



CES ONTARIO CHAPTER ANNUAL REPORT 2015-16

FY 2015



2016 Annual General Meeting

Li Ka Shing Knowledge Institute
209 Victoria St., Toronto, ON M5B 1T8

JUNE 22, 2016

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CES Ontario Board of Directors and Staff, 2015-16



Nikhat Rasheed
President



Daria Smeh
Treasurer



Ashraful Hasan
Secretary



Terry Spencer
Past President



A Sidiq (Sid) Ali
National Board Rep



Natalie Sibille
Co-Chairs, Professional Development Committee



Nick Petten



Tommy Tam

Co-Chairs, Membership Committee



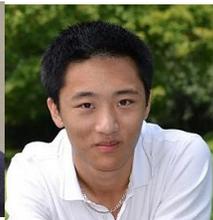
Natalie Ceccato



Kaitlyn Kochany
Admin Assistant



Tamara Mohammed
Director*



Kelsen Chau
Director*



Racquel Smith
Director*



Shirley Von Sychowski
Director*



Andrea Dube-Goss
Admin (Temp)

**=denotes service for part of the year.*

Chapter President's Report

It has been my honour to serve as the CES Ontario Chapter President this past year. I am pleased to report that the Chapter had a very productive year since the last AGM on November 5, 2015. This year, the Ontario Chapter focused on three goals:

- Strengthening internal policies and processes and professionalization of the association;
- Providing greater value and better professional development opportunities for members and those looking to CES for leadership and learning in evaluation; and
- Soliciting opportunities to generate additional revenue to compensate for the significant loss of reserves stemming from the 2013 national conference.

STRENGTHENING INTERNAL POLICIES AND PROCESSES

Though we are almost an entirely volunteer run association, improving our internal controls and processes was, and continues to be, a key driver to professionalize our Chapter. Some of our activities included:

- Approving over a dozen governance and operational policies including individual director and committee roles and responsibilities, conflict of interest, staff responsibilities; refund and hardship policies;
- Approving the FY 2016 Budget and monitoring FY 2015 budget-to-actuals regularly;
- Reviewing contracts and making amendments as needed;
- Filing HST quarterly;
- Successfully completing an FY 2015 Audit resulting in Audited Financial Statements for the association, and
- Using promising new practices such as web-based interviewing and matrix-based ranking for Requests for Proposals processes.

PROVIDING GREATER VALUE AND LEARNING OPPORTUNITIES

The Chapter undertook a Request for Proposals (RFP) process to secure intermediate and/or advanced third-party professional development training for our members. A five-person review working group chaired by Sid Ali, CE including Terry Spencer, Nick Petten, Natalie Sibille and Nikhat Rasheed, reviewed and ranked all eligible applicants. The working group interviewed three finalists and I'm pleased to report that the Board of Directors has unconditionally approved two new courses to be launched in 2016-17.

Developed and delivered by leading academics and practitioners in Ontario, the course areas are going to be *Theory of Change* and *Developmental Evaluation*. A third course on *Project Management* has been conditionally approved, pending further validation. This is a huge milestone for the Chapter and we are excited at the prospect of meeting our member's needs for advanced training. More information will be forthcoming in the next few months, so watch our newsletter for announcements!

Another momentous announcement is regarding the implementation of the New Practitioner Category. Over the past few years, members were consulted about launching a new category for recent graduates, coming into evaluation. Ontario was approved to undertake a pilot for two years. The Chapter has started working with CES National to determine the implementation of the New Practitioner (NP) category. Recent graduates will be eligible for the New Practitioner category for two calendar years after

graduation at a reduced fee of \$110.00 per year. New Practitioners will be required to provide proof of their graduate status, which will be validated by submission of a dated transcript or credential to allow them to access this category. It is our expectation that we will attract more new practitioners, and retain more students through the New Practitioner category. More information will be forthcoming soon!

This year, Chapter committees continued to work closely together to promote professional development at events such as partner events, student networking/ mentoring events, the AGM and other learning events. The Chapter also launched socials/ network mixers for members and participating ESS attendees. We also continued to support grassroots communities of practice in Ontario such as:

- Evaluation Café, a peer evaluators group that convenes regularly in the GTA;
- University/ college student conferences/ seminars; and
- CESEF student case competition.

GENERATING ADDITIONAL REVENUE

With regards to generating additional revenue, the Chapter piloted the delivery of the Essential Skills Series to clients requesting on-site delivery for their employees in 2015. Interested clients have primarily been within the public sector. The success of this initiative encouraged the Chapter to recruit more ESS facilitators. The Chapter has released a rolling Request for Qualifications to retain more ESS facilitators and experienced facilitators are encouraged to check out our website and apply. Please share the RFQ (which is on the website) within your networks.

ACKNOWLEDGEMENTS:

This year is marked with key successes that are foundational for our future progress and growth including ensuring our policies are relevant and effective, developing a platform of relevant learning offerings, and continuing to build on opportunities to connect and share with our networking events. Some of the key challenges we faced this year were a compressed work year and turnover in directors. In the seven months since the last AGM, a number of directors transitioned, undertook leave or relocated during this time, to a total of eight of the original thirteen. Despite this reduction in resources, the Board and staff has worked incredibly hard. I cannot thank our directors enough – they have been fantastic! In times of flux, our Board has really pulled together and worked in a united manner and for that I would like to thank each and every one of them for their commitment, dedication and passion for CES Ontario.

We also could not have done all this without the competent and reliable administrative support of Kaitlyn Kochany. Thank you Kaitlyn for keeping us on track! I would also like to recognize the capable support offered to us by:

- Raghurai Inc., bookkeepers and accountants;
- Hogg, Shain & Sheck Professional Corporation with whom our appointed auditor Sam Marinucci & Associates merged in March 2016, and who conducted the audit for our FY 2015;
- Lynn Burgess and Nanci Lines at Megram, CES National Secretariat; and
- Andrea Dube-Goss, who provided temporary maternity break administrative support.

Last, but not least, I'd like to thank the new CES Executive Director Rebecca Mellett for her leadership, and outgoing CES National President Benoit Gauthier for his unceasing support of the Ontario Chapter. We welcome Harry Cummings as the new CES President and look forward to working with him.

Nikhath Rasheed, Chapter President 2015-16

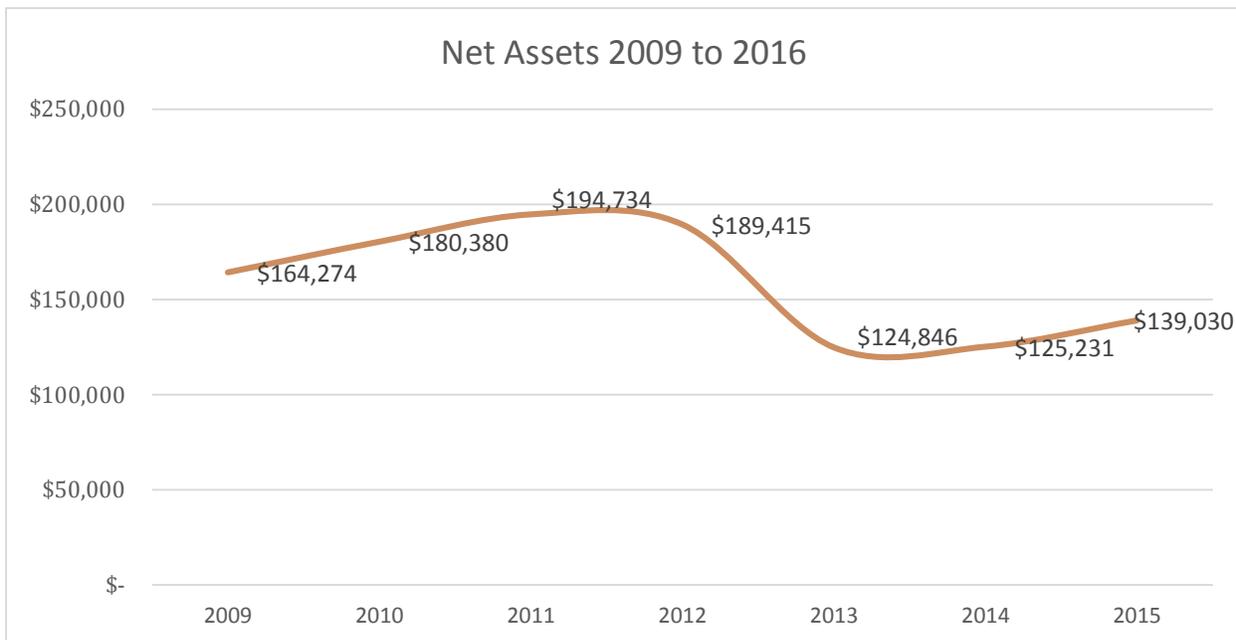
Treasurer's Report

SUMMARY:

The Chapter's finances are overseen by the treasurer, and s/he is responsible for the fiscal monitoring of the Chapter. Daria Smeh served as treasurer from the last AGM to May 2016. The Board appointed Chapter President Nikhat Rasheed as the Interim Treasurer on 13 May 2016, to oversee the audit due to her experience with finance procedures and policies. The Nominations Committee actively recruited for directors with finance/ treasurer experience during this nomination cycle, and the Board of Directors is expected to appoint a new treasurer at the next Board of Directors meeting.

The Chapter ended FY 2015 at a positive note, on the way to recovery from the losses of the 2013 conference, with a healthy addition to our net assets of \$20,751 (also known as an accumulated surplus). Assets are classed as unrestricted as an investment policy is not in place, and assets can be used for any designated expenses.

Despite the reduction in program fees from \$125,848 to \$94,175 due to lower demand and cancellation of some non-ESS workshops, and reduced revenue from membership fees (due to a resolution at the 2015 CES AGM to reduce Chapter share of membership fees to 16% from 20% in 2015), the Chapter was able to tighten its belt, find efficiencies and reduce administrative costs. The Chapter also transitioned between administrative staff with a few months without coverage that temporarily reduced expenses in 2015 Q1 and Q2.



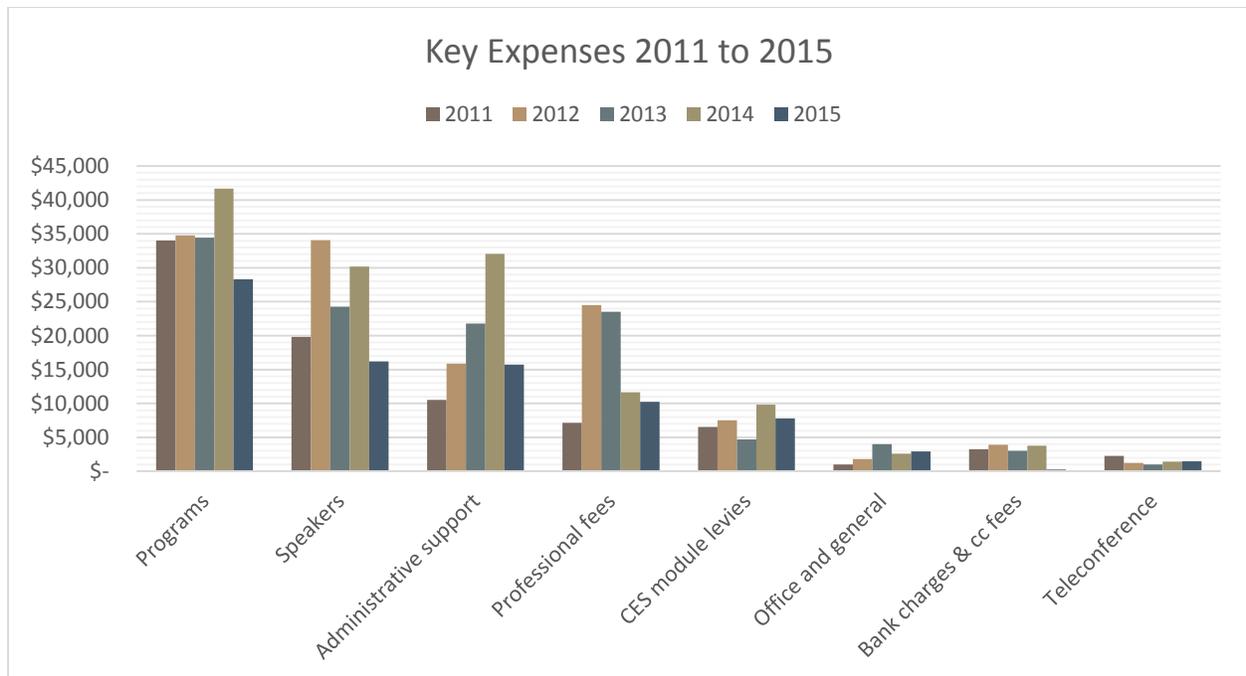
The Chapter retained the auditing services of Sam Marinucci and Associates for FY 2015. The firm merged with Hogg, Sheck and Shain prior to the audit in early 2016, and the Chapter is very satisfied with their services. This year, for the second time, the Chapter utilized online data sharing technologies to aid the annual audit, which made the process seamless for all parties involved.

The Finance & Audit Committee recommends the appointment of Hogg, Sheck and Shain as the auditors for FY 2016. Audit fees remain unchanged at \$4,000.

KEY ACHIEVEMENTS:

Despite the shortened work year, the Treasurer enhanced the board’s fiscal capabilities through:

- Development of a comprehensive FY 2016 Budget;
- Supporting cost analyses, pricing and budgeting for on-site delivery of ESS to clients;
- Obtaining an organizational credit card;
- Approving a credit card policy to monitor its use;
- Obtaining an independent HST number for the Chapter (previously, the Canada Revenue Agency had the Chapter listed as a subsidiary of CES National’s HST number which caused processing errors on behalf of the agency);
- Initiating a full suite of e-banking options including email money transfers with secure double signatory verification, which reduced the number of cheques to be signed (an ongoing challenge for a Chapter with signatories dispersed over southwestern Ontario); and
- Recommending a number of process improvements for bookkeeping, monitoring variances and recommending corrective actions as appropriate.



ACKNOWLEDGEMENTS:

The Chapter would like to recognize the superb leadership of Ms. Smeh as the Treasurer (Chair, Finance & Audit Committee). The signatories/ Executive Committee, Nikhat Rasheed, Terry Spencer, Ashraful Hasan and Sid Ali, acted as the Finance & Audit Committee for the Chapter this year.

Respectfully submitted by:
Nikhat Rasheed (Interim Treasurer)

CES Ontario National Board of Directors Representative Report

SUMMARY:

After our last Ontario AGM, the National Board of Directors Representative was in attendance at the fall National Board Meetings in Regina, Saskatchewan. Our representative, Sid Ali, on the National Board of Directors began his 2nd term in January 2015, participating in monthly conference calls with the National Board, and was in attendance for in-person meetings prior to the 2016 National Conference in St. John's, Newfoundland. Sid attended the St. John's Conference, participating in the National AGM, serving as a moderator for conference paper sessions, conducting informal mentoring, and representing Ontario's membership as a Credentialed Evaluator at the CE Meet and Greet information event.

KEY ACHIEVEMENTS:

This year, the CES Ontario representative continued to work on the Communications and Marketing Committee of the National Board and has been working with fellow Directors on planning and implementing various strategies for increased and improved communications and marketing of CES. Contributions to the CES weekly email blast, a new standardized promotional banner, and promotion of member benefits are examples of some of the work completed by this committee. Further to his involvement in Communications and Marketing, Sid was asked by the CES President and Executive Director to produce an infographic highlighting key facts from the 2015 National Conference. The infographic can be viewed at http://evaluationcanada.ca/sites/default/files/c2015_summary_en.pdf.

Further to fulfilling Communications and Marketing work for the National Board of Directors and fulfilling the mandate to build evaluation practice in Canada, Sid wrote an article on building evaluation capacity in the private sector, which will appear in the June 2016 issue of the Canadian Government Executive Magazine, reaching approximately 70,000 readers, many of them key evaluation sponsors.

During the recent National Conference meetings, Sid also presented on the progress and plans for the New Practitioner Pilot that our chapter will conduct over the next two years. The progress report focused on our business case, policy development, implementation plans, and evaluation criteria.

PLANS FOR 2016-2017:

Our representative will continue to work with the Communications and Marketing Committee at National to further build the brand of the CES to promote evaluation practice in Canada. Sid will also work with our Chapter President, Membership Committee Chair, the National Executive Director and the Secretariat to implement and evaluate the NPS membership pilot over the next two years, beginning in June 2016.

ACKNOWLEDGEMENTS:

Thanks to Nikhat Rasheed, CES Ontario President and Rebecca Mellett, the National Executive Director for their help this past year. Further acknowledgement goes to Reanne Kinsella, Director from Newfoundland for her leadership on the Communications and Marketing Committee and the National President Benoit Gauthier for his leadership of the National Board.

Respectfully submitted by:

A Sidiq (Sid) Ali, National Board Representative

Professional Development Committee Report

SUMMARY:

The Professional Development Committee is a standing committee of the CES Ontario Board. The mandate of the PD Committee is to plan, develop and implement professional development for evaluators across Ontario. With many changes and new initiatives being spearheaded at the National level, the PD Committee of the Ontario Chapter is excited to be expanding its offerings of professional development opportunities to CES members and new practitioners to the field through multiple delivery options.

KEY ACHIEVEMENTS:

- Two new co-chairs were elected to the Professional Development Committee in November with a strong group of volunteers.
- Two Essential Skills Series Workshops were run in March and May with 18 and 26 people in attendance, representing the wide interest in evaluation across multiple sectors.
- We asked our network of evaluators for any experienced instructors/facilitators that would be interested in joining our team of adult educators through a Request for Qualifications.
- To further advance the field of evaluation and provide intermediate to advanced learning opportunities, the PD committee supported the Request for Proposals process from the wider evaluation network. We are thrilled to report that the Board of Directors and PD Committee will be launching new intermediate/advanced courses in 2016-17.

PLANS FOR 2016-2017:

- We are focusing on building partnerships and partnership capacity across Ontario. One way we are doing that is by exploring opportunities to deliver customized offerings of our signature Essential Skills Series workshops to advance evaluation competency within organizations.
- We are also actively building our partnership capacity by developing new policies, establishing cross-promotional communication channels, and supporting other evaluation groups in Ontario.
- We will be offering intermediate to advanced workshops for evaluators that are based on feedback from our members and alignment with the Credentialed Evaluator Designation program.
- We will be working closely with the other committees of CES-ON to promote professional development at the various other events including student networking and mentoring events, socials during ESS courses, membership survey, and the AGM and learning event.

ACKNOWLEDGEMENTS:

Nick Petten (Co-chair), Natalie Sibille (Co-chair), Allison Meserve, Erica Downes, Julie Needler, and Kristin Beaton. We would like to thank the volunteers of past and present for their time and commitment to the field of evaluation and CES Ontario.

Respectfully submitted by:

Nick Petten and Natalie Sibille (Co-Chairs, Professional Development Committee)

Membership Committee Report

SUMMARY:

The Membership Committee is a standing committee of the CES Ontario Board. This committee provides leadership in the area of member relations and ensures that the Chapter's membership policy and related activities are in alignment with its mission, vision and values. The goals of the Membership Committee are to:

- Promote membership and effective services to members;
- Respond promptly to the needs and concerns of members.

The Membership committee undertakes action planning and tracking, prepares a budget and develops a detailed work plan to support the Board's Strategic Plan.

KEY ACHIEVEMENTS:

- The Chapter maintained a membership of approximately 350 paid members in good standing, and convened its 19th Annual General Meeting on November 5th, 2015 attended by 50+ members
- Hosted two workshops for our members: 'Adventures in Evaluation' and 'Creative Approaches to Facilitation' (graphic facilitation and LEGO® SERIOUS PLAY®)
- Hosted a networking event for new practitioners and students on careers in evaluation
- Partnered to promote a webinar 'Translating Evaluation Findings Into Action' for members
- Hosted a social event for ESS participants and members
- Participated in the annual budgeting process

PLANS FOR 2016-2017:

- There are a number of activities planned for 2016/17 to support all CES Ontario members. This includes a regional networking event, student networking and mentoring opportunities and online membership survey for members on a variety of new and relevant topics in evaluation.

ACKNOWLEDGEMENTS:

Natalie Ceccato (co-chair), Tommy Tam (co-chair), Xu Fei, Veronica Zapotoczny, Clint Thomson, Farzana Khan and Tamara Mohammed. We would like to thank the volunteers of past and present for their time and commitment to the field of evaluation and CES Ontario.

Respectfully submitted by:

Tommy Tam and Natalie Ceccato (Co-Chairs, Membership Committee)

Nominating Committee Report

SUMMARY:

The Nominating Committee is a standing committee of the CES Ontario Board. The mandate of the Nominations Committee is to prepare and implement a plan adhering to the Nominations Process, ensuring the continuity and succession of the Board. The committee communicated and solicited interest from association members to serve on the Board of Directors and is at the time of writing this report, pleased to nominate four (4) new directors to the Board. One (1) nomination is pending final review.

KEY ACHIEVEMENTS:

- Identified the number of vacancies (5) for the full board complement, and desired skills and competencies for the Board of Director nominees.
- Prepared a Nominations announcement and opened nominations for a five-week period during May-June.
- Applicants had to be members in good standing, and had to provide a bio, CV/resume, two references and a completed Nomination Form, with a nominator and seconder from the membership.
- Reviewed all applications to the Board for eligibility.
- Conducted interviews with potential nominees and reference checks (if deemed necessary).
- Prepared a Slate of Nominees to be put forth for to the membership for approval, including eight (8) continuing directors and four (4) new nominees, with one (1) additional nominee under review.

ACKNOWLEDGEMENTS:

Terry Spencer (Chair) and Nikhat Rasheed supported by Nick Petten and Natalie Ceccato. We would like to thank the volunteers of the Nominating Committees, and everyone who helped spread the word about our association through their networks.

Respectfully submitted by:

Terry Spencer (Chair, Nominating Committee)