

CES ANNUAL GENERAL MEETING 2021

Monday, June 28, 2021
2:00 pm – 3:00 pm EST
Via Zoom Webinar

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

The President called the meeting to order at 2:03 pm EST. The President noted that there were the required number of attendees and Board Directors on the webinar to reach quorum for the meeting.

MOTION by the President, seconded by Lisa O'Reilly, to appoint Nicole Michaud as the AGM meeting secretary. Carried, with no abstentions.

2) Approval of the Agenda for 2021 the Meeting

MOTION by the President, seconded by Krista Brower, that the Agenda of the 2021 AGM be approved as amended. Carried, with no abstentions.

3) Approval of the Minutes of 2020 Annual General Meeting

The minutes from the last AGM were posted on the CES website.

MOTION by the President, seconded by Micheal Heimlick, that the minutes of the 2020 AGM be approved as presented. Carried, with six abstentions.

4) Presentation of the Slate of Officers for 2021-22

The President presented the new officers for 2021-22 as follows:

President	Doaa Saddek
Vice-President	To be determined (voting commences July 2, 2021)
Treasurer	Harry Cummings
Secretary	Nicole Michaud (NCR)
Past President	Sarah Farina
CES e-institute Director	Marla Steinberg
Student & Emerging Evaluator Representative	Cassandra Parsons

The President presented the Standing Committee Chairs for 2021-22 as follows:

Chair, Communications & Marketing	Lisa O'Reilly (BC)
Chair, Professional Learning	Micheal Heimlick (SK)
Chair, Governance & Process	Susan Hollett (NL)
Chair, Audit Committee	Harry Cummings
Equity, Diversity, Inclusion and Environmental Sustainability	Krista Brower (ABNWT)

5) Reports

5.1 Report of the President

Highlights from 2020-2021 were:

- Addressed financial challenges (decrease in membership and cancellation of conference): expenditure freeze on special projects previously approved to rationalize the use of financial resources and direct it to priorities.
- Major investments for improving IT system covering the period 2021-23 (over 2 years)
- Supported Chapters with seed funding in addition to a new membership rebate formula that raised their share of the membership revenue.
- Offered membership flexibilities and promotions to enable current members to renew and encourage new members to join CES to bring membership back to pre-COVID numbers.
- C2021 was a hit with 900+ delegates attending the conference from across Canada and internationally.

Changes in Governance 2020-21 were:

- Appointed the first Student and Emerging Evaluator Representative (SEER) to connect with students and emerging evaluators across Canada.
- Created a new Standing Committee that will strengthen CES' approach to social responsibility, and to incorporating the guiding principles of sustainability and diversity, equity, and inclusion across CES operations and governance.

5.2 Report of the Vice-President

Highlights from 2020-21 were:

- 500 people have been awarded the CE designation; 389 active
- 100 applicants are currently completing their CE application
- CE Credentialing Board continued to meet and explore opportunities to professionalize evaluation
- Voting for new VP starts July 2, 2021

The President expressed her thanks to Christopher Cameron for having served two years as Vice-President.

5.3 Report of the Governance and Process Committee

Highlights from 2020-21 were:

- **Board Election:**
 - Facilitated the process for nomination and election of the Vice-President for the period July 1, 2021 to June 30, 2023.

- **Contract Review and Oversight:**
 - Participated in the review of new contracts, contract renewals and amendments
 - Developed the Terms of Reference for the new EDI&ES standing committee as a member of the task force on the establishment of the new committee.
 - Facilitated the nomination process for Service to the CES and Contribution to Evaluation in Canada awards.

Sustainability Working Group

Highlights from 2020-21 were:

- Supported the C2021 conference in their environmental sustainability efforts.
- Finalized the Stocktaking Report, presenting an environmental scan and literature review in collaboration with volunteers from four consulting firms: Goss Gilroy Inc., Prairie Research Associates Inc., Baastel and Universalialia.
- WG helped CES to establish a corporate membership with VIA Rail.
- Partnered with Better Evaluation to fund "Footprint Evaluation".

5.4 Report of the Communications and Marketing Committee

Highlights from 2020-21 were:

- **Outreach and promotion:**
 - Initiated outreach and promotion activities in line with CES' Strategic Plan and the Board's Communications Strategy to advocate for the profession of evaluation
 - Increased engagement across social media platforms with renewed focus on posting and creation of a social media voice.
 - Inclusion of French content in social media.
 - Development of a scheduled messaging calendar for members for ongoing sustainability and increase in content.
 - Development of integrated workplans for communication to members
- **CES Website**
 - Direct enquiries to webmaster@evaluationcanada.ca
- **CES News Team**
 - Development of a renewed process for CES news
- **CJPE** (addressed in CJPE update)

Diversity, Equity & Inclusion Working Group (DEIWG)

Highlights from 2020-21 were:

- Created educational content and resources for CES members (Including a new Anti Racism and Evaluation Resources (ARER) Hub.
- Delivered a training series and curriculum on the CES-specific diversity, equity and inclusion.
- Collaborated on the development of an e-Institute course on Reconciliation.
- Supported C2021 conference EDI efforts, including delivering two sessions.

5.5 Report of the Editor, Canadian Journal of Program Evaluation

Highlights from 2020-21 were:

- Published 3 issues
- 60 manuscripts have been submitted between April 1st 2020 and March 31st.
- Refreshed the Editorial Board Members and worked to maintain gender equity.
- Introduced new special award for “Reviewer of the Year”. Congratulations to Andrealisa Belzer for the quality of her reviews.

Announcements:

Starting with the fall 2021 issue, the CJPE will include a new Indigenous evaluation section edited by Larry Bremner and Nicky Bowman. This section is to support reconciliation by creating a space where the voices of Indigenous evaluators can be heard, through articles, practice notes and other dissemination means.

- The Aid to Scholarly Journals program has been announced by SSHRC and the applications are due on September 10th. The forms aren't available yet, but we will keep an eye on it and will be completing an application over summer.
- The Journal continues to be available in open access at www.cjpe.ca and we are on Twitter at @cjpe_rcep.
- We continue to look for peer reviewers, if you are interested reach out via Twitter or email.

5.6 Report of the Professional Learning Committee

Highlights from 2020-21 were:

- Hosted 3 meetings with Chapter PD leads (July 2020, November 2020, June 2021) to share Chapters' current and future priorities as well as recent accomplishments and to discuss issues related to coordinating PD offerings during the pandemic and leveraging the e-institute platform.

- Worked with the C2021 Co-Chairs to offer a webinar in March 2021 to members and non-members on PD opportunities at the conference.
- Established a roster of facilitators for ESS that can be used as needed to host nationally-led cohorts.
- Coordinated with the e-Institute Director in reaching out to conference workshop leads to establish mini-courses on the e-institute platform.

e-Institute

- e-Institute continues to gain momentum and was well subscribed in this unusual year.
- Revenues were over \$125,000, which is an increase of 56% over last year.
- Course enrollments also increased by over 125% with almost 250 people taking part in self-paced or facilitated courses.
- Four courses are under development:
 1. Qualitative Analysis;
 2. Mastering Stats in Excel;
 3. Economic Evaluation, and;
 4. Truth and Reconciliation.

5.7 Report of the Past President

Highlights from 2020-21 were:

- Developed a Resource Mobilization Strategy for IOCE.
- Presentations at international events hosted by fellow VOPEs and network partners.
- Participated in development of TOR and in selection of vendor for new CES IT-system.

5.8 Report of the Student and Emerging Evaluator Representative (SEER)

Highlights from 2020-21 were:

- Connected with various Chapters and Committees, such as Communications & Marketing, to provide an emerging evaluator perspective and inform ways to better engage this population.
- Contributed to creating a “Voice” document with Communications & Marketing Committee to help build direction and solidify personality within CES social media.
- Created a Needs Assessment template to work towards initiating a national network of students and emerging evaluators.
- Elicited feedback from students and emerging evaluators to help inform the direction of CES Equity, Diversity, Inclusion and Sustainability Committee.
- Co-hosted a networking event during C2021 to gather feedback of new and emerging evaluators on ways CES can better support and engage them. Reached out to various organizations within Canada and globally to collaborate on improving services to students and emerging evaluators and connecting them globally.

6. Report of the Treasurer

- a) The 2019-2020 audited financial statements were presented.

MOTION by the Treasurer, seconded by Nicole Michaud, that the 2019-20 audited financial statements be approved. Carried, with four abstentions.

- b) The Budget for 2021-22 was presented by the Treasurer. Retained earnings will cover/support the expected deficit. Important projects being completed include an IT system improvement, ESS refresh and Training and Knowledge Translation for Guidance on CES Ethics in Evaluation Practice.

MOTION by the Treasurer, seconded by Cassandra Parsons, to accept the proposed budget for the 2021 -22 fiscal year. Carried, with one opposed and six abstentions.

7. Appointment of Auditors

The Treasurer reviewed the RFP process that was followed, and the chosen auditor for 2019-2022.

MOTION by the Treasurer, seconded by Nancy Carter, that Andrews & Co. be approved as auditor for 2020-21. Carried with three abstentions.

8. Other Business

The President thanked outgoing Board members – Patricia King (Ontario), Sherri Bissett (SQEP), and Alaina Roache-O'Keefe (PEI).

9. Adjournment

MOTION by the President, seconded by Lisa O'Reilly, to adjourn the 2021 AGM. Carried, with no abstentions. The meeting was adjourned at 3:05 pm EST.

Minutes drafted by Nicole Michaud

Reviewed by: Nicole Michaud

Approved at: