

ANNUAL REPORT 2014-15

FISCAL YEAR 2014



President's Report

SUMMARY

I had the pleasure and privilege to serve as Interim President for the Chapter for part of this past year during the time when CES Ontario President Nikhat Rasheed was away on maternity leave. The following represents a very brief synopsis of some of the chapter's key developments for 2014-15.

Since the time of last year's CES Ontario AGM on October 7, 2014, the Board of Directors met nine times with most meetings convened via teleconference and/or on-line. Moving forward, the CES Ontario Board of Directors has planned to convene more meetings in-person in 2015-16 at the Centre for Social Innovation (CSI) located in Toronto. Participation via teleconference/on-line will be made available for those board directors who are not able to attend the meetings in person.

GOVERNANCE AND STRATEGIC PRIORITIES

The CES Ontario chapter has over 350 members. In 2014-15, the CES Ontario Board focused its efforts on enhancing its organizational effectiveness, building and strengthening strategic partnerships, collaborations and networks, creating value for membership offerings via professional learning and networking opportunities, as well as maintaining CES Ontario's financial sustainability.

I would like to take this opportunity to applaud Nikhat Rasheed in the great efforts she has made in enhancing the Board's internal capacity and organizational effectiveness. Before leaving on her maternity leave, Nikhat reorganized the CES Ontario's Policy Manual and Bylaws. This year, the CES Board worked through a number of policies and infrastructure issues related to volunteers, professional learning offerings (hardship and refunds), conflict of interest declarations, and an application for an organizational credit card.

This past year CES Ontario invested in building and maintaining a number of strategic partnerships. We continued to support the student case competition at the CES Annual conference, this past year held in Montreal, as well as communities of practice such as Evaluation Café here in Toronto. CES Ontario is represented on the Advisory Committee for Humber College's Research Analyst Post Graduate Program and continues to collaborate with Georgian College in delivering the Essential Skills Series (ESS). CES Ontario will continue to strengthen its partnerships with various community and provincial organizations, as well as forge new ones commensurate with our strategic priorities.

Along with extending continued opportunities for members to participate in CES sanctioned workshops including ESS, survey design, logic models, the professional development and membership committee have explored and are planning additional professional learning offerings and networking opportunities for its members on topics such as data visualization, developmental evaluation, and report writing.

In November Sid Ali assumed the role of CES Ontario Representative to the CES National Board of Directors from Dawn Campbell-Borland. Sid also took the lead role in developing an Evaluation Plan proposal for the New Practitioner Pilot, which was recently submitted to the National CES Board of Directors for their review and approval.

Communications and reaching out to social media have become pivotal areas of strategic investment for CES Ontario. Kelsen Chau led our promotional strategy this year along with Kaitlyn Kochany, who came on to serve as CES Ontario's Administrative Assistant in March of this year. Kaitlyn also maintains CES Ontario's web presence at <http://www.evaluationontario.ca>.

I would also like to acknowledge the diligence and committed dedication of CES Ontario Treasurer Shirley Von Sychowski and her efforts to sustain our organization's financial viability. As part of CES Ontario's succession planning, I am pleased to announce that Dariah Smeh will be assuming the role of Treasurer from Shirley in the new fiscal year.

CES Ontario is governed by an extremely dedicated and talented Board of Directors who graciously volunteer their time, expertise and experience to CES Ontario. I want to express my gratitude and appreciation to each of the eleven current Board members, as well as to the CES Ontario members who have volunteered on CES Ontario various committees including the Professional Development committee currently co-chaired by Thomas Kais-Prial and Ashraful Hasan along with the Membership committee currently co-chaired by Tommy Tam and Dariah Smeh.

I would also like to acknowledge three CES Ontario Board members who for personal and family reasons left the CES Ontario Board this past year, they include: Marisa Holmberg, Klajda Gega and Roshanak Mehdipناه.

OPERATIONS

For 2014-15, CES Ontario operations were guided by a Work Plan entailing special projects and cross functional initiatives. The Work Plan specifying key goals, tactics, milestones, times, persons responsible etc., enabled CES Ontario to become more project management proficient.

With the departure of Geetha Van den Daele earlier this year and who served CES Ontario very well as Administrative Coordinator, the CES Ontario Board was very fortunate to obtain the services of Kaitlyn Kochany. Kaitlyn commenced her tenure with CES Ontario in March and has since been exemplary in fulfilling key administrative tasks for CES Ontario.

I would also like to acknowledge the steadfast cooperation and expertise of the accounting firm Anne Raghurai Inc., which provides accounting services to CES Ontario along with Sam Marinucci who has conducted the financial audit. More details regarding CES Ontario's finances are contained in the Treasurer's report.

MOVING FORWARD

Moving forward, CES Ontario will continue its strategic pursuit to become the 'go-to' organization for evaluation in Ontario. The CES Ontario Board will refresh its 2015-16 strategic priorities, as well as update its Work Plan.

With the support of CES Ontario membership, the CES Ontario Board is committed to guiding the chapter to continued success, and I thank each and every volunteer who has served with CES Ontario in the past year.

If you have any questions, suggestions or comments you want to share, please contact me at president@evaluationontario.ca or visit the CES Ontario website at <http://www.evaluationontario.ca>.

Respectfully submitted by:



Terry Spencer, Interim President

October 14, 2015

Treasurer's Report

The purpose of the CES-ON Finance & Audit Committee is to monitor the integrity of the Chapter's financial condition, systems and processes including budgeting and audit, as well as to support strategic initiatives of the Chapter.

SUMMARY

- We are pleased to end the year with a balanced budget
- Despite cancellation of some PD courses, we experienced modest growth due to positive response to on-site tailored offerings as well as managing operational costs
- Financial challenges will continue as we balance across the increasing costs associated with strengthening the delivery of value-for-membership offerings and initiatives

KEY ACHIEVEMENTS (in FISCAL 2014)

- Recruitment of new Treasurer
- Streamlining of internal processes and policies as recommended in financial review (completed in 2013) e.g., timely development of annual budget and organizational credit card policy
- Supporting of options/scenario-development for offering customized on-site professional development courses

PLANS (FOR FISCAL 2015)

- Continue enhancing the Board's financial management capacity, in particular related to monitoring variances and recommending corrective actions as appropriate
- Create an internally restricted reserve fund within a short-term investment as a means to re-build the Chapter's net assets

BALANCE SHEET

	December 31, 2014	December 31, 2013	December 31, 2012
ASSETS			
Cash	108,929	33,681	108,723
Short-term investment	10,000	37,019	37,171
Accounts receivable	6,302	2,605	18,521
Conference 2013 advances and deposits	---	51,541	25,000
	<u>125,231</u>	<u>124,846</u>	<u>189,415</u>
LIABILITIES			
Accounts payable and accrued liabilities	13,724	26,367	33,273
Deferred revenues	9,500	---	---
NET ASSETS			
Accumulated surplus	102,007	98,479	156,142
<i>Total Liabilities and net assets</i>	<u>125,231</u>	<u>124,846</u>	<u>189,415</u>

STATEMENTS OF OPERATIONS AND CHANGES IN NET ASSETS

	December 31, 2014	December 31, 2013	December 31, 2012
REVENUE			
Membership fees	11,110	17,671	14,622
Program registration fees	125,848	91,049	99,765
Interest	265	196	491
<i>Total revenues</i>	<u>137,223</u>	<u>108,916</u>	<u>114,878</u>
EXPENSES			
Programs	41,658	34,463	34,759
Speakers	30,163	24,250	34,069
Professional fees	11,669	23,537	24,481
Administrative support	32,062	21,763	15,880
CES module levies	9,841	4,728	7,539
Bank charges and credit card fees	3,787	3,019	3,914
Teleconference	1,423	1,020	1,251
Membership	100	971	5,955
Governance	378	378	590
Office and general	2,641	3,991	1,824
CES annual conference	---	48,459	---
<i>Total expenses</i>	<u>133,695</u>	<u>166,579</u>	<u>130,262</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	3,528	(57,663)	(15,384)
ACCUMULATED SURPLUS, beginning of year	<u>98,479</u>	<u>156,142</u>	<u>171,526</u>
ACCUMULATED SURPLUS, end of year	<u>102,007</u>	<u>98,479</u>	<u>156,142</u>

ACKNOWLEDGEMENTS

Committee members: Nikhat Rasheed, Dawn Campbell-Borland and Shirley Von Sychowski (Chair).

The Chapter values the administrative and coordination support provided by Kaitlyn Kochany, the professional, independent bookkeeping services provided by Raghurai Inc., and the assistance of Marinucci & Company, chartered accountants.

If there are any questions regarding the Chapter's finances, or interest in volunteering on the Finance & Audit committee, please feel welcome to contact me at: accounting@evaluationontario.ca

Respectfully submitted by:

Daria Smeh
Incoming Treasurer

Professional Development Committee Report

SUMMARY

The mandate of the PD Committee is to plan, develop and implement professional development for evaluators across Ontario.

KEY ACHIEVEMENTS

- Provided 5 offerings of the Essential Skills Series professional development workshop
 - 3 offerings were open to the public
 - 2 offerings were requested by a single client
- Developed and implemented 2 organizational policies
 - Hardship Policy
 - Refund Policy
- Updated course pricing to reflect inflation and other rising costs
- Updated the committee Terms of Reference to reflect operational changes over the past 2 years and improve committee member engagement
- Developed an RFP for new courses
- Developed the 2015 Professional Development budget
- Provided reflections to the Board of Directors on the elements of success for the committee
 - Planning
 - Volunteering
 - Cross-organizational engagement

PLANS FOR 2015-16

Over the next year the PD Committee will strive to provide high-quality and relevant professional development opportunities for evaluators across the province. New professional development opportunities will supplement the committee's provision of core courses.

The 2014-15 year has been one of transition for the PD Committee – the Co-Chairs and organizational Administrative Assistant have changed over and membership within the PD Committee has fluctuated.

ACKNOWLEDGMENTS

Thomas Kais-Prial (Co-Chair), Ashraful Hasan (Co-Chair), Christine Frank, Erin McKenney, Gregory Kim, Sarah Plonka.

We would like to thank the volunteers of past and present for their time and commitment to the field of evaluation and CES-ON.

If you have any questions or comments about the committee's work or are interested in volunteering on the CES-ON Professional Development Committee, please send an e-mail to: admin@evaluationontario.ca

Respectfully submitted by:

Thomas Kais-Prial & Ashraful Hasan

Co-Chairs, CES-ON 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.

In 2013-14, the Membership committee merged with the former New Practitioner and Student Committee to better address the needs of all its members and take a life-cycle approach to membership. The Chapter is pleased to report growth in membership in the past year. The Chapter had 520 members as of December 31, 2013. As of December 31, 2014, the Chapter had 447 members, a decrease of 73 members.

KEY ACHIEVEMENTS

- Developed a work plan and budget with activities planned for 2014/15 and beyond.
- Finalized the New Practitioner Policy Statement and delivered it to CES National for discussion (ongoing)
- Hosted a regional networking event, student networking and mentoring opportunities and an online webinar
- Organized the 2015 AGM and Learning Event.

PLANS FOR 2015-16

There are a number of activities planned for 2015/16 to support all CES Ontario members. This includes a regional networking event, student networking and mentoring opportunities and opportunities for online webinars for members on a variety of new and relevant topics in evaluation.

ACKNOWLEDGMENTS

Committee Members: Tommy Tam (Co-chair), Daria Smeh (Co-chair), Tamara Mohammed, Racquel Smith. We thank everyone for their time and dedication to the Membership Committee over the past year. We also wish to thank Kladja Gega (former Chair), Nikhat Rasheed and Kaitlyn Kochany for their on-going support.

If you have any questions or are interested in volunteering with the CES Ontario Membership Committee, please contact me at: membership@evaluationontario.ca.

Respectfully submitted by:

Tommy Tam, Co-Chair, Membership Committee

National Board of Directors Representative's Report

SUMMARY

CES-Ontario's new representative on the National Board of Directors began their term in January 2015, participating in monthly conference calls with the National Board, and was in attendance for in-person meetings prior to the National Conference in Montreal. Our representative was also in attendance at the 2015 National Conference and participated in the National AGM.

KEY ACTIVITIES

The CES-Ontario representative joined 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.

Our representative also made a presentation at the National meetings in Montreal to seek National's approval on the piloting of a new membership category for those members with a New Practitioner Status (NPS), meaning beginning their evaluation practice within two years of graduating from university/college. National passed a motion to allow CES-Ontario to pilot the new membership category and to study its impact on the conversion rates of student members to NPS members to full members.

PLANS FOR 2015-16

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.

The representative will also work with our chapter President and Past President to implement an evaluation study of the NPS membership pilot over the next two years.

ACKNOWLEDGEMENTS

Dawn Campbell-Borland was CES-ON's representative on the CES National Board of Directors from the 2014 AGM in October to December 2014.

Dr. A. Sidiq (Sid) Ali, CE has been the CES-O representative on the CES National Board of Directors since January of 2015.

Board & Staff 2014/15

BOARD MEMBERS

Terry Spencer
Nikhat Rasheed
Shirley Van Sychowski
Dawn Campbell-Borland*
A. Sidiq (Sid) Ali
Kelsen Chau
Tommy Tam
Klajda Gega*
Daria Smeh
Thomas Kais-Prial*
Ashraful Hasan
Racquel Smith

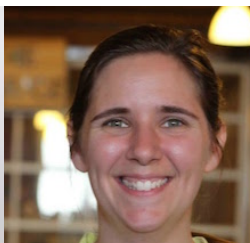
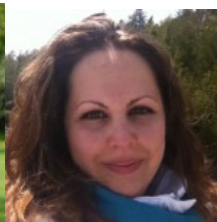
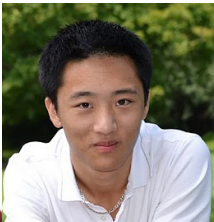
SECTOR

Education
Consulting
Non-profit
Corporate
Consulting
Non-profit
Public Sector
Consulting
Consulting
Public Sector
Consulting
Consulting

ROLE

President
Past President
Treasurer
Secretary
National Council Representative
Member
Co-Chair, Membership Committee
Co-Chair, Membership Committee
Co-Chair, Membership Committee
Co-Chair, PD Committee
Co-Chair, PD Committee
Member

*Not continuing 2015/16



ADMIN COORDINATOR

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