

Minutes of the Annual General Meeting

May 11, 2016

Cartier Place Suites Hotel, Ottawa

1. Call to Order

President Jane Whynot called the meeting to order at 9:35 am. She advised that all documents pertaining to the Annual General Meeting were available at the registration table.

2. Approval of Minutes from the 2015 Annual General Meeting

Moved by Jane Whynot to approve the 2015 AGM minutes. Seconded by Simon Roy. Carried (with two abstentions).

3. Presentation of Board of Directors

- Emmanuelle Godbout-Gauthier
- Kathy Gerber
- Judy Lifshitz
- Nicole Michaud
- Raïmi Osseni
- Simon Roy
- Melissa Thornton
- Jane Whynot
- Julie Witmer
- ex-officio members Erica Kaneza, Mary Kay Lamarche and Anne Routhier

4. Update of CES-NCC Activities and Results (2015-2016)

The President informed the members of activities that occurred between January 2015 and May 2016.

- There were 350 members as of March 2016 (409 in 2015).
- Networking
 - Organized four breakfast sessions which were well attended:
 - April 2015: Gender Equity Issues and Gender-based Analysis in Evaluation (34 attendees)
 - June 2015: An Evolving Discussion: Promoting Utility (64 attendees)
 - July 2015: Development Evaluation (DE) in the context of government: How can we foster/make this work? (84 attendees)
 - November 2015: International Perspectives on Evaluation (50 attendees)
 - Organized Annual Learning Event in February 2016 (125 participants) using a presentation/workshop format:
 - ALE participant feedback, with an overall 46% response rate. The majority of respondents found the learning event useful and valuable and networking opportunities satisfactory.

- Professional Development
 - Organized three ESS sessions, of which the French session was cancelled (due to low enrolment)
 - September (English – 2 sessions – full – 40 participants), January/February (French; 5 participants), and May (cancelled)
 - 89% of ESS participants agreed that they were satisfied with the course
 - Offered one intermediate workshop
 - Theory Based Evaluation with Patricia Rogers in June (9 participants)

A member asked whether the ESS sessions were deemed useful by the evaluation community. Judy Lifshitz responded that based on feedback received, sessions were helpful to junior evaluators who had recently joined the federal public service.

- Chapter member survey is scheduled to close on May 24th, and it is intended that a preliminary analysis will be conducted in order to inform discussions regarding 2016-17 priorities as part of the upcoming CES-NCC Board strategic planning exercise scheduled for June 2016.

- Volunteer Recognition
 - The Karl Boudreault Award is the CES-NCC award for those who have made a significant contribution to evaluation
 - Martine Perrault was the recipient of the 2015 award
 - Received one nomination this year, with review process currently underway
 - 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!
- Board Development
 - Elections for four seats on the CES-NCC Board this spring
 - Call for nominations closed on May 6th, 2016, with 4 nominations received
- Members are encouraged to forward questions, comments or suggestions to the attention of members of the CES-NCC Board or at nccsecretariat@evaluationcanada.ca

Moved by Jane Whynot that the 2015-16 Activities Report be accepted by members. Seconded by Nicole Michaud. Carried.

5. Presentation of Financial Results (2014-2015) and Budget (2015-2016)

The Treasurer presented the Board approved Audited Financial Statements for the period July 1, 2014 to June 30, 2015. FYE 2015 generated actual revenues of \$163,604, expenditures of \$136,946 for an excess of revenue over expenditure of \$26,658. Net assets at the beginning of the year were \$104,215 and at the end of the year were \$108,268. There is a restricted reserve of \$35,000 that can only be used for dissolution of the Chapter.

The budget for FYE 2016 was presented showing projected revenues of \$91,674 and projected expenses of \$135,405 resulting in a deficit of \$43,730.

It was noted that an error in the French version of the audited financial statement (\$177,109 instead of \$117,197) would be corrected on the CES-NCC web site.

When asked whether the CES-NCC Chapter would continue to sponsor students to attend the annual CES National Conference, it was noted that 3 students had been sponsored for the Montreal conference in 2015. CES National also contributed by paying the conference registration fees, while chapters helped defray travel costs.

As a non-profit entity, we exist to serve members. The CES-NCC Board will ensure that the national conference revenue surplus would be used up by next year, in ways that would be most beneficial for members.

Moved by Raimi Osseni that the Audited Financial Statements for fiscal year 2014-2015 be accepted by members. Seconded by Jane Whynot. Carried.

6. Adjournment

Moved by Jane Whynot to adjourn the meeting at 10:30 am. Seconded by Simon Roy. Carried.