

**CES NS Chapter Minutes
April 18, 2013**

Present: Nancy Carter, Rob Chatwin, Janet Ivory, Kara MacNeil, Pat Saunders-Evans, and Peter MacLeod (minutes)

Regrets: Aubrie McGibbon, and Kathryn Yuill

1. Welcome

2. Call to Order

Rob chaired the meeting. The meeting was called to order at 12:03.

3. Review of Agenda

Rob led a review of the Agenda. There were no changes or additions noted.

4. Review of Minutes

Rob led a review of the minutes. He asked for any changes or additions. There were no changes or additions. (Kara, Pat)

Motion: A motion was made to approve the Agenda and Minutes (Ivory). The motion was seconded (MacNeil). All were in favour. Motion carried.

5. Standing Items – Business Arising - Updates

5.1 Correspondence - Peter

Peter provided the update. There was nothing urgent arising from CES correspondence. The board discussed the terminology used in referring to the board and it was clarified that Board of Directors is the proper terminology.

5.2 Contact Us Email –Nancy

Nancy provided the update from the CES gmail account. There was no business arising from the account.

5.3 Finance - Kara

Kara provided the finance update. She has completed the final financial documents. The current bank balance is \$28,035.60. Kara is working on completing her AGM report and related documents (to be tabled at the meeting in May and made available to members in advance of the meeting on the web site prior to May 3).

5.4 CES National Council Update – Janet

Janet provided the national council update. Highlights of the update include: a discussion of a new model for the Canadian Evaluation Society journal and related budget, a new membership form to account for changes made from the national diversity sub-committee, and the appointment of a new national vice-president: Mary Kay LaMarche.

5.5 Website –Aubrie

Aubrie provided the web site and information technology update. She has been working with a new graphic designer on the log and web site. Aubrie is working to get a poll in place for the ABM to select an option for a chapter logo. She reiterated her preference to include the national logo on the web site and her recommendation that we do pursue added functionality for the web site with word press for a nominal fee (there was unanimous support for this in a previous meeting).

5.6 Membership –Pat

Pat provided the membership update. One of our selected student members has not been responding to our efforts to provide a free annual membership to CES. There was no urgent business arising from the membership update.

5.7 Professional Development Program - Kathryn

Kathryn sent in her regrets. Rob provided the professional development update. John Maine has been booked for a professional development session after the AGM in May. He will present on the theory of change and recent developments in evaluation theory in the morning while focusing on contribution analysis for the second half of day. Board members are asked to help promote the event through their own networks to push the session and get a few more registrations. Aubrie suggested that we record the session and put it on the site and also including some of the sessions supporting material on the web site.

6. Other Business/New Business

6.1 Strategic Plan and Budget

(CES POLICY STATEMENTS)

Rob had drafted some policies relating to recent discussion items. We reviewed and discussed draft policies on:

- Board operating within the bylaws established for the chapter
- Support for president or delegate to attend national conference (cost-recovery and per diem at provincial government rates)
- Support for up to three members to attend national conference, an application and review process will be developed
- Support for an honorarium of \$500 per ½ day for Professional Development presenters; Board members are not eligible
- Full-time student rate for professional development opportunities (\$25 per ½ day)

- Board members can be reimbursed for their expenses related to attending meetings. This can include mileage and parking at the current provincial government rate

Motion: A motion was made to approve the policies as discussed (Ivory). The motion was seconded (MacNeil). All were in favour. Motion carried.

Rob led a review of the draft strategic plan. New roles and responsibilities were identified including the new role of IT/Web Chair and some new roles related to the Secretary position: posting a blog once a month on the web site. The plan will be tabled to all members at the AGM in May.

6.2 Other

Rob pointed out that we are expected to make an annual donation to the CES-Education Fund. We have typically made a \$500 donation.

Motion: A motion was made to provide the annual \$500 donation to the CES-Education Fund (Saunders-Evans). The motion was seconded (Carter). All were in favour. Motion carried.

Rob pointed out that each year at the national conference the provincial chapters are asked to support the hospitality suite and related recreational activities. In the event that we are asked Rob recommended a \$350 contribution to the conference organizers.

In preparation for the Annual General Meeting in May, Rob went through the logistical details for the meeting. We also discussed the administrative details for the meeting. We discussed the: agenda, notice of motion to change in by-laws, new Information Technology Chair position on the Board (up to 8 positions on the Board now), the process for making motions, and the process for electing new officers of the board

Rob discussed the annual report, pointing out that members would get the chance to review electronically. Rob pointed out that Kara will be tabling the Financial Report and scheduling our final review with Tracey Fiander-Trask

7. Next Meeting

The next meeting of the CES-NS Executive will be Thursday, June 20th, 2013 @ 12:00 to 2:00 p.m. at the Nova Scotia Health Research Foundation Office (Centennial Building; 9th Floor - 1660 Hollis Street).

8. Adjournment

Meeting adjourned at 1:45 pm

Minutes prepared by Peter MacLeod