

**ACES NS Chapter Minutes
April 16, 2015**

Present: Andrealisa Belzer, Nancy Carter, Rob Chatwin, Katherine Connell (minutes), Karen Pyra, and Kevin Randall

Regrets: Rob Assels, Kathryn Graves, and Monica Jordan

1. Welcome

2. Call to order

The meeting was called to order at 12:07pm.

3. Review of Agenda

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

4. Review of Minutes – March 2015 Board Meeting

A motion to approve the minutes from March was made by Nancy and seconded by Karen. The minutes were approved.

5. Standing Items – Business Arising- Updates

5.1. CES National Council update – Rob C

Rob provided update. The 2015 conference planning is well underway, and \$150 was offered from CES NS to support the hospitality suite. In 2016 the conference will be held in Newfoundland and an event planner has been hired. Future conferences will be held in Vancouver (2017) and Alberta (2018). At the national AGM an update will be provided on the strategic plan, finances, and the launch the professional designation database. The data will be transferred from the old site, and there are currently 100 CEs in the pipeline.

Work on professional learning is also underway, and Kylie Hutchinson will present report at the conference. The webinar setup is currently under review, as registration should be available to members first. The board has definitions for Beginner, Intermediate and Advanced for learning opportunities. There will be more discussion in the future to make sure events fit into the proper criteria.

Evaluation Mentoring Canada is seeking support from CES, this is under review.

Gail Barrington will be the new National Vice President, replacing Janet Ivory. Error and Omissions insurance is in review nationally. National will begin giving Fellowship pins.

5.2. Finance—Rob A.

No report provided.

5.3. Correspondence – Katherine

Katherine indicated that there was nothing to report at this time.

5.4. Information technology – Kevin

There is currently \$330 in outstanding payments from Outcome Mapping session. Kevin will send contact information to Rob Chatwin for follow-up. The Contribution Analysis session is now posted on the online store. There are currently 20 seats available and 3 sold.

The Complexity Theory workshop will be set up for June. Nancy will connect with Jenny.

5.5. Membership – Monica

No report provided.

5.6. Program – Kathryn

Kathryn will follow up with the World Trade Centre, and all is on track for the June 4th AGM and PD event.

6. Other/ New business

6.1. Outcome Mapping and the Chapter – Andrealisa

Katherine reviewed the report provided by Andrealisa. At the first meeting Katherine and Andrealisa worked to identify CES's boundary partners. The Outcome Mapping Working Group will have their second meeting in May and will continue to update the Board. The Board would like to thank Andrealisa for her work in leading this project.

6.2. Chapter AGM/ Annual conference

The cost of the PD event and AGM will be \$500 for the speaker fee, and cost of trade center. It was decided that the AGM will be held prior to the PD event. A motion was made by Nancy and seconded by Katherine to hold the AGM 11:30am.

Rob will circulate a draft of the annual report for board member input and vacant positions will be identified.

6.3. Essential Skills – planning for the fall 2015

Essential skills will be looked at in the Fall (October-November) There is interest from the community. There was some discussion on how it should be run--- length of time, 4 days together versus 1 x week/ month or 2/month, who would teach, amount to be paid for teaching etc. We will begin with an expression of interest, which Rob will send to CEs in NS. We can then advertise and promote all summer.

Adjourned at 12:57pm

Next Meeting: May 21 @ noon

Location: NSHRF Board Room