

**CES NS Chapter Minutes
January 15, 2015**

Present: Nancy Carter, Kathryn Yuill, Kevin Randall, and Katherine Connell (minutes) Monica Jordan and Rob Assels, Karen Pyra, Rob Chatwin

Regrets: N/A

- 1. Welcome**
- 2. Call to order**

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

- 3. Review of Agenda**

A motion to accept the agenda was put forward by Katherine and seconded by Rob A.

- 4. Review of Minutes – October & November 2014 Board Meeting**

A motion to approve the Minutes from October's meeting was put forward by Katherine and seconded by Kevin. A motion to approve the Minutes from November's meeting was put by Rob A and seconded by Nancy.

- 5. Standing Items – Business Arising- Updates**

- 5.1. CES National Council update – Rob C**

Rob provided a brief updated. National has hired an executive director and we expect to receive information shortly.

- 5.2. Finance—Rob A.**

Rob A. provided an updated. Current bank balance is approximately \$7000. The new Paypal system is up and running. Our next PD event is projected to break even. The deposits for January will go in later this month. It was agreed that going forward, Rob A. will provide an update on the PayPal account.

- 5.3. Correspondence – Katherine**

Katherine provided an update. Web posting is up to date. The approved minutes from October and November will be posted, now that they are approved.

- 5.4. Information technology – Kevin**

Kevin provided an update. Kevin has been coordinating with Monica to cross-reference the registrations with the membership list and the online store. The store now has online retail protection.

There is currently \$570 in our PayPal account. There are only about 10 seats left for the January workshop, as there are 34 registrants to date. We are projecting a profit.

The outcome mapping YouTube video has had 172 views. We have 34 subscribers to our website and 52 following our LinkedIn page. Google Analytics has also been added to our WordPress site, so that we are able to collect some demographics.

Our new website gives us the ability to have email addresses. A motion was put forward by Monica and seconded by Rob C. to have email addresses specific to our positions which can transfer as board members leave. The email address for the e-store is Store@CESNS.CA.

There was some discussion around developing a protocol for what gets posted on the website. It was decided that decisions around web posting can be run through Rob C. for approval.

5.5. Membership – Monica

There was some conversation around our membership goals. Is our goal membership or larger outreach strategies? Based on our existing model the more members we have, the less revenue we have. Our first goal is to promote evaluation in NS, and if membership grows to a point that hurt our profits we will need to reevaluate our fee structure.

There was some discussion about how members are assigned to provinces/ can transfer provinces. A member selects on their membership form where they are from. Monica is going to check with Kyla, how this transfer can work. This conversation was around a particular situation and Monica will clarify for the member in question for the next event.

5.6. Program – Kathryn

Kathryn provided an update. The Essential Skills Series is going to be released; currently there is work on the French translation. Kathryn will circulate a portion of the PLC minutes which will provide an update.

An RFP went out for the development of 6 intermediate level courses.

For the next meeting the group was asked to think about how we could run the ESS in NS. This will be discussed at the February meeting. Kathryn will circulate the new materials to us to review prior to the next meeting.

National will be hosting a webinar each month throughout the spring. We can advertise these opportunities throughout our network.

We are in good prepared for our January PD event, Nancy will be there to open the event and Rob will close it, members will be there to help with other tasks as necessary.

6. Other/ New business

6.1. Strategic Initiatives: Public Service Commission and Dalhousie Evaluation Course – Nancy – Any update - Nancy

Nancy told the group that there was no update at this time.

Next Meeting: February 19th @ noon

Location: Google Hangout

The meeting adjourned at 12:45pm.

Nancy put forward the motion to adjourn, which was seconded by Katherine.

Minutes prepared by: Katherine Connell