

**ANNUAL GENERAL MEETING MINUTES**

**Monday June 16, 2014**

**5:00-6:30 pm**

**The Ottawa Convention Centre**

**1. Call to Order**

Larry Bremner welcomed everyone and opened the 2014 annual general meeting.

**2. Appointment of the Secretary**

Moved by Rob Chatwin, seconded by Wendy Rowe that Lynn Burgess be appointed as the secretary.

**Motion carried.**

**3. Approval of the Minutes of 2013 General Meeting**

Moved by Linda Lee, seconded by François Dumaine that the minutes of the 2013 annual general meeting be approved as presented.

**Motion carried.**

**4. Presentation of the Slate of Officers**

Martha McGuire presented the slate of officers for 2014-2015:

President	Benoit Gauthier
Vice-President	Janet Ivory
Treasurer	Simon Roy
Secretary	Dawn Campbell - Borland
Chair, Communications & Marketing	Reanna Kinsella
Chair, Governance & Processes	Amy Richmond
Chair, Professional Learning	Kathy Gerber
Past President	Larry Bremner

Moved by Martha McGuire, seconded by François Dumaine that the slate of officers for the 2014-2015 term be accepted as presented.

**Motion carried.**

## 5. Reports

### **President (Larry Bremner)**

Larry pointed out that this will be his last report as President of CES. He highlighted some of the work undertaken by National Council. They included:

- Securing Ottawa as the site for the 2014 conference at the last minute and recognizing its success in such a short turn-around.
- Completing of a new policy/process for hosting national conferences;
- Securing agreements with SQEP to hold the 2015 conference in Montreal during the International Year of Evaluation, with CES-NL for St. John's in 2016 and a possible 2017 site.
- Developing a new visual identity that people can see throughout the conference material.
- Designing a new website that will be rolled out in September.
- Transitioning to the hiring of an Executive Director; the process is well underway with the staffing model recognized in the budget.
- Revising the Essential Skills Series and running a pilot; the new ESS will be ready for the fall.
- Restructuring the national organization in terms of names and responsibilities of our committees.
- Developing a PDP promotion plan and moving the administration of the PDP to the secretariat.

Larry thanked the Executive and Council members pointing out that the last two years they have had a very heavy workload. He thanked the Chapter Presidents and members at large for their support of Council's efforts.

### **Past President (Martha McGuire)**

Martha reported that this will be her last duty as Past President and that it has been a pleasure to work with this Council. So much has come to fruition. The most exciting is serving as the representative for IOCE. There has been an explosion of what has been happening in that field. IOCE's budget has gone from \$12,000 to over \$500,000 in two years. Martha has worked with the International Working Group to formulate policies for international involvement of CES. There will be continued involvement with IOCE, RFE, EvalPartners and the most important event is the International Year of Evaluation in 2015. There will be a lot of exciting activity next year in particular around the CES conference.

### **Vice-President (Mary Kay Lamarche)**

Mary Kay indicated that her main responsibility this past year has been the conference. Last year's conference had 500 registrations. A review done in 2011 showed that it was becoming harder to have chapters host conferences due to the financial implications. A new model has now been implemented with the Ottawa conference, a partnership with host chapter and national. Ottawa had less than a year to pull this together under the new model. All major decisions are jointly negotiated with national and the host chapter. CES national now maintains all financial records of conference expenses and holds more control over spending. Some 606 people registered for the 2014 Conference! Mary Kay thanked Jane and Isabelle and all their subcommittees and volunteers for getting this conference delivered. Many lessons were learned. We are looking forward to the 2015 conference in Montreal and 2016 in Newfoundland and Labrador.

Geraldine Cooney, who was a co-chair of the 2009 conference, asked what the implications for CES were with the deficit of the 2013 conference.

Tracy responded by saying that the deficit was close to \$96,000. A big contribution to that was a penalty paid because of the room block at the Royal York - a \$25,000 penalty. This was due to approximately 80 delegates less than was planned for. There were significant overages of food and beverages as well. By working in partnership with the Ontario chapter, equal shares of \$48,000 were absorbed by national and the Ontario chapter.

#### **Professional Development Program (Benoît Gauthier)**

Benoît stated that there is a long list of activities that were conducted over the past year. As of last Friday the number of credentialed evaluators was 255, with approximately 100 of them present at this conference. He encouraged non-CEs to talk to CEs about the program. About 80 applications are in the pipeline. Work over the past year has focused on four issues including the Credentialed Evaluator (CE) renewal process, the CE maintenance requirements, the Credentialing Board procedures, and a communications plan to promote the designation. For example, letters have been sent to over 300 employers and commissioners to promote the designation. Janet will take over the program for the next year with Benoît's help. CES manages the only professional designation program in the world for evaluators. A contract to evaluate the program will be let over the next year. 25/30 Credentialing Board members were at the board meeting held today and Benoît thanked them for their intelligence and their time and commitment to the program. Benoît also thanked Kayla Enright and Lynn Burgess from Megram for their attentive management of the application process.

#### **Governance and Process (Janet Ivory)**

Janet reported that the G&P committee covered a lot over the past year. The key area of focus has been the revision of the bylaws. She explained that all federally not for profit organizations have to update their bylaws to continue to exist. If not updated, the organization will be dissolved. National Council led a consultation process and sought legal advice. Feedback from chapters was solicited as well and Janet thanked members for their input. The bylaws reflect what members want to see. The bylaws were placed on the website and direct member feedback was received and Janet acknowledged all the feedback. The deadline to complete the process is October 2014 with articles of continuance having to be filed by then. The transition process involves five steps; renewing letters patent, reviewing current bylaws, preparing new bylaws with consultation, asking members to ratify the new bylaws and the last step is filing them with Corporations Canada. Janet pointed out that the key change in legislation is to streamline the bylaws for processes and then to develop policies to fill in any gaps. This allows organizations to be more nimble and productive.

Moved by Rob Chatwin and seconded by Lisa Beltzer that the new bylaws be accepted as posted.

Abstained – 1

Opposed – 2

**Motion carried.**

Discussion:

Linda Lee asked if members can be involved in policies and processes. Janet responded that yes members will be able to participate in the development of policies and processes. If anyone is interested in participating they should contact Janet.

Heather Buchanan asked if the category of CE could be part of a membership class and why the position of vice president of PDP was no longer in the organizational structure. Larry responded that the past organizational structure had the vice president as being responsible for coordinating conferences, but under the new structure the vice president is now responsible for the PDP. Benoit responded a CE membership would mean more complications in terms of three more classifications (regular, senior, student). He suggested we consider this and bring it forward at the Montreal conference for members to vote on. Gail Barrington suggested we pass the bylaws and move through policies and processes to develop.

**Communications & Marketing Services (John Marshall)**

John reported that this committee has spent a fair bit of time working towards the new website. He stated that it should be recognized that Benoît Gauthier has been the webmaster for over 12 years. John reported that a number of volunteers from the CES and student support will be working on moving the content over to the new site with the hope of it going live September 2014. At the same time, with the provision of benefits to members, one thing council is considering is member-only access to services. Some of the content currently on the CES website is open to all and the plan is to change that. There are other member benefits being promoted like the error and omissions insurance offer. A new visual identity was recently unveiled with a new logo. This was undertaken with feedback from chapters and members. John thanked the co-members of the committee, Kate Woodman and Wendy Rowe and thanked Robert Schwartz as the editor of the Journal.

Brad Cousins remarked on the quality of the CES website and stated that Benoît's service has been faithful and because of that, in part, the CES website is world renowned. Brad asked if access to the Journal will be restricted? John responded that yes National Council has agreed to restrict open access. Brad Cousins opposed it emphatically stating that CES should be raising its profile internationally and continue to show leadership. John added we are looking at this model and will continue to keep this under advisement.

Robert Schwartz came forward to present his report on the CJPE. He stated that publication of the Journal is on time, with special issues on hand and solid proposals for the next two years. He mentioned that the University of Toronto Press is doing a tremendous job and the University of Calgary continues to offer the Open Journal System. He noted that Isabelle Bourgeois is coming on board as the associate editor. Robert pointed out that open access of the Journal has resulted in financial benefit of the Journal. Gail Barrington asked whether the decision been made to closed access to which Larry responded by saying that National Council has decided to make open access limited. He reported that a

survey of members clearly indicated that the Journal is one benefit that they expect and should be limited to members only.

Lisa O'Reilly thanked everyone for their work on this and asked what kind of consultation was planned with members. Kate Woodman asked for a report with number of website hits that could clarify numbers. Robert indicated that there were 13,770 downloads of CJPE articles in last year. Benoît pointed out that a lot of these hits would be robots – 80% of website traffic is from robots. Larry suggested that there be a membership consultation on the open or restricted access to the Journal.

### **Professional Learning Committee (Karen Rodrigue-Gervais)**

Karen reported that the PL committee has overseen the re-design of the Essential Skills Series (ESS), and it will be launched in the fall. She stated chapters were invited to pilot the re-designed materials, an opportunity seized by the British-Columbia and Yukon Chapter, the National Capital Chapter and the Ontario Chapter. The course materials are in the process of being further refined based on participant and facilitator feedback from the pilot, and this revised final version will be shared with all chapters during the summer.

Eight one-hour webinars (free to CES members) were organized by the committee during the year, with two of these being conducted in French. Karen thanked all the webinar presenters who kindly shared their knowledge and expertise with the whole CES community.

The CES webinar platform and associated Secretariat services have been opened to chapters for their use for a pilot period running from March 1 to December 31, 2014.

The committee re-launched its discussion forum to engage with chapters on professional learning; all chapters are currently represented and nearly 30 comments have been posted since the launch.

The committee is hosting a breakfast session during the 2014 conference to obtain feedback on the types of learning and professional development events offered locally and on perceived areas of need for development.

A committee representative oversaw the translation of sections of the JCSEE Program Evaluation Standards, with funding from CES and approval from SAGE publications. Recommendations made by an independent panel of experts on revisions to the 5th version of the JCSEE Classroom Standards were also

Karen noted that the committee members would like to extend their deep gratitude to everyone who generously invested time and effort in ensuring the quality and relevance of the re-designed ESS course including Donald Hall, Lindsay Renaud, David Rosenbluth, Dawn Campbell-Borland, Jill Petrella, Harry Cummings, Linda Lee, Mariane Krawchuk, Paul Favaro, Pernelle Smits, Russell Graham, and Wendy Rowe.

**Treasurer (Tracy Fiander-Trask)**

Tracy reported that during 2012/13 CES had revenues of \$281,500 and expenses of \$348,400 within its operational budget. This resulted in an excess of expense over revenue of approximately \$67,000. A majority of the deficit was a direct result of the loss incurred by the 2013 CES National Conference. Council also allocated approximately \$32,000 to special projects, strategically investing in projects directed at members' benefits such as a new website that came out of the IT/IM review and the redevelopment of the ESS.

Tracy acknowledged two corporate supporters who continue to generously provide CES with in-kind services, namely Circum Network Inc. (for website management services) and the University of Toronto (for Journal editorship services).

Tracy stated that Council is pleased to present its approved 2014/15 budget as well as a plan to disperse and allocate unrestricted funds for the benefit of the membership. She noted that CES is once again presenting a balanced operational budget.

The opening balance for July 1, 2014, will be approximately \$376,000. Of this amount \$200,000 will continue to be held in a reserve fund in case of dissolution of the corporation.

In 2011, Council committed to allocating its unrestricted funds toward member benefits. As of May 30, 2014, we estimate our unrestricted balance to be \$176,000. Of this \$176,000 Council has budgeted \$40,000 to be spent in the next year.

The following special projects have been approved for the current fiscal year.

- Further development and population of the CES website
- Support for the year of evaluation
- And support for the President's outreach

Within the operational budget, you will also find support for an evaluation of the professional designation program and production of the Journal.

Tracy reported that CES National Council passed a motion to increase membership fees within each category of CES membership by approximately \$45 excluding taxes. These new membership rates are reflected in our current approved budget. Last increase in membership was in 2007 for \$20 and before that was in 2003.

Tracy Fiander-Trask asked for a motion to approve the following fees for CES memberships (exclusive of HST):

(1) Senior Memberships	\$100
(2) Canadian Membership	\$195
(3) International Membership	\$195

(4) Student Memberships	\$95
(5) Library Memberships	\$250

Moved by François Dumaine and seconded by Jennifer Young that the membership rates proposed be accepted and come into effect July 1<sup>st</sup>, 2014.

#### Discussion

Greg Mason indicated that he supported a fee increase but felt it should be higher. He also suggested that the budget amount of \$50,000 for an executive director is not high enough to attract a good quality candidate.

Robert Malatest from the BC and Yukon chapter reported that raising the membership rates will be seen as another barrier for people wanting to join.

Brad Cousins stated that from an academic perspective and in comparison to AEA we do not attract enough members from universities and he feels that the CES conferences are not good value for their cost. Many professors with academic knowledge are not CES members because it is too expensive already.

Linda Lee stated that a membership fee for a professional organization for less than \$200 seemed like a bargain.

Joan Kruger agreed with Brad Cousins that the education and NGO sectors will never pay more for membership fees and we could lose members as a result.

Larry reminded members that we undervalue ourselves and the profession. He suggested that a number of initiatives will be undertaken in particular around the conference and this could save CES from re-inventing the wheel every year. Increasing fees could mean that we can help students to attend the conference. He stated though that membership was CES's main source of revenue and membership rates must go up to sustain the organization. A vote was held to approve the new membership rates.

Opposed – 11

Abstained – 6

**Motion carried.**

Tracy asked for a motion that CES members who wish to receive the Journal in paper copy be charged an annual fee of \$50 exclusive of taxes. This change will be effective September 1, 2014.

Moved by Brad Cousins and seconded by Anita Meyes that members who wish to receive a paper copy of the journal be charged a \$50 fee as of September 1, 2014

1 opposed

1 abstained

**Motion carried.**

Tracy asked for a motion to approve the audit contract with Nephin Winter Bengly for 2015.

Moved by François Dumaine and seconded by Jane Whynot that Nephin Winter Bengly be the approved auditor for CES for 2014-2015.

Opposed - 0

Abstained - 1

**Motion carried.**

## **6. Other Business**

Larry then thanked the outgoing committee chairs for their hard work on Council over the past two years and presented certificates of appreciation to:

Tracy Fiander-Trask

Myra Kandemira – Myra was not in attendance but her certificate will be mailed to her.

Mary Kay Lamarche

John Marshall

Martha McGuire

Karen Rodrigue-Gervais

Lisa O'Reilly thanked all the members from council and all the volunteers who work so tirelessly for CES.

Moved by François Dumaine and seconded by Anita Meyers to adjourn the 2014 annual general meeting.

**Motion carried.**