

**CES NS Chapter Minutes  
November 21, 2013**

Present: Nancy Carter, Janet Ivory, Peter MacLeod and Katherine Connell

Regrets: Rob Chatwin, Pat Saunders and Kathryn Yuill

**1. Welcome**

**2. Call to order**

In Rob's absence, Nancy chaired the meeting.

**3. Review of Agenda**

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

Motion: A motion was made by Peter to approve the minutes and was seconded by Katherine—Minutes were approved.

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

**5.1.CES National Council Update – Janet**

Janet provided an updated on the work of the National Council. The council is headed to meetings in Montreal tomorrow (which will be 3 days long), where they will get an update from each chapter. Our Nova Scotia update includes change in membership numbers and professional development (PD) events. There is a focus on PD and anything significant that is happening. Janet explained that in her national role, she has been working on bylaws. There will be discussions on this and what the consultation process will look like. There will be some policy revisions (i.e. the awards policy and an updated privacy policy). The plan to promote PDP will be discussed and hopefully a plan to promote. There has also been a lot of work done with ESF development, the developers will be presenting on Saturday. Another hot topic at the meetings will be the conference (in Ottawa). Meagram will be developing registration and PDP systems. There are currently two big IT projects in progress right now: the PDP registration system as well as the payment system, they are still negotiating the website.

There will also be further negotiations for the 2015 conference in Montreal. The conference committee will be meeting tomorrow. The contracts for the conference will be signed jointly by National and the Quebec chapter, there is a need to make sure neither group is at risk.

**5.2.Finance—Peter**

Peter provided a finance update. The bank balance is approximately \$16,000. There is currently some concern as the quarterly transfer was \$287, but was budgeted to be \$400. The previous transfer was over \$400. This probably reflects the lull period after the conference. The call for abstracts (for the national conference is out), so this will probably prompt membership renewals. One "weird" thing was noted: we recently received a cheque for \$225 from Amber McCallum (Dept. of Environment), which doesn't reconcile with our books. There was thought that this might actually be intended for the PEI conference.

**Action:** Peter is going to discuss this with Rob.

Peter explained that Rob had asked for ranges to be incorporated into the pricing policy. Peter presented the document, and noted that the ranges are in \$25 increments and that we are ultimately aiming for cost recovery.

### 5.3. Correspondence – Katherine

Nothing to report-- just keeping up with regular web posting.

### 5.4. Website: Aubrie

Aubrie was not present, but the group reviewed the chart that Rob had circulated. The committee discussed what should be included under the “resources section” on the website, and suggested the following: slides from past events, and links to various resources.

There was some discussion about the issues that could arise from posting slides of past events. Janet said this would be fine with agreement from presenter. But Peter raised the issue of member benefit. We should offer those presentations to members only (with login required), as PD events are a key source of revenue, free materials could undermine events.

Janet noted that libraries have CES memberships so they can access the journals. They had also requested webinars and presentations but this wasn’t considered consistent with the bylaws and revenue stream for the Toronto conference. That conference lost about \$100,000 and National is very sensitive about this.

On the other hand, we also need to offer resources to support a culture of an evaluation. So the slides would support people who were going to register and couldn’t make it.

This situation creates questions about CES-NS and CES-National. Priority at National has to be members first and non-members second.

**Action:** The committee will revisit this discussion with Aubrie, Pat and Rob present, as well as with the broader group.

Currently there are some resources on the national site that we could connect to. We should also consider credible website links that point users to useful resources (i.e. my M&E, MFG, UnitedWay). However, we should have a process for deciding which links to add. It was suggested that they should be brought to CES meetings and decided upon after group review.

After discussing the website content chart, the following changes were made:

- Nancy and Peter will be the primary and secondary owners of “Resources”.
- Nancy’s role will also be looking at strategic partnerships.
- Janet (national) will be the secondary owner for “Membership”.
- Katherine (the secretary) will be the secondary owner for “Contact”
- Another section will be added: Canadian Evaluation Society National—National rep is primary owner and IT chair is the secondary owner. Professional designation should go under the CES National

Motion: Katherine put forward a motion to accept the changes and it was seconded by Peter. Motion is carried.

Nancy suggested that we use the web content table, going forward, as a standing item at the meetings. Members can report in on their role at each meeting.

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

Pat was not present, but Peter mentioned that the quarterly transfer is down -- so we have fewer members.

#### **5.6.Program : Kathryn**

Kathryn was not present, but the group reviewed the documents circulated by Rob and Nancy. We were reminded to circulate the invitations throughout our networks to increase registration.

The group agreed that recruitment for Kylie H's session should start now. Nancy and Kaireen are still available for a presentation in March.

The group discussed potential dates for May's AGM and mini-conference and suggested that it should be a Thursday but not the 15<sup>th</sup> – either the May 22<sup>nd</sup> or 29<sup>th</sup>. It will be tentatively scheduled for 29<sup>th</sup>.

**Motion:** Peter put forward a motion to hold on 29<sup>th</sup>, which was seconded by Janet. The motion was carried.

There was further discussion surrounding the mini-conference, it was explained that this will be an opportunity for those in the Evaluators Network to showcase their work. Other ideas included engaging a high profile keynote speaker. Rob mentioned in pre-circulated document that there will be a keynote. The group is asked to reflect up on who might be a good fit.

**Action:** Peter will pull a budget together and this will help influence speaker decisions.

### **6. Other/ New business**

#### **6.1 Strategic Plan- Rob/ Nancy**

Nancy told the group that feedback regarding the strategic plan included the addition of Government and CE'ed evaluators as strategic groups.

#### **6.2 Board Support Needs**

Peter spoke to the challenge of being new to the role, but explained that everyone has been very helpful, and that he appreciates input from the Board.

### **7. Next meeting: December 19<sup>th</sup> board lunch at McKelvies.**

**Adjourned 1:39pm**