

CES NS Chapter Minutes
May 15, 2014

Present: Nancy Carter, Rob Chatwin, Janet Ivory, Pat Saunders, and Rob Assels

Regrets: Aubrie McGibbon, and Kathryn Yuill

1. Welcome

2. Call to Order

Rob chaired the meeting. The meeting was called to order at 12:02.

3. Review of Agenda

The agenda was reviewed and a motion was made by Rob seconded by Katherine to approve the agenda.

4. Review of Minutes

A motion was made by Pat and seconded by Nancy to approve the minutes.

5. Standing Items – Business Arising - Updates

5.1 CES National Council update -- Janet

Janet provided an update. The bylaw review is ongoing and feedback was received from all chapters. A new draft has been sent to CES's lawyer for review. The new bylaws will be posted for members to review at the AGM.

The PD ESS has been redeveloped and will be redeployed and tested to make sure it meets the needs of our members. Chapters will be able to access it soon, and it will be available for our Fall PD.

The board questioned whether or not we would consider paying members/facilitators for the preparation time required or just for the presentation time. The group agreed that we would not be paying for prep work.

The development of the PDP is being managed by Benoit, who is working to stabilize the infrastructure around this. He has developed a marketing campaign, redrafted the Terms of Reference and is working to ensure the work is done in a consistent way. The applications are continuing to come in and there is a lot of international interest in the credentialing program. We have committed to doing an evaluation of PDP and an upcoming journal issue will look at the program

The projections for the June conference, in Ottawa are looking positive, registrations are strong and are in keeping with Ottawa's previous experience. At the last conference in

Ottawa it was estimated that there would be 700 registrants, and this time they are being far more cautious and are planning for 500. Registrations for the workshops are currently pretty low. If they do not fill, registration will open to people who are not coming to the conference.

The vote for VP ends tomorrow at midnight.

5.2 Finance – Rob

Rob provided a finance update. All financial documents were transferred over to our member auditor, and we are awaiting her feedback. Rob received all of the spreadsheets, and financial documents, as well as the mailbox key from Peter and will be reviewing. CES NS is still running a balance around \$16,000. The board would like to thank our member auditor for helping out.

5.3 Correspondence – Katherine

Katherine provided an update and indicate that all web posting is up to date.

5.4 Website Aubrie

Aubrie was not present, no update provided.

5.5 Membership -- Pat

Pat provided an update. We are down to 66 members, but this remains consistent with what registration was around the time of the Halifax conference.

5.6 Program – Kathryn

Kathryn was not present, no update provided.

6. Other/ New business

6.1 Symposium Update/ Decisions

Planning for the symposium is well underway and Kathryn is dealing with the WTTC. We are asking Board members to promote the conference throughout their networks where possible. We will be sent a detailed agenda to circulate. Andrealisa is still working to finalize her participation.

The group discussed the day's format. Janet and Kathryn will be the facilitators throughout the day; Janet to facilitate the AM and Kathryn the PM. Rob will introduce and close the day as the president.

Graham Steele, Krista Connell and Suzanna Fuller will participate as panelist for the morning panel about informed decisions making. Each panelist will speak for about 15minutes, and then there will be time for questions.

This will be followed by café style discussions, which will run for about 30 minutes at the table and then 30minutes as a full group. We would like to develop a workbook to help facilitate the table discussions. Nancy led a discussion about the questions that could be included in this guide and will circulate the questions to the group for feedback.

There will be an opportunity to network with consultants from 12pm -1:30pm.there will also be posters on the back wall.

The afternoon will feature another panel discussion, which will focus on building evaluation capacity and strengthening the culture of evaluation. Judy Purcell, Kayreen Chaytor, Kim Buckel, and Andrealisa Belzer will be the panelist.

The Board would like to thank Kathryn and Nancy for their efforts, as well as the Government of Nova Scotia's Evaluator's Network for their work on this symposium.

6.2 AGM

The AGM will begin at 4:30pm. Janet will Chair. Rob will circulate the agenda, annual report, and last year's minutes the week before the meeting. Katherine will take the minutes at the meeting.

Networking will continue until 6pm.

6.3 Other

There was a motion put forward by Nancy and seconded by Katherine to support a student for SEEK by providing funding.

Colleen Goggin is currently looking for silent auction donations for the June conference.

We will provide \$500 of support for the conference for 4 CES members. Katherine and Janet will also be supported by the Board to attend the conference.

7. Next Meeting: June TBD @ noon
Location: NSHRF Boardroom

8. Adjournment

The meeting was adjourned at 1pm.