

**CES NS Chapter Minutes
February 20, 2014**

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

Regrets: Aubrie McGibbon

1. Welcome

2. Call to order

The meeting was called to order at 12:07pm.

3. Review of Agenda

Janet second Peter

4. Review of Minutes – January Board Meeting

There was a motion put forward to approve the minutes with the addition of Andrew Knight's last name. The motion was put forward by Nancy and seconded by Peter. Minutes approved.

5. Standing Items—Business Arising—Updates

5.1.CES National Council Update – Janet

Janet provided an update on National work. Larry is nearing the end of his term and there will be a call for applications for a new president. They will also be looking for someone to take on the Treasurer position. National has developed a new organizational structure and is transitioning now. There will no longer be a membership committee; there will be more of a marketing communications structure. The governance committee will stay intact. They are working to create a paid Executive Director position. The current secretariat contract will expire in June and they will be reviewing this relationship.

The revised bylaws have gone to national council, which will meet soon and Larry will be holding a meeting with chapter presidents in the near future. The bylaws have new requirements due to the new legislation around not-for-profits; however, there will not be substantive change in the by-laws. The by-laws will get rid of some of the policy details if they are approved. They are essentially a vehicle to clarify the relationship between National and the chapters, but they may not completely meet this objective. The chapter presidents will be asked to identify key questions, and they will attempt to articulate the responses in a document that goes with the by-laws or in policy.

There will be an opportunity for the board and the general membership to provide feedback.

Goss Gilroy was hired to revamp the Essential Skills, and this work is in the process of wrapping up. They will soon present this to National Council. They have recommended that an additional piece be included to help those who will be delivering the content.

They have a contract Bayteck to review website, and Meagram is rebuilding PDP. They are also working to develop a conference infrastructure. This should go live very soon.

Benoit Gauthier has been leading the credentialing board. This board is working to clearly outline their responsibilities in an effort to more efficiently move through the process. They are also focusing on getting more French members involved.

Some work is underway to conduct a process evaluation of PDP. CES had put out an RFP, but only received 1 response. This didn't meet the bar. However, there is one going on that is led by Benoit on his own, which he hopes to present at the conference. This work will help inform us, before potentially paying for an external evaluation. This evaluation may also provide enough evidence to make decisions.

Congratulations to Rob for achieving his CE!!!

5.2. Finance—Peter

Peter provided a finance update. Current balance is \$16,208. There was an “offline” conversation about the prices for the upcoming Culture & Capacity workshop.

5.3. Correspondence – Katherine

Nothing to report. All web-posting is up to date.
Action: Katherine to update registration form date on site.

5.4. Website: Aubrie

N/A

5.5. Membership : Pat

Pat provided an update and said that we have a membership of 69, which is consistent with what it has been. Pat went through the list and emailed people who have disappeared to encourage them to sign up.

5.6. Program : Kathryn

Kathryn provided a program update. The ad for the March event has gone out; there has been 1 registrant so far. Kathryn followed up with Lalani's assistant regarding the April workshops and hasn't heard back yet. The World Trade Center is held for the AGM. Janet said National is looking at having chapters use their platform for webinars, which Meagham is investigating. Kathryn provided an update regarding Kylie's webinar. Kylie had set up the webinar so that all of the feedback would go to her directly. Kathryn will ask for the NS information from Kylie (i.e. # of people who attended and feedback). We will need to speak about membership experience in our annual report.

6. Other/ New business

6.1 Mini conference updates/ decisions

Nancy provided an update. The group had a meeting with core working group, and they seem to be a dedicated group. The group provided feedback that they would like the event to be a participatory cafe style. They are considering having a key speaker for each theme (Culture, Challenges, Opportunities) and then a discussion.

They want consultants to join for lunch and networking. Also would like posters to be viewed at this time. Maybe even a sharing of logic models. Another idea included a graffiti wall so people can engage about their concerns about evaluation. We would need to figure out who will analyze the graffiti wall after the conference. They will also need to send the information to us as well.

They also discussed registration options-- half-day vs. full-day. They also discussed keynote speakers but felt they couldn't really decide without knowing the budget.

Budget, venue, pricing

Last year's AGM was about \$8000, but that takes into account that John Maine was about \$5000. This cannot be a free conference; we need to recover our costs. However, we could break down the price structure by topics and lunch. The group is in favour of this. However, there is the possibility that some sessions could be full and others no one. Usually we have a member non-member cost, should we have a non-member government workers also. This could encourage people to attend.

The group also thought that the lunch room should be separate to accommodate more people for networking. We need two rooms.

Action: Kathryn to clarify the capacity of the room and if the room is able to be divided into two rooms.

The conference working group will be asked to think of a speaker and come back the CES Board. We are aiming to recover the cost of the food at the WTC rental. CES will cover the rest, up to 75 people. They will need to decide if they want to ask for funding for something else.

Action: Rob will write to the premier's office and encourage them to come and will mention reduced cost. Janet suggested embedding the membership cost into the cost of the conference (add in \$165). The government won't pay for memberships, but will pay for conference.

Action: Kathryn will get more precise figures and sent to Peter and Rob to cost out.

6.2 AGM

The AGM will take place at the end of the day, around 3:30pm or 4pm in the afternoon. This will be followed by wine and cheese.

Board members were asked to let Rob/ Janet know in the next couple of weeks whether or not members wish to continue on the board. Some terms are up, National Rep will be finished this year. Aubrie has indicated she will be stepping down, as IT chair.

6.3 CES Conference – Ottawa June 15 to 18

Our AGM is before the national AGM. Janet and Rob will clarify the by-laws for this.

6.3.1. Budget and criteria to support chapter members to attend

Last year CES-NS supported 3 people at \$500 each. We need to set up a criteria to decided who/ how much to fund for this year. The group thought that perhaps this year there could be funding for PD opportunities or workshops. Ideas included:

- Student awards for workshop
- Promote SEEK awards

We are going to earmark \$3000 from the budget for this.

Action: Janet will ask National what they are planning to do, so that we can prepare.

7. Next meeting: March 20, 2014, 12noon to 2pm at NSHRF Offices

Meeting adjourned at 1:10pm.