

## PIAC Working Group REPORT

<b>Working Group</b>	<b>Membership</b>
<b>Date</b>	<b>February 16, 2018</b>
Description/Objectives	<p>Track and monitor PIAC’s membership and ensure representation of all wards.</p> <p><u>Scope of Work for 2017-2018</u></p> <ol style="list-style-type: none"> <li>(1) <i>Maintain an updated PIAC Membership List (Member Contact Info, Terms, Attendance, and Working Group participants) on Google Docs that is accessible to all PIAC members.</i></li> <li>(2) <i>Monitor PIAC member terms and member absences.</i></li> <li>(3) <i>Manage Working Group sign-up for PIAC members and non-members.</i></li> <li>(4) <i>Conduct an internal skills audit and identify PIAC experts.</i></li> <li>(5) <i>Develop “PIAC Guidelines &amp; Best Practices: Working Groups” based on newly revised By-Laws (focus on Mandate, Leadership, Membership, and Communication).</i></li> <li>(6) <i>Develop New Member Orientation &amp; Member Training information.</i></li> </ol>
Update	<p><b>Membership WG Meeting #3</b>  Meeting held on Thursday, February 8, 2018 via teleconference from 7:00 – 8:00 pm.</p> <p><b>ATTENDEES:</b> Zena S, Jess H, John B, Nazerah S, Chris L, Trixie D  <b>REGRETS:</b> Heather V, Cori M  <b>ABSENT:</b> NONE</p> <ol style="list-style-type: none"> <li><b>1. Review Scope of Work for 2017-2018.</b></li> <li><b>2. Welcome new PIAC Members since last meeting:</b> <ul style="list-style-type: none"> <li>▪ Rachel Silber (W11 Rep)</li> <li>▪ Amanda Cain (W21 Alt)</li> </ul> </li> <li><b>3. Recommend that the PIAC newsletter, website, and Facebook Page announce vacancies. Currently, there are 9 vacancies:</b> <ol style="list-style-type: none"> <li>(1) Trustee Glover (W2 Rep)</li> <li>(2) Trustee Glover (W2 Alt)</li> <li>(3) Trustee Lulka (W5 Alt)</li> <li>(4) Trustee Pilkey (W7 Alt)</li> <li>(5) Trustee Malik (W10 Alt)</li> <li>(6) Trustee Laskin (W11 Alt)</li> <li>(7) Trustee Moise (W14 Alt)</li> <li>(8) Trustee Kandavel (W18 Alt)</li> <li>(9) Trustee Smith (W19 Alt)</li> </ol> </li> <li><b>4. Encourage PIAC members to sign-up for at least one Working Group, per PIAC By-laws, Section 3.1.5 (iv).</b> <ul style="list-style-type: none"> <li>▪ Sign-up form available here: <a href="https://goo.gl/forms/tEPUa7Nck57eW2N92">https://goo.gl/forms/tEPUa7Nck57eW2N92</a></li> <li>▪ PIAC members can share this link with parents in their ward to sign up for Working Groups.</li> <li>▪ Members are encouraged to send Working Group meeting regrets to the Lead(s) of the WG and copy the PIAC Co-Chairs.</li> </ul> </li> <li><b>5. Revisit potential motion for PIAC Members to liaise with other TDSB Committees.</b> <ul style="list-style-type: none"> <li>▪ Membership WG will not make a formal motion.</li> <li>▪ Continue to encourage all PIAC members to complete PIAC Internal Member Survey - there is a question asking if members sit on other TDSB Committees and the answers could potentially help identify members who may liaise with CACs informally.</li> </ul> </li> </ol>

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	<p><b>6. Continue development of <i>PIAC Guidelines &amp; Best Practices: Working Groups</i>.</b></p> <p><b>7. Share Google Spreadsheet onscreen at PIAC meeting.</b></p>																		
Motion(s)	<p><b>(1) To declare the following vacancies, due to absences, effective immediately:</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Ward</th> <th style="text-align: center;">Trustee</th> <th style="text-align: center;">PIAC Member</th> <th style="text-align: center;">Position</th> <th style="text-align: center;">Term Expires</th> <th style="text-align: center;">Absences (2017-2018)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">Chris Moise</td> <td style="text-align: center;"><b>Christine Walters</b></td> <td style="text-align: center;">Ward Rep</td> <td style="text-align: center;">Oct 2018</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">19</td> <td style="text-align: center;">David Smith</td> <td style="text-align: center;"><b>Sandip Vora</b></td> <td style="text-align: center;">Ward Rep</td> <td style="text-align: center;">Nov 2017</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> <p><u>Rationale:</u> PIAC Bylaws (SECTION 4.9) state: <i>4.9.5 Any member who is unable to attend at a PIAC meeting shall provide the Co-Chairs with a minimum of 24 hours written notice, where possible, of regrets or apologies for absence, via electronic mail, with a copy to the Central Coordinator, PCEO. The minutes of each meeting shall include a notation of those members absent and those members advising of apologies for absence. Any member who misses either (a) three (3) or more consecutive PIAC general meetings without advising apologies for absence, or (b) a total of four (4) PIAC general meetings in any fiscal year, may be removed from his/her seat. The Membership Working Group Lead/Co-Lead may move for the removal of any member, with the matter requiring a simple majority vote to pass.</i></p>	Ward	Trustee	PIAC Member	Position	Term Expires	Absences (2017-2018)	14	Chris Moise	<b>Christine Walters</b>	Ward Rep	Oct 2018	5	19	David Smith	<b>Sandip Vora</b>	Ward Rep	Nov 2017	5
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Question(s)	<ul style="list-style-type: none"> <li>• Why aren't PIAC members completing the <b>PIAC Internal Member Survey 2017-2018</b>?</li> <li>• How are members currently sending regrets for <b>absences to Working Group meetings</b>?</li> </ul>																		
Next Steps and Action items	<ol style="list-style-type: none"> <li>1. Continue development of <b><i>PIAC Guidelines &amp; Best Practices: Working Groups</i></b>.</li> <li>2. Proposals and recommendations for upcoming <b>Strategic Planning Meeting</b>: <ul style="list-style-type: none"> <li>▪ Membership WG play a more active role in welcoming new members.</li> <li>▪ Members who sit on other CACs, self-identify and "liaise" with PIAC.</li> <li>▪ PIAC vacancies are announced regularly in the PIAC newsletter, website, and Facebook Page.</li> <li>▪ Working Group Lead(s) list the current school year's Scope of Work in the "Description/Objectives" section of the Working Group Report Template.</li> </ul> </li> <li>3. <b>Next Meeting</b>: March XX, 2018, 7 pm via teleconference (TBD)</li> </ol>																		
Co-lead(s)	<ul style="list-style-type: none"> <li>• <b>Zena Shereck</b> (W5 Rep) <a href="mailto:zs.piac@gmail.com">zs.piac@gmail.com</a></li> <li>• <b>Nazerah Shaikh</b> (Ward 13 Rep) <a href="mailto:ward13.piac@gmail.com">ward13.piac@gmail.com</a></li> </ul>																		
Working Group Members	<ul style="list-style-type: none"> <li>• <b>Jess Hungate</b> (Ward 8 Rep) <a href="mailto:jhungate@rogers.com">jhungate@rogers.com</a></li> <li>• <b>John Bakous</b> (Ward 8 Alt) <a href="mailto:nadev77@gmail.com">nadev77@gmail.com</a></li> <li>• <b>Cori MacFarlane</b> (Ward 15 Rep) <a href="mailto:cori.macfarlane@tdsb.on.ca">cori.macfarlane@tdsb.on.ca</a></li> <li>• <b>Christopher Levien</b> (W20 Rep) <a href="mailto:christopher.levien@gmail.com">christopher.levien@gmail.com</a></li> <li>• <b>Trixie Doyle</b> (Co-Chair) <a href="mailto:trixie.doyle@rogers.com">trixie.doyle@rogers.com</a></li> <li>• <b>Heather Vickers</b> (Co-Chair) <a href="mailto:heatherv.piac@gmail.com">heatherv.piac@gmail.com</a></li> </ul>																		