PIAC Working Group REPORT

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

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Next Steps and Action	Operations:
items	 Review and update Simplified Rules for PIAC Members and Working Groups
	 Policy/Procedure on video recordings of PIAC meeting Recording protocols: length, posting & retention Discuss with PIAC Committee
	 Review current PIAC guidelines and best practices - Create Simplified/One-page guides for easy reference
	Meeting Norms and How to write a motion
Co-lead(s) (Name and Email Addresses)	Shanti Chand Ward 19 (shanti.chand13@gmail.com) Susan Kim – (susankim@hotmail.com)
Working Group Members (Name and Email Addresses)	Felicia Seto-Lau- Ex-officio (mamafaves@gmail.com) Andrew Waters – Ex-officio (andrew.waters.piac@gmail.com) Erin Clarke (ce183636@gmail.com) Seema Mithcell (w18piac@gmail.com)
Attended:	Shanti Chand, Seema Mitchell, Christopher Levin
Guest:	
Regrets: Absent:	

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