

**CES NS Chapter Minutes  
October 17, 2013**

Present: Rob Chatwin, Janet Ivory, Kathryn Yuill, Pat Saunders, Peter MacLeod, Aubrie McGibbon, Nancy Carter

Regrets: Katherine Connell

**1. Welcome**

1.1. The Chair welcomed members to the meeting and congratulations were given to Peter on his recent marriage and the Katherine on her engagement.

**2. Call to order**

2.1. The meeting was called to order at 12:35 p.m.

**3. Review of Agenda**

3.1. A motion was made to approve the agenda as presented by Nancy C. and seconded by Kathryn Y. - approved

**4. Review of Minutes – September 2013 Board Meeting**

4.1. The minutes were approved as presented with a note that the April PD event needs to get the dates confirmed on motion by Peter M and seconded by Nancy C. – carried.

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

**5.1. CES National Council – Janet**

- 5.1.1. ESS re-design is underway and Chapter member Jill P. is leading the chapter's contribution to this process.
- 5.1.2. Planning for the 2014 Ottawa Conference is well underway and Montreal is underway for the 2015 conference. National Council will be meeting face to face in Montreal on November 22 – 24.
- 5.1.3. Megram has been awarded the IT/IM contract for conference registration and payment and the profession designation program.
- 5.1.4. Due to changes in federal legislation, the bylaws are being reviewed. A process is in place to ensure members and chapters have input into them.

**5.2. Finance—Peter**

5.2.1. The bank balance as of September 30 was a over \$18,000. A three budget plan estimating revenues and expenses was presented along with budget planning assumptions.

**Action:** Peter will forward the budget plan to Board members for further review. Board members are requested to provide any feedback to Peter by **Friday November 8, 2013**

**5.3. Correspondence – Katherine**

5.3.1. No report

#### 5.4.Website—Aubrie

- 5.4.1.** The website needs more attention to ensure that the various pages are reviewed and updated on a regular basis. Aubrie lead a discussion on the various pages and made suggestions on who on the Board would be responsible.
- 5.4.2.** Board members spoke about risks and benefits of having many people adding content to the website vs. one person with appropriate back up.

**Action:** Aubrie to forward to Rob a chart listing the pages on the website and the suggested responsible Board member. Rob will review in terms of the current Board position assignments and get back to the Board.

#### 5.5.Membership: Pat

- 5.5.1.** Pat indicated that the membership #'s are down a bit and that is not surprising a couple of years after the conference. Follow up with lapsed members continue.

#### 5.6.Program -- Kathryn

- 5.6.1.** The PD plan was reviewed and update as outlined in the chart below:

November	1	Webinar	RFP	Rob Assels
November	28	Webinar	Stakeholder Engagement	Colleen Goggin
December				
January	29	Webinar	Reporting	Kylie Hutchinson
February	5	Webinar	Reporting	Kylie Hutchinson
March		In-person	Culture / Capacity	Nancy C. & Kaireen C.
April	4	In-person	Economic (1/2 day)	Lilani K.
April	25	In- person	Economic (1/2 day)	Lilani K.
May		In-person	AGM and Mini Conference	

- 5.6.2** The Board discussed the work involved PD planning and implementation and the toll it is taking on Board members. A variety of options were discussed from hiring or contracting someone to deal with the logistics of doing PD events.

#### Actions

- Rob will follow up with Colleen G. to develop the flyer for her webinar.
- Kathryn will give Rob the access information for the upcoming webinar.
- Rob will look into the event management companies to support the PD chair and get back to the Board.

## 6. Other

### 6.1. Strategic Initiatives: Universities, Evaluators Network, NGOs

**6.1.1.** Nancy presented a logic model outlining a plan for these initiatives.

**Action:** Nancy will forward the logic model to Board members for further review. Board members are requested to provide any feedback to Nancy by **Friday November 8, 2013**

## **6.2 Other**

**6.2.2** Rob agreed to write a letter to the incoming premier regarding the Chapter and the evaluators network.

**Action:** Rob will draft letter and forward to Board for review and feedback.

## **7. Next Meeting**

**7.1.**The next meeting will be Thursday, **November 21, 2013 at 12:30 p.m.**, at the NSHRF office.

## **8. Adjournment**

**8.1.**Meeting adjourned at 2:00 pm.

**Minutes prepared by:** R. Chatwin