

**CES NS Chapter Minutes**  
**September 19, 2013**  
**(Teleconference meeting)**

Present: Rob Chatwin, Nancy Carter, Kathryn Yuill, Pat Saunders and Aubrie McGibbon

Regrets: Janet Ivory, Peter MacLeod, Katherine Connell

**1. Welcome**

**2. Call to order**

The meeting was called to order at 12:07

**3. Review of Agenda**

The agenda was approved as presented on motion by Nancy, seconded by Pat – carried.

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

The minutes were approved as presented on motion by Aubrie, seconded by Pat – carried.

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

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

Janet provided a written report to the board via email in advance of the meeting. The members wondered when the topics for the webinars will be posted.

**5.2.Finance-- Peter**

Peter provided a written finance update via email to members in advance of the meeting. He also presented a draft copy of a pricing policy for professional development events. The members present felt that the pricing policy was a good idea but it would need to be reviewed each year to align with the available funds. Peter has highlighted in his correspondence that he is working on a three year budget plan. This will be presented in October.

**5.3.Correspondence – Katherine**

Correspondence received was from CES National regarding a survey of website needs. Aubrie will follow up with Janet in this regard and a survey of members will be suggested along with an extension in the deadline for feedback.

**5.4.Website—Aubrie**

Aubrie indicated that we need to clarify a process for posting information on the chapter website. This will be brought forward at the next meeting. Aubrie also indicated that the NS government RFP will be posted as well.

**5.5.Membership: Pat**

Pat indicated that there was nothing urgent to report with regards to membership. Work needs to commence on the development of strategies to increase membership for NFP and universities. Pat and Rob will organize a meeting to get this started.

### 5.6. Program -- Kathryn

Kathryn provided a spreadsheet with the yearly PD plan laid. Feedback from board members was as follows:

We are all set for the September event. The workshop is full.

October: The facilitated conversation with the NPF sector will be postponed until we get a better handle on what is needed. Pat and Rob will set a meeting for this including Kathryn, Nancy and some people from the sector. The session with Rob Assels is set to do this on October 22, 2013. A venue will be secured out of the downtown.

November: The board felt we need to do a survey of members regarding qualitative software. Aubrie and Rob will work on this. Kathryn will follow up with Colleen regarding Stakeholder engagement and get a date set.

January: Kathryn will follow up with Kylie regarding this.

February: This will be include in the survey that Aubrie and Rob are working on to find out what members want for an advanced professional development event.

March: Rob will set up a meeting with Shawna regarding this.

April: Lilani is confirmed for 2 – ½ day workshops on economic evaluations. The preferred day is Friday.

May: need to start thinking about this event.

### 6. Other

PEI Conference: It was agreed that the chapter would set aside \$750.00 to support any member attending the conference in PEI. Motion by Nancy, seconded by Pat – carried.

The NS Government Evaluators network is looking to partner with CES to create an opportunity for government evaluators to present their work. This will be further explored with the network in October.

### 7. Next Meeting

The next meeting will be Thursday, **October 17<sup>th</sup>, 2013 at noon**, at the NSHRF office.

### 8. Adjournment

Meeting adjourned at 1:00pm.