



Minutes of the Annual General Meeting

January 22, 2015

Cartier Place Suites Hotel, Ottawa

1. Call to Order

President Jane Whynot called the meeting to order at 8:24 am. She advised that all documents pertaining to the Annual General Meeting were available at the registration table.

2. Approval of Minutes from the 2014 Annual General Meeting

Moved by Jolanta Mojsej to approve the 2014 AGM minutes. Seconded by Judy Lifshitz. Carried.

3. Presentation of Board of Directors

- Isabelle Bourgeois
- Brigitte Bouchard-Morris
- Samantha Evans
- Emmanuelle Godbout-Gauthier
- Kathy Gerber
- Judy Lifshitz
- Simon Roy
- Margo Rowan
- Julie Witmer
- Jane Whynot
- ex-officio Raïmi Osseni and Anne Routhier

4. Update of CES-NCC Activities and Results (2014-2015)

The President informed the members of activities that occurred during 2014 to and including January 2015.

- There were 409 members as of January 2015 (no members from Nunavut).
- Networking
 - Planning February 2015 Annual Learning Event featuring Workshops
 - Organized three breakfast sessions
 - February 6, 2014: Maximizing the potential of survey design and delivery in today's technological environment (73 attendees)
 - May 15, 2014: Evaluation in the Not-For-Profit and NGO Sector: Learning from challenges and exploring opportunities for a meaningful evaluation practice (70 attendees)
 - November 2014: Task and Solutions Professional Services (TSPS) Procurement Tool for Evaluation Services Speakers (46 attendees)
 - Offered Holiday Networking Event (30 participants)
- Professional Development
 - Offered three ESS sessions and considering delivery of a French ESS
 - January (14 participants), May (9 participants), and September (19 participants)

- May 2014 session was dedicated to piloting of updated ESS
 - 93% of ESS participants agreed that they were satisfied with the course
- Offered two intermediate workshops and considering another
 - Survey Design with Robert Wong in March (15 participants)
 - After Data Analysis: From Report Writing to Knowledge Translation with Gail Barrington in November (27 participants)
- Majority of participants found improved understanding, and knowledge/skills learned would be useful in their jobs
- Piloted integrated conference model with CES National in Ottawa in June 2014
 - 544 delegates sent satisfaction survey (45 per cent response rate)
 - Over 85 per cent respondents were satisfied/very satisfied with the relevance, quality and variety of offerings
- Investment Committee Planning
 - In addition to the success of the CES 2014 Annual Conference and surplus of funds, an Investment Committee was struck to look at ways to give back to members
- Volunteer Recognition
 - The Karl Boudreault Award is the CES-NCC award for those who have made a significant contribution to evaluation
 - Alexandra Dagger was the recipient of the 2014 award
 - Seeking nominations for individuals or groups who demonstrate success in:
 - Mentoring, coaching and teaching evaluation, or
 - Building strong evaluation community networks, or
 - Service to the Chapter or Chapter events, or
 - Innovative and constructive thinking and contributions to the work of evaluation
 - From those who volunteer regularly in or through Chapter committees, those who participate episodically, and those who contributed to the CES Annual Conference, thank you. We could not do it without you!
 - Special recognition to Emmanuelle Godbout-Gauthier for her great work on the website
- Board Development
 - Elections for three seats on the CES-NCC Board in the spring: please consider running and don't forget to vote!
- Continuing to populate new website at <http://ncc.evaluationcanada.ca>

5. Constitution Amendments

The President presented a summary of proposed changes to the CES-NCC Constitution to align with the CES National By-Laws and opened the floor up for discussion and questions.

Pertaining to Article III point 6, a member asked what “status” referred to.

When asked if it was possible to have electronic votes as opposed to having quorum (the CES National By-Laws require in-person votes), could CES-NCC consider alternate methods of voting such as videoconferencing? Members suggested that the Chapter pursue both the videoconferencing option and the e-vote option and amend the By-Laws accordingly.

A member asked why proxy voting is not allowed by CES National. Benoît Gauthier, President of CES, responded that proxy voting is not condoned by Corporations Canada Not-For-Profit By-Law requirements.

The President stated that the questions and suggested amendments would be investigated, clarified and confirmed with CES National to ensure that the Chapter's By-Laws align with CES National's By-Laws.

Moved by Jennifer Birch-Jones that the By-Laws be approved with suggested amendments pending the Board's investigation and clarification with CES National. Seconded by Steve Montague. Carried.

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6. Presentation of Financial Results (2013-2014) and Budget (2014-2015)

The Treasurer presented the Board approved Audited Financial Statements for the period July 1, 2013 to June 30, 2014. FYE 2014 generated actual revenues of \$100,699, expenditures of \$113,808 for an excess of revenue over expenditure of \$13,109. Net assets at the beginning of the year were \$117,324 and at the end of the year were \$104,215. There is a restricted reserve of \$35,000 that can only be used for dissolution of the Chapter.

The budget for FYE 2015 was presented showing projected revenues of \$140,313 and projected expenses of \$158,168 resulting in a deficit of \$17,855.

As a non-profit entity, we exist to serve members. An Investment Committee has been stuck to determine how to best use the surplus from previous years in ways that will be most beneficial for members.

Because the Chapter can afford the deficit, it is looking at areas for investment for FYE 2015 to 2017 that may include:

- Developing professional development and/or networking events beyond regular programming, e.g., a speaker or instructor that is not Ottawa-based
- Promotional efforts and/or special activities aligned with 2015 International Year of Evaluation
- Financial support for local students for ALE registration or travel to the National Conference
- Financial support for evaluators from the Global South to attend the National Conference (a CES National initiative that is sponsored by Chapters)
- Continuing to provide financial support on an ad hoc basis, upon request, e.g., Evaluation Mentoring Committee

Moved by Brigitte Bouchard-Morris that the Audited Financial Statements for fiscal year 2013-2014 be accepted by members. Seconded by Gunter Rowchow. Carried.

4. Adjournment

Moved by Jane Whynot to adjourn the meeting at 9:25 am. Seconded by Simon Roy. Carried.