



## **Minutes of the Annual General Meeting**

**February 6<sup>th</sup>, 2014**

**RCAF Officers' Mess, 158 Gloucester Street, Ottawa, ON K2P 0A6**

### **CALL TO ORDER**

President Simon Roy called the meeting to order. He advised that all documents pertaining to the Annual General Meeting were available at the registration table. Agenda for the meeting is:

- Call to order
- Approval of Minutes (Annual General Meeting 2013)
- Presentation of Board of Directors
- Update of CES-NCC Activities and Results (2013-2014)
- Presentation of CES-NCC Financial Results (2012-2013) and Update
- Approval of CES-NCC Audited Financial Statements (2012-2013)
- Other Announcements

### **APPROVAL OF MINUTES (ANNUAL GENERAL MEETING 2013)**

The President asked if there were any questions about the minutes from the last AGM, which was not the case. They were then unanimously approved.

Moved by Simon Roy to approve the 2013 AGM minutes. Seconded by Jane Whynot. Carried.

### **PRESENTATION OF BOARD OF DIRECTORS**

The President introduced the members of the Board, namely:

- President: Simon Roy
- Vice President, Professional Development: Brigitte Bouchard-Morris
- Vice President, Networking: Jane Whynot
- Vice President, Communications: Emmanuelle Godbout-Gauthier
- Secretary: Samantha Evans
- Treasurer: Ghislaine Tremblay
- National Council Representative: Kathy Gerber
- Member: Isabelle Bourgeois
- Member: Julie Witmer
- Member: Margo Rowan

The President noted that Geraldine Cooney is no longer on the Board and he thanked her on behalf of CES-NCC for her dedication and service.

### **UPDATE ON PAST AND UPCOMING ACTIVITIES**

The President provided a brief overview of CES-NCC activities that took place in the last twelve months and presented the upcoming activities for 2014.

AREA	PRIORITIES	ACCOMPLISHMENTS
Professional Development	<ul style="list-style-type: none"> <li>• Professional development <ul style="list-style-type: none"> <li>○ Three ESS Sessions (September 2013, January and May 2014)</li> <li>○ Two intermediate workshops</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Two sessions since last AGM with 25 participants each</li> <li>• Third session planned for May 2014</li> <li>• Average satisfaction for September 2013 was 95%</li> <li>• Events at the advanced/intermediate level have been held (Mixed Methods in November 2013). All participants satisfied</li> <li>• Second offering of Survey Research planned for March 2014</li> </ul>
Networking	<ul style="list-style-type: none"> <li>• Six breakfast sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Bridging the Evaluation Expectations Gap</li> <li>• What's Evidence Got to Do with It? The Limits of Information in Affecting Policy Outcomes</li> <li>• Unanticipated Consequences of Development Interventions: A Blind Spot for Evaluation Practice and Theory</li> <li>• Addressing Ethical Challenges in Evaluation</li> <li>• Undressing Efficiency and Economy</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation for National Conference (June 2014)</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• Implement new web-site</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://ncc.evaluationcanada.ca">http://ncc.evaluationcanada.ca</a></li> <li>• All volunteer driven</li> </ul>
Assess needs of NFP organizations in area of Evaluation		<ul style="list-style-type: none"> <li>• Preliminary findings indicate need to support sector through adapted on-line materials and special events</li> <li>• Will likely be addressed in CES-NCC annual plan for 2014-2015</li> </ul>
Others		<ul style="list-style-type: none"> <li>• Holiday Network Event</li> <li>• Training needs assessment: completed. Working group on recommendations document for Advanced Learning Course with CES National Council</li> </ul>

The President then discussed the Karl Boudreault Award, aimed at those who are significant contributors to evaluation. Nominations are to be sent in by February 28<sup>th</sup> 2014. Hard copies of the form were available at the registration table, and more information on the website. Award to be announced at the next Breakfast Session.

The President then took the time to thank all volunteers and encouraged more members to become volunteers.

A special thank-you was given to Geraldine Cooney (Past President, absent) as she is now retiring from the Board.

The President also mentioned three important upcoming activities/events:

- Vote is open for three seats on CES-NCC Board
- A CES Survey Research course for evaluators

- The 2014 National Conference, taking place in Ottawa in June

The President opened the floor to questions. As there were none, he then invited the Treasurer, Ghislaine Tremblay, to present the next point on the agenda.

### **PRESENTATION OF CES-NCC FINANCIAL RESULTS (2012-2013) AND UPDATE**

The CES-NCC financial statements are from July 1<sup>st</sup>, 2012 to June 30<sup>th</sup>, 2013. The auditor was Steve Parker, from Parker Prins Lebano.

- Net assets of \$117,324
  - Representing an increase of \$43,938 from the previous year

The Treasurer also presented the statement of operations which reflects revenue higher than expenses. The majority of operations are through course and conference registrations.

The Treasurer also presented the current fiscal picture (non audited). The situation is very favourable with a net surplus of \$27,115.

1. *Approval of Treasurer's report as presented*
  - a. The audience raised a few questions pertaining to the actual financial status versus last year.
  - b. Moved by Simon Roy to accept the Treasurer's report. Seconded by Jane Whynot. Carried (one abstention, Éric Robard).
2. *Appointment of Parker Prins Lebano as auditor for fiscal year 2013-2014*
  - a. Moved by Simon Roy. Seconded by Ghislaine Tremblay. Carried.

### **OTHER BUSINESS**

The President took the floor to remind all members present of the upcoming course on Survey Research, taking place on March 13<sup>th</sup>-14<sup>th</sup>, 2014.

Member Khaddouj Souaid made the suggestion to use the surplus on other projects, such as sponsoring students to attend the National Conference.

### **ADJOURNMENT**

Moved by Simon Roy to adjourn the meeting at 09:17 AM. Seconded by Samantha Evans. Carried.