

Canadian Evaluation Society  
(CES-NS Chapter)

Board Meeting Minutes  
September 25, 2014

Present: Nancy Carter, Rob Assels, Kevin Randall, Monica Jordan, Karen Pyra,  
Rob Chatwin

Regrets: Kathryn Yuill/Graves, Katherine Connell

1. Welcome:

Karen Pyra was welcomed to the Board as a member at large fulfilling the role of Past President until the 2015 AGM. Board members thanked Karen for her willingness to volunteer with the chapter.

2. Call to Order:

- a. The Board Chair called the meeting to order at 12:15 p.m.

3. Review of Agenda:

- a. The following items were added to agenda item # 6:
- i. 6.2: Evaluation Mentoring
  - ii. 6.3: IPAC Linkage
- b. Motion by Nancy C. and seconded by Rob A. to accept the agenda as presented with additions. Carried

4. Review of Minutes – June 2014

- a. Motion by Rob A. and seconded by Kevin R to accept the minutes as prepared by the Secretary and forwarded to members prior to the meeting. Carried

5. Standing Items – Business Arising – Updates

5.1 CES National Board Update

The will meet 6 times over the year via teleconference and there will be 2 face-to-face meetings. The first teleconference in early September focused on the various committees and their work plans. Discussion was held regarding the executive director position and a decision was postponed to the next teleconference. Support was given to the Vice President, Janet Ivory to move forward with an evaluation of the professional designation program.

5.2 Finance

The Treasurer updated the Board regarding the finances and the challenges in getting to the mailbox and bank. Currently, we have a bank card,, online banking access and electronic email statements. Discussion focused on automating our PD registration program to reduce administrative activities and the number of checks that mailed.

5.3 Website

Canada Anti Spam Legislation (CASL)

A number of changes have been implemented in our email account, our other social media tools and on registration forms for members and others to unsubscribe to information sent promoting the chapter. To communicate to non-members we must have "hard copy consent". A business card represents implied consent.

Motion by Nancy C. and seconded by Rob A. that the Treasurer and the IT Chair collaborate and bring recommendations to the board regarding enhanced automated banking, registration and finances being integrated into the website. Carried

The IT Chair reviewed a number of changes to the website and the Board expressed appreciation for the efforts. Support was given to continue with the "PowToons" and produce one for the yearly PD events.

Motion by Karen P. and seconded by Nancy C. to incorporate this technology going forward. Carried

Motion by Rob A. and seconded by Nancy C. to continue to pay for the website domain mapping fee of \$13.00.

Google "hang outs" may provide the Board with the ability to videoconference out meetings for free. The Board expressed interest in this technology and the IT Chair will explore and update the Board at the next meeting for a possible virtual meeting in November.

CES-NS Twitter Account's handle is "@CESNovaScotia." The IT Chair will explore how this can be used as part of our communications strategy and report back.

The Board expressed appreciation for the fantastic work the IT Chair has been doing. Thanks Kevin

#### 5.5 Membership

There are currently 61 active members. Discussion focused on the membership categories and the potential have non-members join the chapter only to get reduced PD rates.

Motion by Monica J. and Nancy C. to explore and recommend to the Board the value add for a provincial member fee structure. Carried

#### 5.6 Program

The Program Chair circulated a copy of the draft program plan for the coming year. We are looking at Outcome Mapping, Collective Impact and the National Essential Skills Series in the spring. We are looking for ideas for a couple of webinars for the winter as well. We are not at

this time planning a major event to coincide with the AGM in May/June 2015.

6. Other

- 6.1 Coordinated solutions for federal CES membership and federal CE's. Correspondence was received from a chapter member regarding this and the National President has suggested this be looked at the chapter level. The Board agreed that the Chair would follow up with the member and invite them to meeting with the Chair and Membership Board Chair to explore and develop recommendations for the Board.
- 6.2 Mentoring. A member requested support for evaluation mentoring from the chapter. The Board agreed this is not a priority at this time. The resources of the evaluation mentoring Canada might be useful. The Board Chair will follow up with the member.
- 6.3 IPAC Liaison position. The Board discussed a member's idea of establishing a joint position between the two executives. The Board agreed that this is not a priority at this time. The Board Chair will follow up with the member.

7. Next Meeting:      October 16, 2015 from Noon to 2 p.m.  
                              Location: NSHRF Board Room  
                              Teleconferencing is available

Minutes prepared by:      R. Chatwin