

CES ANNUAL GENERAL MEETING 2016
Monday June 6, 2016
4:30pm – 6:00pm
St. John's, Newfoundland

1. Call to Order and Appointment of the Secretary for the Meeting

The President called the meeting to order at 4:41 pm and thanked CES members present for attending. There were over 70 people in attendance.

The President explained to members that the white coloured name tags (not yellow) indicated they were a CES member and asked that name tags be raised during the voting process.

MOTION by Benoît Gauthier, and seconded by Linda Lee to appoint Robert Chatwin as the AGM meeting secretary. Carried.

2. Approval of the Minutes of 2015 Annual General Meeting

The minutes from the last AGM were available to members at the meeting and were also posted on website.

MOTION by Kathy Gerber and seconded by Nancy Carter that the minutes of the 2015 AGM be approved as presented. Carried.

3. Presentation of the Slate of Officers

The Past President presented the slate of officer for 2016-2017 as follows:

President	Harry Cummings
Vice President	Gail Vallance Barrington
Treasurer	Simon Roy
Secretary	Robert Chatwin
Chair, Communications & Marketing	Johann Jacob
Chair, Governance & Process	Brenda Wedge
Chair, Professional Learning	Kate Woodman
Past President	Benoît Gauthier

MOTION by Brenda Stead and seconded by Andy Rowe that the slate of officers for the 2016-2017 term be accepted as presented. Carried.

4. Reports

4.1 Report of the President, Benoît Gauthier

The president highlighted the number of volunteers, conference planning committees, webinar presenters, and committee and working group members, and chapters helping to move the CES

agenda forward, as detailed in the Annual Report,¹ which is online. An enormous amount of time has been given by members in the past year. The good will, dedication and experience of members is wonderful and continues to be important to CES in implementing the [2015-2018 Strategic Plan](#).²

4.2 Report of the Past President, Larry Bremner

The Past President stated that most of the information and details from the last year are in the annual report. The role of the CES representative as treasurer for the International Organization for Cooperation in Evaluation (IOCE) was highlighted. 2015 was the international year of evaluation and a global forum in Katmandu drafted and ratified the evaluation agenda to 2020. A number of networks have been established and, this year, CES has a representative on all the networks including EvalSDG, EvalGender, EvalYouth, Professionalization, and the Réseau francophone d'évaluateurs émergents. The EvalIndigenous network was created under the leadership of CES Past President, Larry Bremner; it has 19 people from around the world involved.

The Past President thanked CES members of the International Working Group (Denise Bélanger, Karen Rodrigue-Gervais, Marie Gervais, Joan Kruger, Jean-Serge Quesnel, Andy Rowe) as well as Brenda Stead for representing CES on the Board of the Joint Committee on Standards for Educational Evaluation, and Gail Vallance Barrington as CES Board representative on the Consortium of Universities for Evaluation Education.

Thanks were also given to the Board and the President for the advice, support and insight provided.

The Past President said it is time to celebrate as we have our first Executive Director and the CES is on a solid foundation. He indicated that it has been an honour and privilege to represent CES internationally over the last 2 years.

4.3 Report of the Vice President, Gail Barrington

The Vice President shared that the main focus has been to shepherd the evaluation of the Professional Designations Program (PDP) over the last year, and the final evaluation report is on the website in French and English.³ It is a strong evaluation done by Clairmont University in California as a centre of excellence for evaluation. The PDP and its evaluation are a first in the world; CES is setting an important benchmark. There was a 45% response rate with 706 CES members, 336 past members, and 28 non-members participating in surveys, and 65 key informants participating in interviews. The findings were positive. Areas for improvement were identified and working groups have reviewed the recommendations and a work plan is in development to address these.

There were 3 training webinars provided to support members in attaining and maintaining their CE. A map of Canada was shared, displaying the CE's by province. There are currently 1,696 members of which 318 are CEs with 146 applications in the pipeline.

Credentialing Board Members were requested to stand to be recognized.

4.4 Report of the Governance and Process Committee, Brenda Wedge

¹ <https://evaluationcanada.ca/news/6488>

² <https://evaluationcanada.ca/2015-2018-strategic-plan>

³ Full text at https://evaluationcanada.ca/txt/2016_pdp_evalrep_en.pdf; summary at https://evaluationcanada.ca/txt/2016_pdp_evalrep_summary_EN.pdf

The Chair of the Governance and Process Committee began by thanking the committee members Kathy Gerber from CES-National Capital Chapter and Rob Chatwin from CES-Nova Scotia. A big part of the work this past year focused on the development of organizational polices, governance policies and terms of reference for committees and executive roles. All of this has been posted on the website in French and English. During the past year, the awards process was managed along with the election of President for 2016 to 2018. The committee also managed the RFP and contract development for the PDP evaluation. An extensive review of Chapter by-laws was completed to ensure alignment with the CES by-laws.

4.4 Report of the Communications & Marketing Committee, Réanne Kinsella

The past year has focused on improving communication with members. A communication plan has been developed to guide CES for the next few years. The membership application and renewal process has been streamlined and automated. Promotional banners have been developed and provided to chapters along with an infographic.

As a priority under the Strategic Plan, a CES membership strategy is being developed to guide policy, recruitment and retention. A review of best practice was completed and a comparative assessment of other professional association was completed.

The CES Diversity Working group was re-established this past year and a membership category white paper was developed and is out for consultation. There will be a national general survey of members this fall to stay in tune with member priorities and interests.

The Chair of the Communications and Marketing Committee thanked committee members Sid Ali from CES-Ontario, Denise Belanger from CES-Manitoba, Wayne MacDonald from CES-New Brunswick, Maureen Matthew from CES-Saskatchewan and Rebecca Mellett, Executive Director for their support and participation over the last year.

4.5 Report of the Editor of the Canadian Journal of Program Evaluation, Robert Schwartz

The Editor shared that there have been three journal issues out on time in the past year. A change in procedure has articles being posted on the website as soon as they are available. Along with posting the articles on the website, there is an opportunity for members to comment on articles. The average time submissions are in review is 45 days. Thanks were expressed to the submission reviewers. In the last year, 35 submissions were received and 23 accepted for publication.

Thomson-Reuters is developing an impact factor for the CJPE.

4.6 Report of the Professional Learning Committee, Kate Woodman

The Chair of the Professional Learning Committee thanked Sandra Sellick from CES-British Columbia and Yukon, Brenda Stead from CES-New Brunswick and Rebecca Mellett, Executive Director for their work on the online learning platform and development of intermediate courses. The annual report includes details on webinars delivered over the past year.

The new online learning platform and management system will be fully bilingual prior to its launch in the fall of 2016. Courses will range from novice to advanced level. Some of the courses will be free

and others there will be at a charge. Courses will be linked to the CE competencies. Course development has focused on adult learning methodologies and techniques. All courses will have a printable recommended reading list and once you complete a course a certificate will be provided along with a feedback survey for continuous improvement.

The Evaluation Mentoring Canada⁴ site is up and operating. Members are welcome to sign up anytime to seek or offer mentoring and evaluation coaching.

5. Report of the Treasurer, Simon Roy

The Treasurer provided a PowerPoint presentation, highlighting the state of CES finances and trends over the past few years. Financial summaries are included in the Annual Report and details for the coming year budget were made available at the AGM.

CES is in a positive financial position, which has allowed the Board over the last year to implement special projects to support members. There was a Chapter infusion, which allowed for low cost local training events, new memberships and chapter activities. Membership numbers are up.

As of April 30, 2016, CES had net assets of \$560,000. There is a deficit of \$63,000 which was planned to help reduce net assets as a result of CRA position on net assets.

The 2016 to 2017 budget projects revenues of \$734,000 with a projected deficit of \$66,000. The special projects for the coming year are intermediate course development, member survey and promotion, CE communications, the Canadian Government Executive Magazine, Evaluation Mentoring Canada improvements and IT infrastructure.

Members Questions for the Treasurer:

- François Dumaine requested information on the plan to deal with the operational deficit. The Board is looking at new revenue sources for example the online learning platform and the Board is optimistic that this will increase revenues.
- Anita Myers asked for clarification regarding the CE revenues. These revenues are a separate line in the budget.
- Andy Rowe asked for the rationale of discounts for members and CE on the online training system. The discounts have not been approved as of yet. The logic is to add value to the CE that links to the CE maintenance requirements of 40 hours over three years. A discount may assist CEs.

The Treasurer thanked the President as an exceptional leader, hard worker, and his openness to new ideas over the last year.

6. Appointment of Auditors

⁴ <http://mentoring.evaluationcanada.ca/>

MOTION by Simon Roy and seconded by François Dumaine that the contract for auditing services for the year ending June 2016 be awarded to Nephin Winter Bingley, Chartered Professional Accountants. Carried.

7. Other Business

Linda Lee, Chair of the Diversity Working pointed to page 12 of the annual report and the Board of Director's motion in support of the Truth and Reconciliation Report. Thanks were expressed to the Board for accepting the recommendations of the working group and the Board's public stance on reconciliation.

Andy Rowe requested CES adopt a motion / procedure that all meals at conferences be sustainable (100-mile food supply). François Dumaine suggested that the Board look at a procedure being developed and encouraged the Board to discuss this further. Andy Rowe supports the idea that the Board takes this on and reports back to membership. Bohdanna Kinasevych requested that CES develop a sustainability plan to support a sustainable planet.

The President presented a certificate and gift to Brenda Stead for her work for CES as an outgoing Board member and for her work with the Joint Committee on Standards for Educational Evaluation (JCSEE) from 2011 to 2015. He also acknowledged the contributions of former Board member from SQEP, Jacques Bérard.

The President presented a certificate and gift to Larry Bremner for his great support to CES, his many roles on the Board and his work internationally over the last two years. Larry thanked the Board again and stated it has been an "extraordinary journey".

Harry Cummings, the incoming President is pleased to serve this audience and members across the Canada over the next two years. He stated it is a "chance for me to give back".

The President shared that the next Conference (and AGM) is in 11 months in Vancouver from April 30 to May 2, 2017.

Thanks were given to Megram, the CES Secretariat for their continued support to CES. Members are urged to contact the Board, Executive Director or the Secretariat with ideas, suggestions and complaints.

8. Adjournment

Benoît called the meeting to a close, acknowledging the hard work by the CES Board, volunteers, Chapter Boards, Conference organizers and the many other volunteers supporting the mission of CES.

MOTION by Linda Lee and seconded by Natalie Kischuck to adjourn the 2016 AGM. Carried.

Meeting adjourned at 5:49 pm.

Minutes drafted by: Rob Chatwin, June 10, 2016

Reviewed by: Rebecca Mellett, CES Executive Director, June 23, 2016

Reviewed by: Board of Directors, July 6, 2016

Approved by Membership at AGM (Date)