

**CES NS Chapter Minutes**  
**April 17, 2014**

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

Regrets: Aubrie McGibbon and Pat Saunders

**1. Welcome**

**2. Call to order**

The meeting was called to order at 12:10pm.

**3. Review of Agenda**

The agenda was review and a motion was made by Nancy and seconded by Peter to approve the agenda.

**4. Review of Minutes – March 2014 Meeting**

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

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

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

Janet provided an updated. The new updated logo has been unveiled and has been sent out. Chapters are to use this new logo after May 1<sup>st</sup>; similar visuals will be used on our letterhead. As part of our new visual identity, the website will also get a new look.

The time Chapters have been given to review the by-laws has elapsed. The Chapter membership did not provide feedback, despite an online request. This was not completely unexpected, but is disappointing. Janet is going to take the feedback that was received, revise the by-laws and circulate for a last round of feedback before the AGM.

The 2014 conference registrations are on track. CES and the ON chapter are currently negotiating the deficit (\$100,000) from the Toronto conference. Under the old model, the deficit was National's responsibility. However, the organizers of the ON conference acted outside of the contract; therefore, they need to share in the deficit. The resolution will be wrapped up soon. There is now a new conference model. Instead of the local chapter taking on all of the responsibility, there is now more support from National. There is also a member on National council who is dedicated to the conference. There is more sharing of responsibilities. This is the first year under the new model, so there will be a full debrief after the conference. The group that is planning the 2015 conference in Quebec seems to be well organized and there is a lot of confidence in their work.

Benoit Gauthier is now the National president, and Larry Bremner is the Past President. There was a call put forth for those interested in the Treasurer position, and there has been some interest. The vote for vice president was posted at midnight last night and will be up until mid-May.

## **5.2.Finance—Peter**

Peter will be moving to Edmonton Alberta. Rob Assels is interested in stepping in as an interim Treasurer. A motion was made to have Rob Assels acts as interim treasurer, this was moved by Janet and second Nancy—all in favour. Motion carried. There will be a call for nominations at the AGM. Peter noted that the current bank balance \$17,000 and we have about \$1100-1000 worth of cheques to go out. Katherine and Janet will be supported by the board to attend the 2014 CES conference in Ottawa. There have only been 2 requests by members for support.

## **5.3.Correspondence – Katherine**

No updates to report. All posting is up to date.

## **5.4.Website -- Aubrie**

Rob will ask Aubrie to change the logo on the website for May 1<sup>st</sup>. We will need the new chair to be familiar with Wordpress, this will be added to the call for nominations.

## **5.5.Membership -- Pat**

Pat was not present to provide an update. However, Rob indicated that she did provide information for the annual report. The yearly numbers will come in later this month. Each board member was asked to fill in our specific sections for the annual report and the provide feedback within the next couple of weeks.

## **5.6. Program -- Kathryn**

There are 2 events left this year. The first session of Lalani's workshop took place, and approximately 15 people attended. The second session will be on May 2<sup>nd</sup>.

# **6. Other/ New business**

## **6.1 Mini conference updates/ decisions**

Nancy provided an update on the symposium. The working group sent out a short survey asking Evaluator Network members if they would attend, who they would suggest for speakers, and if they had logic models to share-- 14 people responded. It was decided that the morning will be

about evidence informed decision making, using a panel format. They are currently investigating Graham Steele, a representative from the Imany Commision and Krista Connell to be panel members. Each speaker will have approximately 30 minutes, including time for questions.

Key questions for the panelists:

- Examples where they've seen evidence informed decision making work?
- Examples of where they've seen it action. Benefits/ challenges?
- Difference between internal and external evaluations?
- Discussion around the link between evidence informed decision making and evaluation.

Second half of the session will be a cafe style discussion. There will be a workbook to guide table discussion, as this worked really well last year.

There will be another panel in the afternoon which will focus on capacity and culture building. Ideas for speakers included:

- Kim who could speak to some of the work that is happening at LAE.
- Judy Purcell who is doing a lot of work to promote evaluation capacity in the culture in public health in NS.
- Nicole D. who is leading evaluation at CDHA and is developing an evaluation plan and workbook.

Perhaps these individuals could share their experiences, and this could be followed by another cafe style discussion.

A note will be posted on the website, to invite consultants to attend the networking lunch. The rooms at the World Trade and Convention Center are booked. The two rooms allow us the space to separate the rooms if needed.

Kathryn and Janet will be the facilitators for the two sessions.

## **6.2 AGM**

### **Meeting preparation**

Rob will send the annual report out in advance of the meeting.

### **Other**

N/A

## **7. Next meeting: May 15, 2014, 12noon to 2pm at NSHRF Offices**

Meeting adjourned at 1pm.