



**CANADIAN EVALUATION SOCIETY
SOCIÉTÉ CANADIENNE D'ÉVALUATION
National Capital Chapter
Annual General Meeting Minutes
April 19th, 2012**

Cartier Place Suites and Hotel, 180 Cooper Street, Ottawa, ON

Call to Order - The Meeting was called to order at 9:40 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 (January 20, 2011): The draft minutes were shared with members. An error in the 2011 minutes was identified under Section 7, Other Business: Sandi Premanthakan was incorrectly identified as Sanjeev Sridharan. A motion to approve the corrected minutes of January 20, 2011 was made by Jack Cramer, seconded by Mary-Kay Lamarche and carried, following a vote by membership.

Presentation of the Board of Directors: Gerry introduced the members of the Board and described their respective roles. Board member terms are staggered over a three year period. Gerry used the opportunity to invite members to participate in upcoming elections to fill positions becoming vacant as of June 30, 2012.

NCC Update for 2011: The CES-NCC President, Simon Roy, provided a brief overview of CES NCC activities over the previous 12 months and outlined activities planned for 2012. Items highlighted include the following:

AREA OF FOCUS	ACCOMPLISHMENTS	PRIORITIES
Professional Development	<p>Since March 2011, three ESS sessions were delivered to approximately 60 participants (plus one ESS upcoming)</p> <p>Overall, high satisfaction rates from participants:</p> <ul style="list-style-type: none">• 92% satisfied with the courses overall• 89% felt that their knowledge of the subject increased as a result of the course• 85% said that the course provided them with new evaluation competencies <p>In April 2011, a Facilitation skills</p>	<ul style="list-style-type: none">• Develop a new list of training suppliers.• Organize 4 ESS and 2 intermediate/advanced workshops.

	<p>course was delivered (n=11 participants), with high satisfaction rates:</p> <ul style="list-style-type: none"> • 89% overall satisfaction rate • 87% felt that course increased ability to plan and confidence to conduct facilitation <p>In June 2011, a two-day Cost-efficiency/Cost-effectiveness workshop was delivered (n=21).</p> <ul style="list-style-type: none"> • 84% overall satisfaction rate • 83% felt that their knowledge of the subject increased as a result of this course. • 94% thought that the course was useful <p>CES-NCC also provided logistical support for TEI courses.</p> <p>Developed a training supplier list as planned.</p>	
Networking	<p>Three breakfast sessions were offered (including AGM)</p> <ul style="list-style-type: none"> • "Hybrid Evaluation Teams: Help or Hindrance?" December 2011 (n= 93 participants) • "Evaluation in Times of Deficit Reduction" January 2012 (n=86 participants) <p>Annual Learning Event held February 2012 (n=126 participants). Majority of respondents reported that:</p> <ul style="list-style-type: none"> • The ALE was useful and valuable (96%); • Had satisfactory networking opportunities (90%); • Improved their knowledge of evaluation (87%); • Close to half of respondents felt that the ALE taught them practical skills (46%). 	<ul style="list-style-type: none"> • Explore new formulas for breakfast sessions. • Hold successful Annual Learning Event.
Financial Management		<ul style="list-style-type: none"> • Strengthen our financial reserve

Communications	Improved website and communications, including automated updates and lower cost/more timely communications thanks to a Board member dedicated to communications.	<ul style="list-style-type: none"> • Ensure regular communications with members. • Make improvements to the CES-NCC Chapter website.
Partnerships		<ul style="list-style-type: none"> • Further partnership discussions with local universities.
Advocacy	Conducted advocacy activities around the PWGSC procurement strategy.	Monitor environment in the interest of CES members.
Other activities		<ul style="list-style-type: none"> • Promote participation in upcoming elections for the CES-NCC Board of Directors. • Support and provide leadership in implementing the Professional Designations Program.

Several questions were raised following Simon's presentation. One related to the cost-effectiveness of training and the second question posed related to future CES plans to offer webinars. Mary Kay Lamarche informed members that the recent pilot by CES National was deemed successful and additional ones were being planned.

Presentations of CES-NCC Financial Statements 2010-11: The CES-NCC Treasurer, Ghislaine Tremblay, presented the CES-NCC Financial Statements for the year ended June 30, 2011 and the Income Statement for the same period. The treasurer called for two motions that included the following:

- That the Treasurer's report as presented be accepted; and,
- That Steve Parker be appointed auditor for the upcoming fiscal year 2011-2012.

These motions were moved, seconded and carried following a vote by membership.

Following the financial presentation, a member asked the following question related to how the Chapter planned to use the surplus that the board had accumulated. The President, Simon Roy, explained that given various contextual uncertainties for 2012/13 (particularly in light of the federal government cuts) the Board felt it was important to use the current surplus judiciously to cushion potential future shortfalls in revenue in the foreseeable future.

Recognition of Longstanding Members: Alexandra Dagger, Gerald Halpern and George Teather in 2012 were recognized for their longstanding membership with the Canadian Evaluation Society.

Other Business: Gerry Cooney used the occasion to remind Board members to submit nominations for the three Board vacancies before April 27, 2012, of the Board election in May 2012, of upcoming ESS events and to take advantage of the PDP Fast Track Initiative.

Adjournment: The meeting was adjourned at 10:10 am following a motion that was seconded and carried following a vote by membership.