



**CANADIAN EVALUATION SOCIETY
SOCIÉTÉ CANADIENNE D'ÉVALUATION
National Capital Chapter
Annual General Meeting Minutes
May 1, 2013**

RCAF Officers' Mess, 158 Gloucester Street, Ottawa, ON

Call to Order - The Meeting was called to order at 8:33 am by Past-President Geraldine Cooney. Gerry welcomed all members in attendance. She advised that the meeting agenda, the minutes of last year's AGM and financial statements for the last fiscal year were posted on the Chapter's website in advance of the meeting and hard copies were available at the front table.

Approval of Minutes (April 23, 2012): Gerry requested any questions from membership pertaining to the minutes and none were raised. Jane Whynot motioned the approval of the minutes and was seconded by Kathy Gerber, motion carried.

Presentation of the Board of Directors: Gerry introduced the members of the Board and described their respective roles. Gerry used the opportunity to invite members to participate in upcoming elections to fill the two positions becoming vacant as of June 30, 2013.

NCC Update for 2013: The CES-NCC President, Simon Roy, provided a brief overview of CES-NCC activities over the previous 12 months and outlined activities planned for 2013. Items highlighted include the following:

AREA OF FOCUS	ACCOMPLISHMENTS	PRIORITIES
Professional Development	<p>Since April 2012, three ESS sessions were delivered to approximately 60 participants</p> <p>Overall, high satisfaction rates from participants:</p> <ul style="list-style-type: none">• 93% satisfied with the courses overall <p>There were two intermediate level courses offered throughout the year:</p> <ul style="list-style-type: none">• Performance Measurement - 95% overall satisfaction rate• Mixed Methods: 96% overall satisfaction rate <p>Statistics were provided for overall satisfaction for all three courses.</p> <p>The Annual Learning Event took place</p>	<p>CES Survey Research course for evaluators will run May 30-31 and is currently open for registration</p>

	in February and offered a new professional development stream	
Networking	<p>Two breakfast sessions were offered (including this AGM)</p> <ul style="list-style-type: none"> • "Tackling the Contribution Challenge: The Latest Thinking" October 22, 2012 (n= 81 participants) <p>One networking social occurred in December for CES-NCC members with approximately 50 participants.</p> <p>Annual Learning Event held February 2012 (n=138 participants). Majority of respondents reported that:</p> <ul style="list-style-type: none"> • Approximately half of the attendees had 7 years of experience or more; • The ALE was useful and valuable (89%); • Had satisfactory networking opportunities (94%); • Improved their knowledge of evaluation (83%); • 61% of the respondents gained practical skills through the ALE (compared to 46% the previous year) ; • The breakfast session for new evaluators that was introduced this year had an overall 93% satisfaction rate. 	<ul style="list-style-type: none"> • Explore new formulas for breakfast sessions. • Hold successful Annual Learning Event.
Communications	<p>Most communications are now handled by volunteers which includes:</p> <ul style="list-style-type: none"> • Text • Mail-outs (broadcasts) • Translation <p>This new process has resulted in significant financial savings</p> <p>The new CES-NCC website is currently being developed.</p>	Website target for completion is July 2013
Advocacy	Provided feedback to PWGSC about the TSPS	
Other activities	The training needs assessment is	Target for need assessment survey

	<p>currently ongoing</p> <p>Preliminary work for the CES National 2014 Conference is currently underway</p> <p>The chapter prepared and sent nominations to CES National for two awards (Contribution to CES and Contribution to Evaluation)</p>	<p>completion is May 2013</p> <p>Provide a successful CES National 2014 Conference. Call for volunteers will be issued late summer/early fall</p>
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Simon then took the time to thank all of the volunteers working with the CES-NCC:

- Members of the professional development committee
- Members of the ALE planning committee along with other volunteers involved in the success of the 2013 Annual Learning Event.
- CES-NCC Board of Directors

Gunter Rochow asked for the CES National 2014 Conference dates and Jane informed members that the venue is currently being finalized but that the Conference will take place in June.

Heather Buchanan motioned that the President’s Report be accepted as is, seconded by Benoit Gauthier and the motion was passed.

Change to the Constitution: Gerry Cooney explained that due to stronger Board support the CES-NCC would like to present a new position, VP Communications. Gerry then outlined that the role was described and updated in section 6 and 8 in the constitution.

No members posed any questions regarding the amendment. Judy Lifshitz motioned the change to the constitution be accepted, seconded by Jack Cramer. Motion carried.

Presentations of CES-NCC Financial Statements 2011-12: The CES-NCC Treasurer, Ghislaine Tremblay, presented the CES-NCC Financial Statements for the period of July 1, 2011 to June 30, 2012. The report reflected that the CES-NCC net assets have grown by approximately \$25,500, which is a significant increase from the \$13,000 the previous year. Ghislaine also presented the statement of operations that reflects that the revenue is higher than the expenses and that the majority of our expenses and revenues are reflected through course/conference registrations.

Ghislaine also presented the current fiscal picture reflecting the financial information from the July 1, 2012 to April 10, 2013. She then requested two motions be passed:

The Treasurer’s Report raised a few questions from members. Gunter Rochow asked for an explanation as to why there has been such strong fluctuation in the financial status and what had caused the fluctuations. Simon explained that a free event was offered to members in

2009-2010. He noted that CES-NCC will consider holding another free event in the 2013-2014 fiscal year. Simon also explained that the chapter has been very conservative with their funds due to the Government budget cuts and that they had anticipated lower participation. Lastly, Simon addressed that CES-NCC prefers to ensure the chapter has a healthy reserve in order to host additional free events to chapter members.

Tom Gusman asked if the chapter was receiving funds from National Credentialing and Simon and Gerry jointly explained that the chapter does not receive any of the funds and that the CE designation is a CES National venture.

Eric Robard asked if any of the funds on reserve would be put toward the CES National 2014 Conference. Jane explained that CES National holds the majority of the risk and Gerry mentioned this was due to the change in process that CES National Conference Committee has put into place. Simon reminded members that the revenue will significantly increase as reflected by the Conference 2009 results and attendance.

Catherine Gander asked if the chapter would potentially offer courses at a lower rate as opposed to only one free event. Ghislaine agreed that this was a good idea, however, nothing has been confirmed and there is still board discussion on how to move forward.

Simon Roy motioned that the Treasurer's Report as presented be accepted and was seconded by Emmanuelle Godbout-Gauthier. Motion carried

Khaddouj Souaid motioned that Steve Parker of Parker Prins Lebano be appointed auditor for the upcoming fiscal year 2012-2013, seconded by Tom Gusman. Motion carried.

Recognition of Longstanding Members: Gerry Cooney took the opportunity to recognize the contributions that Nancy Porteous has made to the CES and CES-NCC and presented her with the Recognition of Longstanding Membership. Nancy was unable to be present, so Kara Hayne accepted the gift on her behalf.

Other Business: No other business was raised.

Adjournment: The meeting was adjourned at 9:03am following a motion from Martine Perrault, seconded by Mark Kay Lamarche and carried following a vote by membership.