

16th Annual General Meeting

Novotel North York, Toronto, ON
November 7, 2012

Annual Report

2011- 2012



Chairperson's Report

By **Andrea L. K. Johnston**

Each year it is a tradition and privilege for the outgoing Chair to begin the Board's Annual General Meeting by sharing some of the key accomplishments of the Board, and offering thanks to those who have contributed to these accomplishments.

This past year we have been fortunate to have a very well positioned Board and successful communication approach. I'd like to take the time to thank all of our current Board members for their hard work, dedication, and contributions to the Board over the past year!

We undertook a number of activities this past year. We expect to have four in-person meetings completed as well as nine teleconferences on a monthly and as needed basis. Our in-person meetings focused largely on visioning and taking actions toward a new way of doing business. As a result of the commitment of all Board members we have achieved a large number of labor intensive projects atypical of volunteer Boards.

In the interest of being succinct this report provides a brief summary of key activities of our various committees.

Kate Powadiuk, Chair of Finance, lead us in securing a corporate MasterCard for CES-ON (in process of being finalized); opened new account for 2013 National Conference; secured event planning firm which will organize finances, in consultation with Board Chair and Treasurer; and is in the process of hiring a consultant to assist with financial planning. Currently, the 2010 audit is finalized and signed-off and the 2011 audit in progress.

Terry Spencer, Chair of Advocacy, reviewed the CES promotional materials (e.g. PowerPoint, banner, brochure); developed a resource bank of evaluation related resources; and reviewed the marketing, promotional strategies, and jurying process for the CES-ON Evaluator Excellence Award (EEA) with consultation from a strategic marketing expert (recommendations advanced by the strategic marketing expert will be implemented for the next EEA round).

Dawn Campbell-Borland, Chair of Board Development, renewed Board complement for 2013 –welcome new members; reviewed Board complement (aligned to strategy) and to better reflect member demographics and chapter focus for 2013 forward with ongoing recruitment; Developed refreshed Board member onboarding approach to support accelerated integration of Board members – deployment 2013; and Contributed to strategic marketing.

Shirley Von Sychowski, Chair of Conferences, as focused on preparing for a successful CES National Conference for 2013, which will be the from June 10 to 12, 2013 in Toronto; recruited Core Organizing committee; ongoing liaison with National Council on the planning of the conference; secured conference venue (Fairmont Royal York hotel (at a complete price); and engaged Dragos Productions to coordinate the conference planning logistics; and Released Request for Quotes (RFQs) for graphics design and web registration & abstract submission system – with two firms selected; sought broad input from leaders in

evaluation field to develop conference theme: Evaluation Across Boundaries – Locating Evaluation Within and Across Settings; and conference website goes live Dec 1st 2012 – we will provide the link through our chapter’s membership e-newsletter otherwise Google, CES Conference 2013, and as always it will also be linked on the national site at www.evaluationcanada.ca

Nikhat Rasheed, Chair of Membership, has delivered a successful 2012 AGM including planning, venue, speakers, online registration; delivered a success regional event in Peel (November 2011) with over 80 attendees; conducted a value comparison of CES-ON and AEA membership benefits; and supported strategic marketing consultant and reviewed findings on member demographics, member work and focus, membership trends, engagement patterns and satisfaction with CES-ON events and services

Erin McKenney, Co-Chair of Prof Development, has delivered a full line up of PD sessions – 1 -2 per month over interesting March, May, October, and November 2012; hired a part-time Administrative Coordinator to manage all workshop logistics and registrations, which has greatly streamlined the organization of workshops; partnered with Georgian College and the Research Analyst Program (RAP) to host an Essential Skills Series at the College. This collaboration was a first for PD in Ontario. Registration was open to current CES members and the public, and to RAP students with an interest in Evaluation; developed guidelines and fee structure for private Essential Skills Series training, and piloted these with a training for staff at the Ministry of Housing and Municipal Affairs; and moved workshop registrations online, and piloted using an online format for gathering workshop feedback/comments (replacing evaluation forms).

Dina Franchi, Chair of Student, has expanded committee representation to include students, new graduates and early career professionals; consulted with students and members to identify new opportunities to create value to students and new graduates; background and policy work conducted to create a New Practitioner membership category for CES Ontario; developed a plan to engage and support students, graduates and new practitioners joining CES-ON (it’s in the early stages of implementation); developed website content to reflect the committee’s new direction; and created a forum on Linked-In to enable social networking among members entering the evaluation field.

We would like to also thank Elana Gray and Karen Sklash for the registrar and organizational services they provided. Elana and Karen go well-beyond what is asked of them, in terms of responding to inquiries and answering questions about the Chapter and the Board. We greatly appreciate Elana’s and Karen’s dedication to the Board. We must also thank our bookkeeper, Sue Moore, for her attention to detail and hard work in ensuring we follow appropriate financial procedures.

Last but not least, we would like to thank all of the other volunteers who have given their time, energy, and dedication to the Chapter. The year of 2013 promises to be exciting as we begin to implement a new Charter’s business approach. The role of our volunteer Board members is extremely important to the success of the Chapter and I’d be remiss if I did not thank them enough.

Respectfully Submitted by:



Andrea L.K. Johnston
Chair, Canadian Evaluation Society – Ontario Chapter Board of Directors

Vice-Chairperson's Report

By Nikhat Rasheed

The role of the Vice-Chair is to preside at events in the absence of the Chairperson, monitor the activities of the chapter and bring any concerns to the attention of the Board of Directors. For the last few years CES-ON did not have an active Vice-Chair, and when I accepted this role, I was excited about the opportunity to innovate and lead special projects.

Having been involved in running non-profits before, I was immediately attracted to the role of strategic marketing and technology in creating and delivering value to CES-ON members. This approach also integrated well with my role as Membership Chair.

Achievements:

- Lead a technology sub-committee that identified initial needs for scope of work.
- Delivered a brand new (interim) CES-ON website with updated content and consistent branding that will tide us over till further discussions with CES National.
- Conducted an internal SWOT and brand analysis for the Board that prepared them for the strategic marketing review.
- Strongly supported a strategic marketing review of CES-ON with a focus on what value means to members by participating in RFP design, vendor interviews and consultant selection.
- Supported the consultant in effectively conducting a survey of current and former members.
- Supported the Chair and chaired meetings when required.

In closing I would like to acknowledge and thank the Board of Directors for vision, their support and trust in my judgement. It has been my honor to serve as Vice-Chair and to have helped move CES-ON closer towards its vision and mission. I hope, in the coming year, to form a technology committee determined to help CES-ON develop into an efficient and effective virtual organization.

If you have any questions or issues that you would like to discuss regarding the strategic marketing or technology strategies that CES-ON hopes to pursue, or if you are interested in volunteering on a technology committee please contact me at: chair@evaluationontario.ca

Respectively submitted by:



Nikhat Rasheed
Vice-Chairperson, CES-ON Board of Directors

Treasurer Report & Finance Committee Report

By Kate Powadiuk

The purpose of the CES-ON Finance Committee is to support strategic initiatives activities of the chapter and monitor the chapter's finances and budgeting.

Committee 2011-12: Andrea Johnston, Kate Powadiuk (Chair), and Terry Spencer (Co-Chair). The finances of CES-ON benefit greatly from the support of our long-time bookkeeper Sue Moore who is always there to answer questions and keep everything in order.

Achievements:

- Secured a corporate MasterCard for CES-ON (in process of being finalized).
- Opened new account for 2013 National Conference.
- Secured event planning firm which will organize finances, in consultation with Board Chair and Treasurer.
- In process of hiring a consultant to assist with financial planning.
- 2010 audit finalized and signed-off. 2011 audit in progress.

In closing I would like to acknowledge and thank the Finance Committee members for 2012.

If you have any questions or issues that you would like to discuss regarding the CES-ON Finance committee, please contact me at: finance@evaluationontario.ca.

Respectively submitted by:



Kate Powadiuk
Chair, CES-ON Finance Committee

Balance Sheet

ASSETS	2012 (As of August 31, 2012)	2011
Cash Clearing	-1,073.50	-1073.50
TD Canada Trust	0	23,889.90
BMO Mastercard	146,158.74	134,334.69
Total Cash		158,224.59
Accounts Receivable	0	-
Prepaid Expenses	0	0
Investment Term Deposit	26,005.92	26,005.92
Total Investment	26,005.92	26,005.92
Total Assets	171,091.16	183,157.01
LIABILITIES		
Accounts Payable	5,787.40	17,094.47
HST Collected	8,663.11	4,386.37
HST Paid Out	-1,568.28	-956.17
HST Penalties & Interest	-68.01	-68.01
HST Owing/Refund	7,026.82	3,362.19
Total Liabilities	12,814.22	20,456.66
EQUITY		
Retained Earnings	162,700.35	170,003.89
Current Earnings	-4,423.41	-7,303.54
Total Retained Earnings	158,276.94	162,700.35

Income Statement

BUDGET ITEM	2012 (As of August 31, 2012)	2011
REVENUE		
Membership Revenue		
TOTAL MEMBERSHIP REVENUE	7,251.95	8,370.67
Program Revenue		
TOTAL PROGRAM REVENUE	63,930.03	70,715.80
Other Revenue		
TOTAL OTHER REVENUE	-	-
TOTAL REVENUE	71,181.98	79,086.47

BUDGET ITEM	2012 (As of August 31, 2012)	2011
EXPENSES		
Membership Expense		
CES ESS Module Levy	3,640.00	6,390.00
Membership from Program Registration	5,213.40	165.00
Marketing	13,600	1,465.00
Refreshment – Meetings	135.90	309.66
Teleconference	767.90	2,267.30
Recognitions / Gifts	-	225.00
Board Development	240	1,036.60
Postage	135.31	110.10
Student Case Competition	2,500	-
TOTAL MEMBERSHIP EXPENSE	26,232.51	11,968.66
Program Expense		
Speakers	13,000.40	15,902.04
Contract Fee	8,325.00	13,846.50
Facility Rental	8,400.00	3,677.38
Equipment Rental	798.00	1,907.00
Printing	1,532.16	3,325.85
Food Services	7,642.43	21,415.20
Travel / Accommodation for Board	1,721.00	3,576.87
Travel / Accommodation for Speakers & Support	951.95	1,627.50
Program Postage	10.14	116.33
Speakers Gifts	-	300.00
CES National Mentoring Program	500.00	-
TOTAL PROGRAM EXPENSE	42,880.68	65,694.67
Admin and Other Expense		
Admin Postage / Courier	484.57	532.64
Bank Charges	280.95	57.16
Credit Card Charges	1,635.74	3,124.90
Bookkeeping / Support	3,120.45	4,164.43
Board Meetings	212.33	-
Office Supplies	380.16	469.55
Directors and Officers Liability Insurance	378.00	378.00
TOTAL ADMIN AND OTHER EXPENSE	6,492.20	8,726.68
TOTAL EXPENSE	75,605.39	86,390.01
NET INCOME	-4,423.41	-7,303.54

Advocacy Committee Report

By Terry Spencer

The purpose of the CES-ON Advocacy committee is to promote the profession of evaluation, as well as to increase the value and demand for evaluation amongst decision makers and the public in the province of Ontario.

Committee 2011-12: Kate Powadiuk, Pina Pejovic, and Terry Spencer.

Achievements:

- Review of CES promotional materials (e.g. PowerPoint, banner, brochure)
- Development of resource bank of evaluation related resources
- Reviewed the marketing, promotional strategies, and jurying process for the CES-ON Evaluator Excellence Award (EEA) with consultation from a strategic marketing expert. Recommendations advanced by the strategic marketing expert will be implemented for the next EEA round. Stay tuned...

In closing I would like to acknowledge and thank the Advocacy Committee members for 2012.

If you have any questions or issues that you would like to discuss regarding Advocacy and/or if you are interested in volunteering on the CES-ON Advocacy committee, please contact me at: advocacy@evaluationontario.ca

Respectively submitted by:



Terry Spencer
Chair, CES-ON Advocacy Committee



Board Development Committee Report

By Dawn Campbell-Borland and Terry Spencer

The role of the Board Development committee is to support the work of CES-ON through enabling and supporting a representative and effective Board of Directors. The Board development committee identifies opportunities to enhance Board function, ensure alignment of Board structure to reflect CES mandate and goals and identifies and leverage governance best practices and tools that will address the evolving needs and priorities of CES-ON and its Directors.

Committee 2011-12 Dawn Campbell-Borland (Chair), Terry Spencer (Co-Chair)

Achievements:

- Renewed Board complement for 2013 –welcome new members
- Reviewed Board complement (aligned to strategy) and to better reflect member demographics and chapter focus for 2013 forward with ongoing recruitment
- Developed refreshed Board member onboarding approach to support accelerated integration of Board members – deployment 2013
- Contributed to strategic marketing

The work of a non-profit volunteer Board is challenging and I would like to acknowledge the efforts of the Directors for their vision and commitment to a vibrant, relevant and effective CES-ON Board of Directors. We look forward to the year ahead, to leveraging technology, social media and other tools to enable our work and to a Board structure and complement that reflects our membership and the communities we serve.

For questions or comments or to volunteer with your CES-ON Board or committee please contact me at: boarddev@evaluationontario.ca

Respectively submitted by:

Dawn Campbell-Borland
Chair, CES-ON Board Development Committee

Terry Spencer
Co-Chair

Conference Committee Report

By Shirley Von Sychowski and Dawn Campbell-Borland

The purpose of the conference committee is to organize the chapter's annual provincial-level conference and/or networking event. However, last year the Ontario chapter was awarded the honor and challenge of hosting the annual CES conference for 2013; hence, our planning efforts in F'12 have focused on preparing for a successful and profitable Annual Conference, which is the major professional development activity offered by the Canadian Evaluation Society to our evaluation community.

Committee 2011-12: Shirley Von Sychowski (Chair) and Dawn Campbell-Borland (Co-Chair)


Achievements:

- The next annual CES conference will be take place June 10-12, 2013 in Toronto, preceded by a day of professional development workshops.
- Recruited Core Organizing committee
- Ongoing liaison with National Council on planning requirements as appropriate
- Secured conference venue (Fairmont Royal York hotel)
- Engaged event planning firm Dragos Productions to coordinate planning logistics
- Released Request for Quotes (RFQs) for graphics design and web registration & abstract submission system
- Sought broad input from leaders in evaluation field to develop conference theme: *Evaluation Across Boundaries – Locating Evaluation Within and Across Institutions*

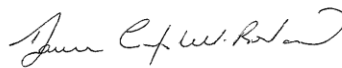
The annual conference is an opportunity to renew and energize through thought-leadership, reflection, dialogue and research on evaluation. We look forward to engaging with you on critical issues, realist and innovative approaches to make our discipline and practice more responsive to emerging challenges and diverse, dynamic populations. Please look forward to learning more about the conference theme and strands, the corresponding call for submissions, and other details such as registration when the conference website goes live on Dec 1st – we will provide the url through our chapter's membership e-newsletter, and as always it will also be linked on the national site at www.evaluationcanada.ca. In the meantime, if you have any questions or issues that you would like to discuss regarding the upcoming 2013 CES conference, or if you are interested in volunteering, please contact me at: conference@evaluationontario.ca

In closing I would like to acknowledge and thank the Board of Directors for their vision, support and trust in me and in our volunteer committee to plan a successful conference.

Respectively submitted by:



Shirley Von Sychowski
Chair, CES-ON Conference Committee



Dawn Campbell-Borland
Conference Program Chair

Membership Committee Report

By Nikhat Rasheed

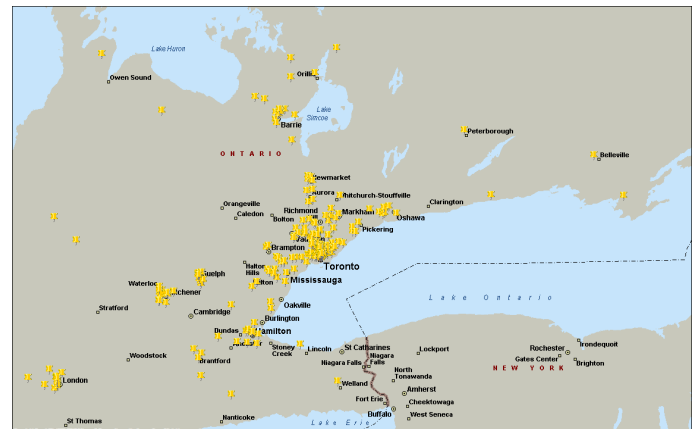
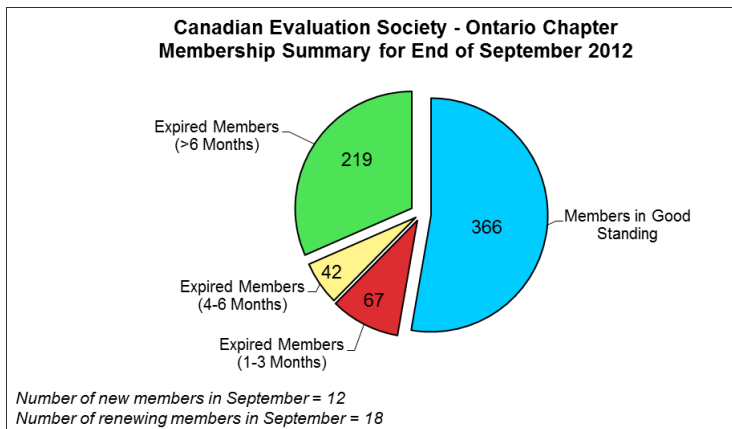
The purpose of the CES-ON Membership Committee is to provide effective services to members.

Committee 2011-12: Nikhat Rasheed, Morgan Braganza, Jacquie Dover, Natasha Kyle and Shirley Von Sychowski.

Achievements:

- Delivered a successful 2012 AGM including planning, venue, speakers, online registration and
- Delivered a success regional event in Peel (November 2011) with over 80 attendees
- Conducted a value comparison of CES-ON and AEA membership benefits
- Helped conduct a membership and lapsed member survey that resulted in critical information. For example, 80% of members are located in the GTA and southwest Ontario with remaining spread across the province.

Membership Spread, July 2012



In closing I would like to acknowledge and thank the Membership Committee members for 2012.

If you have any questions or issues that you would like to discuss regarding Membership and/or if you are interested in volunteering on the CES-ON Membership committee, please contact me at: membership@evaluationontario.ca

Respectively submitted by:



Nikhat Rasheed
Chair, CES-ON Membership Committee

New Practitioner and Student Committee

By Dina Franchi

The purpose of the CES-ON New Practitioner and Student Committee is to facilitate the inclusion and continuous participation of new practitioners, recent graduates and students within CES and CES-Ontario activities. The committee aims to enable members who are entering the field an opportunity to actively engage in a network designed to facilitate entry into the evaluation community and to build evaluation competence.

Committee 2011-12: Hassan Ali Hassan, Sutha Balasingham, Mary Jane Bauer (past co-chair), Kristin Beaton, Suman Budhwani, Keita Demming, Dina Franchi (Chair), Roxana Girip, Yassir Hassan, Cameron Hauseman, Chi Y Lam, Chelsea Lougheed, Yinka Macaulay (Vice-Chair), Michelle Searle, and Sarah Sousa.

Achievements:

- Consultation conducted with students and members to identify new opportunities to create value to students and new graduates
- Developed a plan with early stage implementation to engage and support students, graduates and new practitioners joining CES-ON
- Expanded committee representation to include students, new graduates and early career professionals
- Background and policy work conducted to create a New Practitioner membership category for CES Ontario
- Developed website content to reflect the committee's new direction
- Created a forum on Linked-In to enable social networking among members entering the evaluation field

In closing I would like to acknowledge and thank the New Practitioner and Student Committee members for 2012. If you have any questions or issues that you would like to discuss regarding new practitioner and student interests and/or if you are interested in volunteering on the CES-ON New Practitioner and Student committee, please contact me at: students@evaluationontario.ca.

Respectively submitted by:



Dina Franchi
Chair, CES-ON New Practitioner and Student Committee

Professional Development Committee Report

By Erin McKenney

The mandate of the PD Committee is to plan, develop and implement professional development sessions for Evaluators and CES-Ontario members across Ontario.

Committee 2011-12: Erin McKenney (Co-Chair), Eleanor Pierre (Co-Chair), Dina Franchi, Christine Frank, Terry Spencer, Geetha Van den Daele, Marisha Holmberg, Sarah Plonka, Edem Tsogbe, and Retta Alemayehu.

Achievements:

- Delivered a full line up of PD sessions
- Partnered with Georgian College and the Research Analyst Program (RAP) to host an Essential Skills Series at the College. This collaboration was a first for PD in Ontario. Registration was open to current CES members and the public, and to RAP students with an interest in Evaluation
- Developed guidelines and fee structure for private Essential Skills Series training, and piloted these with a training for staff at the Ministry of Housing and Municipal Affairs
- Moved workshop registrations online, and piloted online workshop evaluation forms
- Hired a part time Administrative Coordinator to manage all workshop logistics and registrations, which has greatly streamlined the organization of workshops

PD Session	Date & Location
Essential Skills Series	March 2012 (Toronto)
	May 2012 (Toronto)
	October 2012 (Barrie)
	November 2012 (Toronto)
Performance Measurement	October 2012 (Toronto)
Survey Design	March 2012 (Toronto)
Logic Models	November 2012 (Toronto)

In closing I would like to thank all PD committee members for sharing their expertise, time, and ideas. We also recognize the work of Karen Sklash, Administrative Coordinator, whose organization has been essential for PD successes this year. Finally, we would like to thank Elana Gray for her continued website and marketing support and for her guidance and coaching during the transition to the Administrative Coordinator position. If you have any questions or issues, or are interested in volunteering on the CES-ON Professional Development committee, please contact me at: pd@evaluationontario.ca.

Respectfully submitted by:

Erin McKenney

Erin McKenney
Chair, CES-ON Professional Development Committee

Board of Directors 2011-2012



Andrea L. K. Johnston
Chairperson



Nikhat Rasheed
Vice-Chairperson



Kate Powadiuk
Treasurer



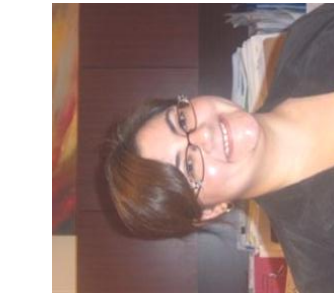
Morgan Braganza
Secretary



Terry Spencer
National Council Rep & Immediate Past Chair



Dawn Campbell-Borland
Director



Shirley Von Sychowski
Director



Erin McKenney
Director**



Dina Franchi
Director



Pina Pejovic
Director



Peter Shermer
Director