@gmail.com</a> )
Attended:  Guest:  Regrets: Absent:	Shanti Chand, Seema Mitchell, Christopher Levin

### Resources:

- Revised By-Laws [PIAC Bylaws - Revised 2021-12-01.pdf](#)
- Budget Summary Aug 2022 [PIAC Budget Summary - August 2022](#)
- [2020/2021 Work Plan Template for WGs](#)