

**CES NS Chapter Minutes**  
**June 20, 2013**

Present: Rob Chatwin, Janet Ivory, Kathryn Yuill, Pat Saunders, Peter MacLeod, Janet Ivory, Aubrie McGibbon and Katherine Connell (minutes)

Regrets: Nancy Carter

**1. Welcome**

**2. Call to order**

**3. Review of Agenda**

Rob led a review of the agenda. Approval of IT Chair was added to the agenda. A motion was made to approve the agenda by Pat Saunders and was seconded by Janet Ivory—the agenda was approved

**4. Review of Minutes – April Board Meeting**

Rob led a review of the minutes. There were a few changes made, which Rob noted directly in the minutes from the last meeting. A motion was made by Pat to accept the minutes with these changes, this was seconded by Peter.

**5. Standing Items—Business Arising—Updates**

**5.1. Correspondence – Rob**

Rob reviewed the how communications will work in the future. Rob has been checking the CES email account and has received the receipts from the two approved travel grant recipients. Another application came in after the conference, which Pat and Peter will review

**5.2. Finance-- Peter**

Peter provided a finance update. In June we received \$2,850 in payments for the AGM and the mini conference, which brings the new balance to roughly \$19,000. We were expecting roughly \$8,500 from the PD event, so Peter is going to reconcile the paid list with the registration list.

**Action:** Peter is going to reconcile the list with cheque stubs from the PD event.

Peter would like to prepare a budget, for the meeting in September, which will include the PD Plan. Janet explained the budgeting process at the national level—each member submits a budget and then it is compiled to form a national budget by finance.

**Action:** Rob and Peter to discuss this process over the summer.

**5.3. CES National-- Janet**

Janet provided a high level update from the 3 days of national meetings. Highlights include:

- There is a plan to redesign the Essential Skills Series (ESS) to a module based program, as it is recognized that the current program has not been meeting the need for a while. An RFP has gone out for the redesign.
- To focus of ITIM will be changing, since Benoit Gautier will be resigning (has given 1yr notice). An RFP was originally set to focus on a strategy, but will now need to focus on implementation. There was \$25,000 budgeted, but this will no longer suffice. Therefore there will be a phased on approach. Terry Spencer is the outgoing chair, and John Marshall is coming in and will be guiding that work. Aubrie will be participating so that we have a voice
- The bylaws need to be redone, as NFP legislation has changed—we have until Oct. 2014 to update these, but we will need to have this done in June for AGM. Janet will be creating a plan to take on a consultative approach to get feedback from provinces for the bylaw changes.
- Janet is now the Governance and Process Chair—Congratulations Janet!
- The “Tell us where to go session,” was well received at the meetings. From that it was clear that people would like to see more PD events at the intermediate level.
- Webinar platform (via national) will be made available to chapters to host their own sessions. We need to get in on this quickly, so that we can reserve a month.  
**Action:** Janet will connect Kathryn with national contact to reserve months.
- Kaiko, who led credentialing as the PDP Chair, has finished her term. They are now working to get someone working in the position until December, to continue to work on integrating PDP into PD.
- Next year’s conference will be in Ottawa in June. The 2015 conference will be held in Montreal, and will be co-hosted by SQEP. 2015 is the international year of evaluation. It is important SQEP host as they have international connections. There are proposals to host 2016 conference

#### **5.4.Website—Aubrie**

Aubrie provided an update on the website. The big challenge is that people don’t know there is a new CES-NS site and keep going to the old site. Aubrie is going to work on this issue on Tuesday (June 25<sup>th</sup>), with tech support from Wordpress. At this time, the old site will be taken down (but it is archived). The graphic design has been updated on site. Janet noted that we are getting a new national logo – but this may only be in a year or two.

Aubrie is currently undertaking a content scan of all CES sites and compiling a table to similarities. When consistent content among sites is determined, we will consider implementing changes on our site. There will be a lot of working happening on the site over the summer, and we are planning for a user experience survey in the fall.

Aubrie also spoke about the need for CES to leverage the use of cheap technology (ie. video and audio) on the site for PD. This will add a lot of value. LinkedIn will remain in an organic stage this summer and fall, and if we don't get more users then we will evaluate whether or not we should be continue with this.

### **5.5.Membership: Pat**

Pat indicated that there was nothing urgent to report with regards to membership. Rob and Pat talked about involving NFP, but realized that they probably need an event before the Anne Gilles event. We also need to begin the discussion regarding web membership (not national, but provincial)--BC does something like this.

**Action:** Pat will connect with BC and then discuss with Aubrie how this will affect the website.

A “find an evaluator section” should be included on the website. However, we should only promote evaluators who are chapter members. We will also post a disclaimer that we are not endorsing their work. Just names and web links/ email addresses will be posted—there will not be any content regarding their work.

**Action:** Pat and Rob will discuss how this will work.

### **5.6.Program -- Kathryn**

Kathryn discussed the PD plan that was pre-circulated (see Appendix I) and developed based on national survey and provincial feedback). Web based options will be worked out between Aubrie, Kathryn and the national contact. We will ask national for November and February for web events. If we don't get February, we will ask for January.

The following PD topics were discussed:

- Webinars: Kathryn has been in contact with the appropriate Newfoundland CES contact regarding webinars (as they have experience in these areas). Further discussion revealed that these may actually just be teleconferences. Depending on number of participants we could use Google hangouts. Webinars are a good opportunity to move beyond NS.
- The pre-circulated considerations were also reviewed—CE option should also be extended to senior evaluators (8+ yrs). CEs who are concerned about keeping their CE need to talk to national and find new ways in engage with chapters to get hours in for ongoing skills.

**Action:** Kathryn will approach CES-NS CEs to see if there is anything that they would like to present on.

- ESS: This has been done in NS before, but was changed into a one day intro to evaluation seminar. The redesign (module based) is coming, so we should wait for this, as it would be redundant for us to pursue this at this time.

**Action:** Kathryn will connect with national about PD dates to make sure there are no conflicts.

More generally, the group discussed the need to advertise our events with other chapters.

The PD plan was reviewed by month. It was determined that Member's Month can be changed to be more long term, and can be moved to January. The plan by month is as follows:

### August

Will remain the same as outlines in the original document—The topic will be “Evaluation: Not just a Tool Kit,” presented by Dal MPS students. Rob will send info to Kathryn for Kaireen. Giving out memberships didn't work well last year, so this year we will give out journals for the 19 MPA students after their presentations. If they cost \$5 each we will pay for them (but will try to get them for free). The journals need to arrive before Friday August 10th. It was noted that CES “swag” would be helpful for events such as these.

### September

There will be a networking event at Pippa. The room rental is free, but the event must end before 7pm. The membership meeting should be the hour before, and the networking event should be open to everyone. We will bring journals to this too. Event should be on a Thursday.

**Action:** Janet will get 30 copies of most recent journals from National.

We will approach Larry, and he can do a speech at the networking event. The speech should focus on national priorities, only be about 15 minutes. Larry should also forward to us his estimated expenses. Larry may also hold a workshop on aboriginal work on Friday morning, there would be a limit of 25 people. If this is going to happen, advertisements need to go out in the next few weeks.

**Action:** Kathryn will contact Larry.

### October

Anne Gillies session with the NGOs and the United Way was discussed. We need to reach out to the CEOs of the NGOs and host an invitation only lunch, at which time there will be a facilitated conversation to discuss their needs, instead of Anne Gilles' workshop. The workshop could later be developed based on this. The Manitoba chapter is a good contact, as they have experience with NGOs—Kathryn can contact them. Maureen Summers will also be willing to provide a list of all the CEOs she knows. The lunch session should run between 10am -1pm with a 2 hr facilitated conversation, with key questions. Kathryn, Pat, Rob and Nancy would be involved.

Still running Rob Assels' session in October.

Anne Gillies session will be moved to January or February 2014.

**Action:** Anne suggested that we have a volunteer sector fair presence -- Rob will attend and have a CES booth.

November

There will be an Atlas Ti training with Raewyn Bassett. Raewyn will hold the workshop (more than once), with 10 participants at each. We will need to gain access to a computer lab, and will explore our options with the public service. Nancy is the contact for this.

There will also be a webinar in November (but not the intro to evaluation). Perhaps Colleen Goggin could present on stakeholder engagement.

December

There will be no events held in December.

January

There will be a session on communicating findings / promoting evaluation use. It was suggested that Kylie Hutchinson present her presentation from the CES conference (it was about 45 minutes).

**Action:** Kathryn will approach Kylie about presenting in January.

February

There will be a session on intermediate and advanced survey methods.

**Action:** Kathryn will investigate potential presenters.

March

IAP2 is starting in NS and they would like to know how to evaluate public participation. The contact is Nancy and Shawna O'Hearn at Dalhousie, they will work with Kathryn to pull together some kind of a half day session. There will be no other networking event this month.

April

The committee discussed possible presenters for the Economic Evaluations session. Perhaps David Harddt (who is an Economist at Dal) would be appropriate. Laylanie Kummaranie may also be interested. If David does the presentation, Rob would like to meet with him first to discuss the objectives of the session.

**Action:** Aubrie approach Laylanie about hosting the session.

May:

We will look for a "big name" speaker for this month. We will determine a date and a presenters for this event and announce it at our meeting in September meeting. Aubrie suggested that we connect with the government network as they have some partnerships with those who work in complexity theory and evaluation.

**Action:** Aubrie will put this on the government network's agenda.

**6. Other****6.1 Strategic Plan- Rob/ Nancy**

Rob led a review of the strategic plan (see appendix ii). The following points were discussed:

- Kathryn is going to help Rob make some connections within Dalhousie's MPA program. We will write a report at the end of the year.
- We will be requesting a 1 year extension of our bylaws.
- In the future we will be looking to improve our relationships with venues with parking for our events.

The group has approved the Strategic Plan.

**Action:** Rob and Peter will look at past data and develop a standing costing formula.

The committee also reviewed the Executive Positions description document (see appendix iii). Members were in agreement with the descriptions.

Rob reviewed national contacts-- the national committee for 2013-2014 is comprised of:

President: Larry K. Bremner

Vice-President: Mary Kay Lamarche

Treasurer: Tracy Fiander-Trask

Chair Governance & Process: Janet Ivory

Chair Member Services: John Marshall

Chair Professional Development: Karen Rodrique-Gervais

## **6.2 Other**

Rob reviewed upcoming meeting dates for 2013-2014. They are as follows:

September 19, 2013

October 17, 2013

November 21, 2013

December 19, 2013

January 16, 2014

February 20, 2014

March 20, 2013

April 17, 2013

May 15, 2013 (AGM)

June 19, 2013.

**Action:** Katherine will add the meeting dates to the Gmail calendar.

## **6.3 Motion for IT Chair**

A motion was put forward for Aubri McGibbon to continue as the CES- NS IT Chair. This motion was put forward by Pat and seconded by Kathryn. All were in favour.

**7. Next Meeting**

The next meeting will be Thursday, **September 19, 2013 at noon**, at the NSHRF office.

**8. Adjournment**

Meeting adjourned at 1:30pm.