

PIAC Working Group REPORT

Working Group	Membership
Date	May 15, 2018
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"> (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> <ol style="list-style-type: none"> a. <i>Monitor PIAC member terms and member absences.</i> b. <i>Manage Working Group sign-up for PIAC members and non-members.</i> (2) <i>Conduct an internal skills audit and identify PIAC experts.</i> (3) <i>Develop “PIAC Guidelines & Best Practices: Working Groups” based on newly revised By-Laws (focus on Mandate, Leadership, Membership, and Communication).</i> (4) <i>Develop New Member Orientation & Member Training information.</i>
Update	<p>Membership WG did not meet in-person or via teleconference since our last meeting on Feb 8, 2018. Instead, the WG was able to complete the items from the Scope of Work online through comments and feedback on Google Docs.</p> <p><u>2017-2018 Successes</u></p> <ul style="list-style-type: none"> • Finalized <i>PIAC Guidelines & Best Practices: Working Groups</i> - began work in December 2016; shared draft version at the annual Strategic Planning meeting on May 12, 2018; motion to implement will be presented. • Welcomed new members to PIAC at meetings and paired new members with a member of the Membership WG. • Worked in collaboration with Communications & Outreach WG to share PIAC vacancies. <p><u>Other Updates</u></p> <ol style="list-style-type: none"> 1. Current PIAC vacancies: <ol style="list-style-type: none"> (1) <i>Trustee Lulka (W5 Alt)</i> (2) <i>Trustee Tonks (W6 Alt)</i> (3) <i>Trustee Pilkey (W7 Alt)</i> (4) <i>Trustee Stiles (W9 Rep)</i> (5) <i>Trustee Malik (W10 Alt)</i> (6) <i>Trustee Laskin (W11 Alt)</i> (7) <i>Trustee Moise (W14 Rep)</i> (8) <i>Trustee Moise (W14 Alt)</i> (9) <i>Trustee Kandavel (W18 Alt)</i> (10) <i>Trustee Smith (W19 Rep)</i> (11) <i>Trustee Smith (W19 Alt)</i> (12) <i>Trustee Wong (W20 Alt)</i> *Laurie P will not return in Fall 2018 2. Members declaring leave of absence due to 2018 election: <ol style="list-style-type: none"> (1) Ali Mohamed (W1 Rep) 3. PIAC members must sign-up for at least one Working Group, per PIAC By-laws, Section 3.1.5 (iv). <ul style="list-style-type: none"> ▪ Sign-up form available here: https://goo.gl/forms/tEPUa7Nck57eW2N92 ▪ PIAC members can share this link with parents in their ward to sign up for Working Groups. ▪ Members are encouraged to send Working Group meeting regrets to the Lead(s) of the WG and copy the PIAC Co-Chairs.

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Motion(s)	<p>(1) To implement the <i>PIAC Guidelines & Best Practices: Working Groups on May 16, 2018</i>. The PIAC Strategic Plan & Work Plan [June 20, 2017] identified several goals and objectives with respect to building greater internal capacity for PIAC members. These guidelines and best practices were developed in order to help define PIAC’s Working Group structure, including the mandate, participants, leadership, and communication of Working Groups, and identify roles and responsibilities within Working Groups, in order to complete objectives listed in the annual PIAC Strategic Work Plan. The guidelines and best practices are subject to the PIAC Bylaws.</p> <p>(2) To declare the following vacancy, due to absences, effective immediately:</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;">16</td> <td style="text-align: center;">Sheila Cary-Meagher</td> <td style="text-align: center;">Melissa Jacobs</td> <td style="text-align: center;">Ward Alt</td> <td style="text-align: center;">Nov 2019</td> <td style="text-align: center;">4</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)	16	Sheila Cary-Meagher	Melissa Jacobs	Ward Alt	Nov 2019	4
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16	Sheila Cary-Meagher	Melissa Jacobs	Ward Alt	Nov 2019	4								
Question(s)	<ul style="list-style-type: none"> • What should we START doing? • What should we STOP doing? • What should we CONTINUE doing? 												
Next Steps and Action items	<ol style="list-style-type: none"> 1. Determine Membership WG initiatives to START, STOP, and CONTINUE for 2018-2019. 2. Next Meeting: Google Hangout (TBD) 												
Co-lead(s)	<ul style="list-style-type: none"> • Zena Shereck (W5 Rep) zs.piac@gmail.com • Nazerah Shaikh (Ward 13 Rep) ward13.piac@gmail.com 												
Working Group Members	<ul style="list-style-type: none"> • Jess Hungate (Ward 8 Rep) jhungate@rogers.com • John Bakous (Ward 8 Alt) nadev77@gmail.com • Cori MacFarlane (Ward 15 Rep) cori.macfarlane@tdsb.on.ca [PLEASE CONFIRM] • Christopher Levien (W20 Rep) christopher.levien@gmail.com • Trixie Doyle (Co-Chair) trixie.doyle@rogers.com • Heather Vickers (Co-Chair) heatherv.piac@gmail.com 												