

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

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

Regrets: Aubrie McGibbon and Pat Saunders

1. Welcome

2. Call to order

The meeting was called to order at 12:03pm.

3. Review of Agenda

There was a motion put forward by Nancy to approve the agenda, which was seconded by Kathryn. Agenda approved.

4. Review of Minutes – February Board Meeting

There was a motion was put forward by Peter and seconded by Kathryn. Minutes approved.

5. Standing Items—Business Arising—Updates

5.1.CES National Council Update – Janet

Janet was not present (at this time, she arrived later) to provide an update, but Rob provided some information:

- NB has a new chapter president.
- The draft bylaws have gone out, and it has been requested that any issues be identified by March 27th.
- The nomination for president (Benoit Gauthier) has gone out, and now the nomination for VP will be going out.
- A national webinar will be offered, but we won't use it yet.
- ESS is being piloted and is expected to be ready in September. We may run this next year.
- The Meagram contract will be finished in June, at which time a survey will go out to chapter Presidents. The new website will be launched at the conference.
- Benoit is doing a marketing program for the CE, which will come out the first week in April. Simon Roi has done some work with not-for-profits, and Rob will be in touch to see what can inform our planning for next year. Ontario is putting forth a "New practitioner" category, but it doesn't have a lot of support nationally. Simon is also developing an intermediate workshop.

The board then reviewed the new bylaws.

5.2.Finance—Peter

Peter provided a finance update, and indicated that the current balance has remained consistent.

5.3. Correspondence – Katherine

Katherine indicated that all web-posting is up to date.

5.4. Website: Aubrie

N/A. Aubrie was not present to provide an update.

5.5. Membership : Pat

N/A. Pat was not present to provide an update.

5.6. Program : Kathryn

Kathryn provided a program update. Rob reviewed the information that Kathryn has drafted and said it was fine and that it will be circulated tomorrow. The cost for the workshops' space at the Art Gallery of NS will be \$250 for the room and coffee.

6. Other/ New business

6.1 CES National By-laws review

6.1.1 Chapter top 2 issues regarding Chapter National Relationship

The group was asked to send in feedback to Rob via email. But, generally, we will be seeking more clarity on the Chapter's relationship with National.

6.2 Mini Conference Updates/ Decisions

Nancy provided an update on the Evaluators Network and mini-conference meeting.

The board discussed, that we maybe need to formalize our agreements with presenters/ speakers

6.2.1 Pricing

Peter drafted a price structure and sent to the group for review before the meeting. Ultimately we need to recoup the cost of the meal. The following prices were decided upon:

- Free for members
- \$25 student (with ID)
- \$50 non-CES members

Peter put forward a motion to accept these prices, which was seconded by Janet.

6.3 AGM

Janet is going to Chair the AGM. Rob will send out a draft of the annual report next week, and each board member will be asked to insert their parts. Peter is going to find a member to be the auditor and will present the financial report and Rob will present the annual report at the AGM. There will be 2 vacant positions to fill: Membership Chair and IT Chair.

Action: Katherine will change the "Save the Date" web posting for the AGM; there will be no reference to the mini-conference

Action: Rob is going to check the room at the World Trade Center and will also prepare the registration and evaluation forms.

6.4 CES Conference – Ottawa June 15-18

6.4.1 Budget and criteria to support chapter members to attend

There will be \$500 (each) for 6 people to attend the conference. We will need receipts before payment. If there are more than 6 people who self-identify, then we will randomly select 6 people at the AGM.

Action: Board members who are interested in board funding to attend to the conference will notify Rob.

7. Next meeting: April 17, 2014 at NSHRF offices

Meeting adjourned at 1:10pm.