

**CES NS Chapter Minutes
October 16, 2014**

Present: Nancy Carter, Rob Chatwin, Kathryn Yuill, Kevin Randall, and Katherine Connell (minutes)

Regrets: Monica Jordan and Rob Assels

1. Welcome

2. Call to order

The meeting was called to order at 12:04PM.

3. Review of Agenda

A motion to approve the agenda was made by Nancy and seconded by Katherine. The minutes were approved.

4. Review of Minutes – September 2014 Board Meeting

A motion to approve the minutes with the correction to the twitter handle (@CESNovaScotia) was made by Nancy and seconded by Kathryn.

5. Standing Items – Business Arising- Updates

5.1. CES National Council update – Rob C

Rob provided an update on the work of National Council. The board will be posting the position of Executive Director on their website. This position will be filled within the next few months. The call for abstracts for the 2015 Montreal conference will also be coming out shortly. The 2016 conference will be in Newfoundland.

National will be creating a sponsorship working group. A strategic planning session will be held at the November face to face meeting.

There is a new treasurer in place, who is able provide real-time financial information. An audit committee has been proposed and this will be tabled in November.

Professional designations are trending very slowly upwards; a report will be tabled in November. The professional learning committee is now calling for more volunteers. Kathryn will put her name forward. Katherine will look for November webinar (free!) information and will post on the website.

An RFP will go out for the development of PD opportunities for advanced learning for CEs. ESS will be available in October- November. It will be circulation to the board.

There will be a round table discussion about the relationship between the provincial chapters and National at the meeting in November.

2015 will be the year of evaluation, and there will be travel grants available for those from the global south. Benoit Gauthier will be sending a letter to the ambassador regarding the UN resolution for evaluation.

5.2. Finance—Rob A.

No report.

5.3. Correspondence – Katherine

Katherine has been receiving comments on web posts. It was decided that if they are appropriate they should be posted on the website.

5.4. Information technology – Kevin

Kevin provided an IT update. The possibility of virtual meetings has been investigated —we could use Google hangouts (video meeting), however everyone must have Google account. A test meeting will be set up in advance of the November meeting.

The cost of website hosting was reviewed. Independent web hosting would allow website users to register and pay online. This would automate a lot of the processes that we currently do manually. The front end of the website would look the same, however we would need to create a new website name (our current one is a sub domain of the national site). A motion to approve transferring website to a self hosted website, and hosting an online store was put forward by Nancy and seconded by Kathryn. All were in favour, and this change was approved.

The CES Twitter account will be connected to the CES LinkedIn account. The Board would also like to further investigate the possibility of using Powtoon to promote ESS. It was suggested that the Board should create a Festive holiday board video using Powtoon.

Kevin is keeping abreast of any new CASL information and will keep the board informed.

5.5. Membership – Monica

No report.

5.6. Program – Kathryn

Rob and Nancy recently attended a collective impact Summit in Toronto and are looking at the possibility of developing a presentation for the network -- perhaps a webinar.

Nancy will be meeting with IPAC, and will be investigating ways that we can engage in cross promotion.

5.6.1. 2014-2015 PD Plan

The next PD event on Outcome mapping will be investigated for January. This event will be limited to 50 people. We must achieve the break-even number of registrants to confirm this event. A webinar option will also be investigated.

6. Other/ New business

No new business

Next Meeting: November 20 @ noon

Location: NSHRF Board Room

The meeting adjourned at 1:08pm.

Minutes prepared by: Katherine Connell