

## PIAC Working Group REPORT

<b>Working Group</b>	<b>Operational Effectiveness</b>
<b>Date</b>	<b>October 7, 2024</b>
Description/Objective	<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><b>Present:</b> Andrew W, Sarah A, Nadia J, Seema M, Moosa A, Erin C, Kaydeen B, Zena S, Melanie M, Latha J</p> <p><b>6:30pm      Welcome and Check In</b></p> <p><b>6:40pm      Budget</b>  <a href="#">2023/24 budget summary</a>          Allocate the 2024/25 PIAC budget (\$45,381)</p> <p>A draft 2024/25 budget was prepared and a motion will go forward for approval. See below.</p> <p><b>7:30pm      PIAC By-Laws Review</b>          Engaging members (survey)          Forming a small survey group</p> <p>Andrew has taken some early steps to prepare a member survey to begin the by-laws review process.</p>

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	<p>Take a look and suggest edits here: <a href="https://docs.google.com/forms/d/1QejaGsnh8UGFUoWUVr9B579P4IGSPYqFQaaOIV2-ZwA/edit">https://docs.google.com/forms/d/1QejaGsnh8UGFUoWUVr9B579P4IGSPYqFQaaOIV2-ZwA/edit</a></p> <p><b>7:50pm Co-Lead Elections</b> Kaydeen Bankasingh (W8) will continue as co-lead Erin Clarke (W1) has offered support to the WG and co-lead</p> <p><b>Actions:</b> Suggestion to move member email records to membership WG for follow up. How many members are unable to login to their TDSB accounts? How many are having challenges accessing their TDSB ward accounts?</p> <p>Zena and Kaydeen will engage the IT / Comms Support staff to explore options for in person IT support for PIAC members.</p> <p>WG decided not to pay for zoom storage costs for meeting recordings. Will instead save these recordings to PIAC G drive. Will need further discussion to create consistency around saving meeting recordings</p> <p>By-laws review will continue throughout the coming months and will be the focus for November's WG meeting</p>
Motion(s)	<p><b>MOTION:</b> The Operational Effectiveness WG proposes the following PIAC budget for the 2024/25 school year, for approval. Included are the annual recurring expenses, approved carry over expenses from 2023/24 and WG requests to continue PIAC priority initiatives.</p>

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	<ol style="list-style-type: none"> <li>1. Recurring annual operating costs to support PIAC business:             <ol style="list-style-type: none"> <li>a. \$1,000 for communications expenses: mailchimp, domain hosting, canva</li> <li>b. \$1,500 to provide dinner and refreshments for in person attendees at up to 6 hybrid General Members meetings</li> </ol> </li> <li>2. Working Group requests:             <ol style="list-style-type: none"> <li>a. \$25,000 for Special Events to host the 2025 annual PIAC conference</li> <li>b. \$2,000 for Strategic Planning to host the annual planning day session for members</li> <li>c. \$4000 for Communications website AODA upgrades</li> <li>d. \$11,000 for School Councils Support and PIAC member ward engagement events</li> </ol> </li> <li>3. \$500 for PIAC Members personalized business cards, updated with direct email addresses</li> </ol>
Question(s)	<p>How many members are unable to login to their TDSB accounts?</p> <p>How many are having challenges accessing their TDSB ward accounts?</p>
Next Steps and Action items	Zena and Kaydeen will engage the IT / Comms Support staff to explore options for in person IT support for PIAC members.
Co-lead(s)	Kaydeen Bankaingh (W8)
Working Group Members	<p>Sarah A (W2)</p> <p>Nadia J (W21)</p> <p>Seema M (W18)</p> <p>Moosa A (W19)</p> <p>Andrew W (W3)</p> <p>Melanie M (W6)</p> <p>Erin C (W1)</p> <p>Kaydeen B (W8)</p> <p>Zena S (Co-Chair)</p>

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### 2024-2025 School Year (September 1, 2024 - August 31, 2025)

Category/ Budget Item	Revised Budget
<b>Revenue</b>	
Allocation (Ministry)	45,381.00
<b>Total Revenue</b>	<b>45,381.00</b>
<b>Expenses</b>	
Ward Level PIAC Co-rep Engagement	(11,000.00)
PIAC Strategic Planning	(5,000.00)
School Council Communications	(5,000.00)
PIAC General Meetings	(1,500.00)
<b>Total Expenditures</b>	<b>(22,500.00)</b>
<b>Net Position</b>	<b>22,881.00</b>

### Proposed Adjustments and Suggested Final Allocations

PIAC Conference (Feb 2025)	(25,000)
Ward Level PIAC Co-rep Engagement	(11,000)
PIAC Member Business Cards	(500)
Communications Expenses (Recurring)	(1,000)
PIAC General Meetings	(1,500)
Strategic Planning Adjustment	(2,000)
Website Improvement Phase 2	(4,000)
Subtotal: Proposed Final	(45,000)
<b>2024-2025 Net Position with Proposed Adjustments</b>	<b>381</b>