

Annual Report 2019-20

FISCAL YEAR 2019

Our Vision: We are committed to inclusive and collaborative communities of inquiry and practice. We envision a world in which evaluative thinking and evaluation practice empowers individuals and enhances community well-being.



ANNUAL REPORT 2019-20

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VICE-PRESIDENT & PRESIDENT REPORT

The Board of Directors of the Canadian Evaluation Society – Ontario Chapter (CES-ON) has been closely monitoring the emerging COVID-19 situation. We sincerely hope that you and your family are safe, in good health and coping with the increasing social isolation brought about by the pandemic. For those of you with family and friends in other parts of the world who are suffering, our heart goes out to you and them during this difficult time.

CES-ON is committed to doing our part to flatten the curve. In compliance with the recommendations by Public Health Canada, we will not be offering any in-person events until such time as the current social distancing recommendations are changed, and these types of activities are declared safe by Public Health Canada. To better serve our members through the pandemic, we have updated our refund policy to allow for no-risk cancellations.

This past year has been a challenging one, and we anticipate further challenges as we work through the ramifications of COVID-19 on our association. Enrolment in our professional development courses has been declining year over year for the last two years, and COVID-19 has only exacerbated this situation. CES-ON had been discussing providing professional development options in online formats for the past year, including the e-Institute, in order to expand our offerings for members and interested learners outside the Greater Toronto Area. Our most recent membership survey, completed with support from an undergraduate student placement along with membership committee volunteers, solidified our commitment toward offering more web-based learning.

In addition, with COVID-19 upending plans for in-person professional development, the Chapter has now turned with intense focus on facilitating accessible online offerings for members. Since fall 2019, the Chapter has offered a new course on Infographics that has sold out twice, and is working with other providers of intermediate/advanced workshops to transition offerings to online delivery, and to plan for additional topics. This is taking an enormous amount of volunteer time.

COVID-19 has also delayed our ability to hire a Program Manager, a position that closed in February, and for which we had several dozen applicants. A hiring committee went through intense rounds of ranking to determine top candidates, only for the recruitment drive to be frozen at the interview stage because of the pandemic. The Program Manager role is planned to be a key driver of our Integrated Strategic and Operational Plan, and we hope to restart the process during summer/fall 2020.

Financial management is a core component of the work of a nonprofit Board of Directors. CES ON continued to demonstrate fiscal responsibility by preparing and tracking income and expenses to an annual budget, retaining external bookkeepers, enhancing our financial controls and undertaking an annual financial audit signed off by Hogg Shain & Sheck, CPA.

The Financial Statements for FY 2019-20 will be presented by the Treasurer in her report. In summary, due to reduced enrolment for the ESS program, as well as the intermediate/advanced courses, the Chapter posted a deficit of \$21,003, an increase of 31% over FY 2018. Even with conservative calculations, given the impact of COVID-19 on operations, we are budgeting for a deficit of approximately \$27,000 for FY 2020. Although diminished somewhat, we have a healthy balance of unrestricted assets – \$140,609 – that can sustain us through two years of fulltime operations without any income. Investing in a long-term strategy to raise revenues remains a key driver of Board work. We have retained a financial services and organizational development consultant to help us work through the operational model.

In terms of supporting networks, the Chapter continues to support Eval Café, originally a peer community of 700+ evaluation practitioners and members of other disciplines in the Greater Toronto Area. We are pleased with the network expanding to Evaluation Café Ontario, and are happy that volunteers have stepped forward to support a local community of practice in the Waterloo & Wellington region. The Chapter encourages other local communities to come forward and make use of the Evaluation Café Ontario platforms. Eval Café Ontario has moved to hosting bi-weekly virtual meet-up events focused on “Evaluation during social distancing.”

The Board has also seen turnover and has been operating at maximum capacity without a full Board complement this year. It has been an enormous undertaking of work, in the past four months in particular, as we continue full throttle to pivot during this time. As Scott Galloway, Professor of Marketing at New York University recently said, societies are experiencing decades of change in days. We recognize that it is going to take all of us, and not just our Board of Directors, Committee Volunteers and Administrative Coordinator, to come together to set CES Ontario up for success in the coming years. We will be reaching out to our members for their support, expertise, and input. Please watch out for any communication regarding this.

We would like to thank outgoing directors, Paul Bakker, Kelsey Chawla and transitioning directors Eden Amare and Arubah Nadeem for their service to the Board. Arubah led the Professional Development Committee as a Co-Chair and Kelsey served on the membership committee, and several ad hoc working groups such as recruitment and selection. Paul and Eden led the Membership Committee, planning and organizing our first online Annual General Meeting and launching the 2020 membership survey. This data will be invaluable for our pivoting in this time of rapid social change.

We would like to welcome new recruits – Maria Mardirosian, Yasir Dildar, Lina Hammad and Marisha Holmberg (who previously served a Board term in 2012-15) to the Board of Directors for the 2020-2023 term, and to thank in-term directors for their continued dedication to this association. We look forward to working with each of you to continue to build this association.

Special thanks to our contractors for making our work possible: Kaitlyn Kochany, Administrative Coordinator; Raghurai Inc, bookkeepers; Hogg Scheck and Shain, Chartered Accountants; and Shiraz Khan, web administrator.

Respectfully submitted by:

Nikhat Rasheed (Vice-President) and Roxana Vernescu (President)



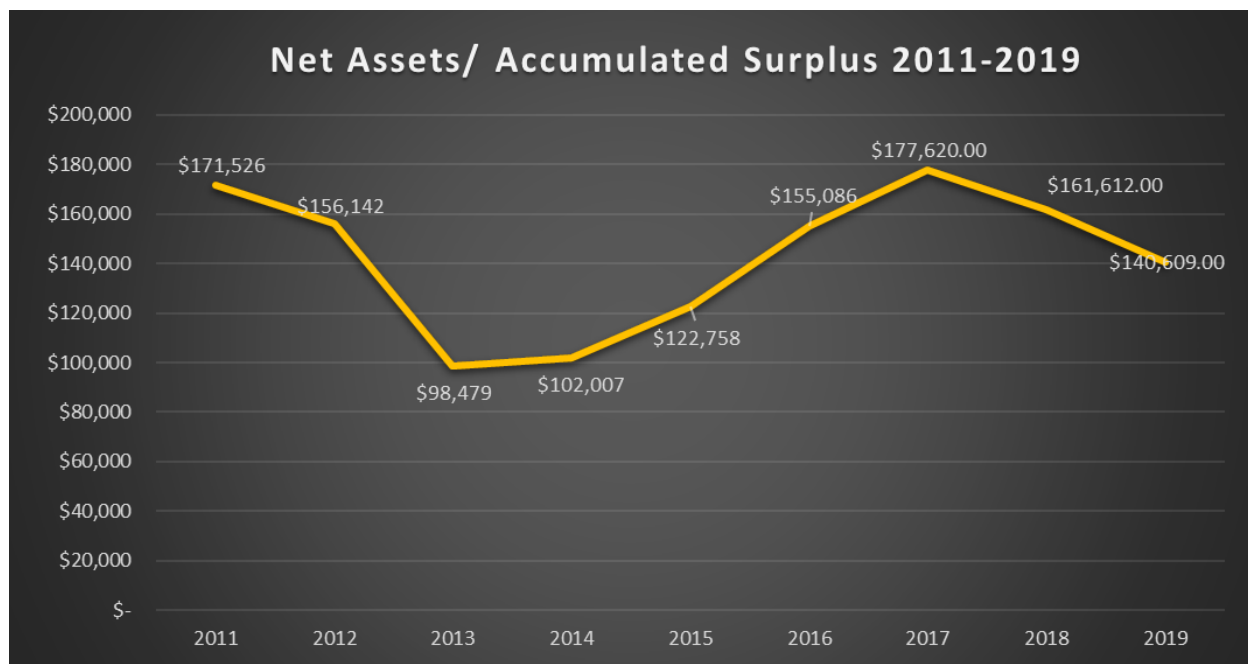
TREASURER & FINANCE COMMITTEE REPORT

SUMMARY

The Chapter's finances are overseen by the Treasurer, who is responsible for the fiscal monitoring of the Chapter. The Treasurer also chairs the Board's Finance and Audit Committee.

The Chapter ended FY 2019 with a deficit of \$21,003. Despite this deficit, our net assets remained high with an accumulated surplus for the Chapter at a total of \$156,656, including a GIC for \$10,446.

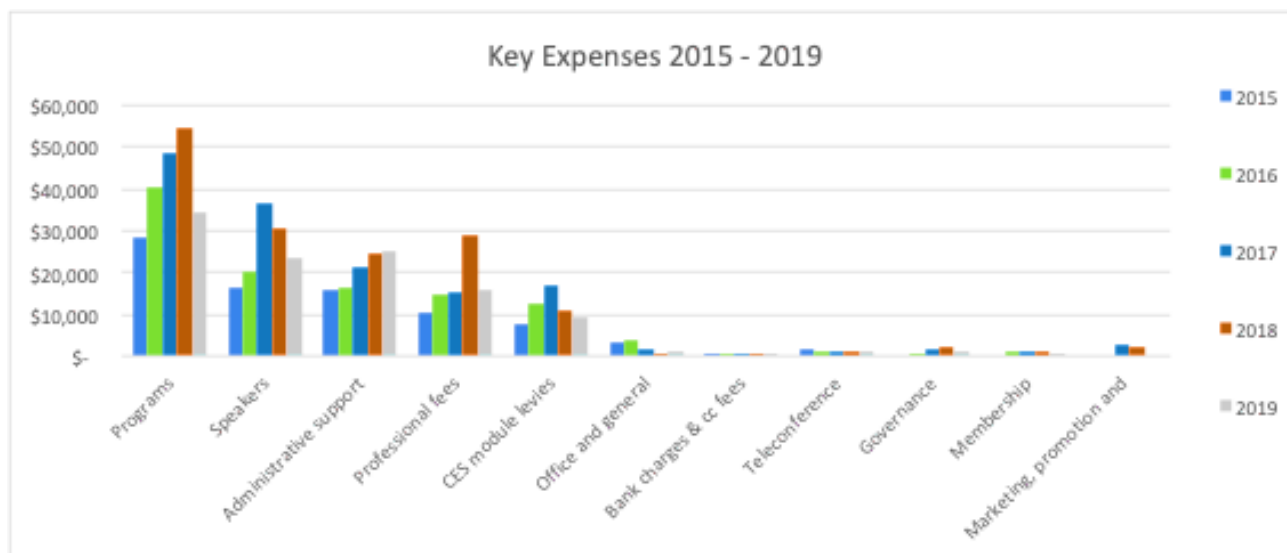
The Chapter maintained program activities in 2019, including both ESS and third-party workshops. No private ESS workshops were offered. Decreased participation in workshops resulted in decreased revenue (by 35%). The chapter did keep expenses low through efficient administrative procedures (e.g., online banking, low printing costs) and process efficiencies (e.g., use of Dropbox). Further details are available in the Audited Financials for FY 2019.



KEY ACHIEVEMENTS

This year, the Finance and Audit Committee undertook the following:

- Developed and approved the 2020 Budget.
- Completed the Annual Financial Audit for FY2019 with an unqualified opinion.
- Regularly monitored financial statements and conditions.
- Transitioned from the previous treasurer to a new treasurer.



ANNUAL FINANCIAL AUDIT

The Chapter is very satisfied with the auditing services of Hogg, Shain & Scheck Professional Corporation. They were competent, thorough and professional. We recommend appointing Hogg, Shain & Scheck Professional Corporation as the auditors for FY 2020.

PLANS FOR 2020-2021

The Finance & Audit Committee will continue to focus its efforts to strengthening the internal financial controls (processes and policies) for the association and ensuring that all processes and policies are documented; providing planning, budgetary and policy support to other committees; and overseeing the bookkeeping, accounting and audit to ensure best practices are being implemented.

In addition, we will support and monitor the development of new third-party courses, offered online and in-person, and will offer CES National's e-Institute as an alternative to in-person ESS workshops. This is a creative solution to ensure revenue streams continue despite uncertainty about our ability to offer in-person workshops. We will also work with the program manager when selected to investigate new revenue streams for the chapter.

ACKNOWLEDGEMENTS

I would like to acknowledge the contributions of: Nikhat Rasheed and Roxana Vernescu for their participation in the Finance & Audit Committee. I would also like to acknowledge the support of former treasurer, Tin Vo, as I transitioned into the role of Treasurer for the chapter.

Respectfully submitted by:

Heather Walters, Treasurer

PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

SUMMARY

The Professional Development Committee (PDC) is a standing committee of the CES Ontario Board. The PDC's purpose is to plan, develop and implement professional development to meet Ontario evaluators' learning needs. The Ontario Chapter's PDC strategically works to offer a wide range of professional development opportunities to CES members and new practitioners.

KEY ACHIEVEMENTS

Since June 2018, the PDC has consisted of two Board Directors (committee co-chairs) and a core group of five dedicated and highly skilled, professional volunteers. The committee facilitated the consistent delivery of three Essential Skills Series workshops from June 2019 to June 2020 to 42 professionals, and provided the following intermediate to advanced workshops to meet CES members and the general public's learning needs from June 2019 to June 2020:

- Infographics*
- Performance Measurement
- Developmental Evaluation

PLANS FOR 2020-21

The 2020 CES membership survey, Integrated Strategic Operational Plan, and the unique realities of COVID-19 has provided an opportunity for the PDC to strategically plan for the following in 2020:

- Modernizing and innovating the way PDC delivers workshops, including the Essential Skills Series.
- Strategically exploring intermediate to advanced learning opportunities to align with Credentialed Evaluator Designation program and professionals' learning needs.
- Offering virtual on-line workshops for Infographics and Strategic Project Management and the Essential Skills Series workshops.
- Partnering with Georgian College Research Analyst students on their Major Research Project to acquire a comprehensive understanding of professionals' learning needs and effective marketing strategies.
- Evolving and continuously improving the PDC through collective reflection about PDC's role, responsibilities and activities based on the development of a PDC Theory of Change.
- Actively applying a Continuous Quality Improvement Framework to guide PDC's planning and implementation to offer affordable, quality learning opportunities that are accessible.
- Capacity building and collaborating with the other committees of CES-ON to advance and market professional development at various networking and learning events.

ACKNOWLEDGEMENTS

Professional Development Committee members for 2019-2020: Marion Trent-Kratz, Marisha Holmberg, Yasser Ismail, Antonia Berlingeri, Gary Hayes, Lina Hammad, and Martha McGuire. We would like to express gratitude to past and present volunteers for their time, commitment, and professionalism they contribute to the field of evaluation and CES Ontario.

Respectfully submitted by:

Marisha Holmberg and Marion Trent-Kratz, Co-Chairs, Professional Development Committee

**Delivered multiple times to meet the learning needs of CES members and the general public*



MEMBERSHIP COMMITTEE REPORT

SUMMARY

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

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

KEY ACHIEVEMENTS

- The Chapter maintained a membership of a little over 400 members for 2019-20. However, that number has dropped to 362 as of May 2020; most likely due to the CES National Conference being postponed.
- Hosted two in-person networking socials: one specifically for outreach to new practitioners and students, and a second to support those interested in becoming a Credentialed Evaluator;
- Continued discussions with the Canadian Evaluation Society Educational Fund, EvalIndigenous, and the other chapters regarding creating a bursary to support evaluation capacity building for Indigenous peoples. There is commitment in principal from many parties, but much work remains to implement the bursary.
- Hosted webinar learning event on the Common Approach in partnership with Carleton University;
- Updated the Membership Committee's Work Plan and participated in the annual budgeting process; and
- Organized the 2020 Annual General Meeting and Member Consultation via a Chapter Membership Survey.

PLANS FOR 2020-2021

Membership will continue in 2020 to implement the committee's Work Plan (2020), which includes:

- Mentorship initiative for members interested in applying for the Credentialed Evaluator designation;
- Focused work to support evaluation within the non-profit sector and communities of practice;
- Enhanced outreach to students and new practitioners in evaluation;
- Increasing access to CES-Ontario events and activities to members outside the Greater Toronto Area via use of webinars as opposed to in-person networking for members;
- Implementation of a new member welcome kit/orientation to CES benefits and resources;
- Analyzing membership data to inform CES Ontario planning to best meet member needs and interests.

ACKNOWLEDGEMENTS

Membership Committee members for 2019-20: Rachel Laxer, Maria Mardirosian, Jessica Habkrik, Kelsey Chawla, Yasir Dildar, Eden Amare, and Paul Bakker. We would like to thank the volunteers of past and present for their time and commitment to the field of evaluation and CES Ontario. We also want to thank all the tremendous support provided to the Membership Committee by Kaitlyn Kochany, Administrative Coordinator, CES-ON.

Respectfully submitted by:

Eden Amare and Paul Bakker, Outgoing Membership Committee Co-Chairs, & Maria Mardirosian, New Membership Committee Chair



NATIONAL BOARD REPRESENTATIVE REPORT

SUMMARY

The National Board Representative serves as the voice for the Ontario Chapter at the National level. During monthly National Board Meetings, as well as at the annual in-person meeting, the representative ensures that Ontario's interests are brought to the table and reports back to the chapter on National initiatives that will impact the chapter. The National Board Representative also sits on committees at the National level, of which the Ontario Representative sits as a member of the Governance and Process Committee.

HIGHLIGHTS FROM NATIONAL

Annual Conference: C2020 was postponed due to COVID-19, and in light of the important public health issues and the uncertainty around the ability to hold a large face-to-face event in May 2021, the CES has decided to innovate and transform the C2021 conference from its traditional format to a virtual event.

Communication and Marketing: C&M activities have been focused on building supports for the new strategic plan. Part of that support is a new workplan and communication and marketing plan tied to the new strategic plan.

Professional Learning Committee: PLC worked with CJPE to offer 9 webinars in 2019-20. The PLC has worked with the VP to establish an approach to evaluating the Professional Designation Program for lessons learned. E-Institute course offerings as of June 2020 include: Essential Skills Series, Evaluation Theories and Models, Survey Methods, Simple Spreadsheets and Great Graphs. The e-institute is working on the development of four new courses: Economic Evaluation, Quantitative Analysis, Qualitative Analysis and Truth and Reconciliation in Evaluation.

Governance and Process: The three large initiatives taken on by the Governance and Process Committee this year included Review Terms of Reference (including accountability to the board) of all the committees, task forces and working groups; updating the Policy Manual; and a legal review and update of contracts and MOU templates.

Treasurer and Finance: CES National is in a healthy position with respect to our net assets – but worth noting that by the end of 2019-20, the overall revenue is expected to be impacted by COVID-19, given the loss of revenue from the cancelled Ottawa 2020 conference and the expected new membership that usually accompanies it.

Working Groups

CJPE: The journal has published 3 issues and made a substantive contribution to the field of Indigenous evaluation through a thematic segment and a special issue. 45 manuscripts were submitted between April 2019-20.

Diversity, Equity, and Inclusion Working Group: The DEI WG was restructured, including the recruitment of new members, creation of a streamlined workflow, centralized DEI WG email accounts, and development of an annual work plan.

Sustainability Working Group: The SWG worked closely with the 2020 National Conference (C2020) Sustainability Committee to apply a re-branded version of the C2019 Greening Rubric. Due to postponement of the C2020 for one year, this work will be carried forward in preparation for C2021.

ACKNOWLEDGEMENTS

As the National Representative, I would like to thank Roxana Vernescu and Nikhat Rasheed for their ongoing leadership of the Chapter and voice at the National level via the Chapter Presidents' council, as well as Kaitlyn Kochany for her administrative role in the Chapter.

At the National level, I would like to thank Sarah Farina (outgoing president), Susan Hollett and Alaina Roach O'Keefe (Governance and Process Co-Chairs), and Scott Kettles (National Operations and Member Services Manager).

Respectfully submitted by:

Patricia King, CE, CES National Board Representative



NOMINATING COMMITTEE REPORT

SUMMARY

The Nominating Committee is a Standing Committee of the Board of Directors, tasked with preparing and implementing a Nominations Process to ensure the continuity and succession of the Board. The Nominating Committee prepares the Call for Nominations, screens members for application to the Board of Directors, undertakes communications related to the Call for Nominations and implements a reliable process to select and recommend names of directors willing to serve in Board Officer capacity, in adhering to procedures set out in the by-laws.

KEY ACHIEVEMENTS

- Supported the Board in developing the governance survey to identify the skills and competency areas required for the organization to meet its ISOP goals and strategies.
- Developed a detailed Open Call for Nominations, outlining the expectations, roles and responsibilities for directors.
- Identified the number vacancies (6) required for a full board complement (13). Two (2) vacancies were filled by the Board prior to the AGM call-out by directors recruited from the membership and professional development committee cadres, leaving four (4) for open recruitment.
- The Committee independently and collectively reviewed the two (2) nominations/applications received for eligibility and fit, and put forth a Slate of Nominees for approval by the membership at the AGM.
- This year the Board has approved a Slate of eleven (11) to be presented to the membership, including two Nominees recruited through the Open Call Process (Yasir Dildar, Lina Hammad), two recently appointed directors (Maria Maridosian, Marisha Holmberg), and seven in-term directors.
- While the Board intends to fill all vacant positions, it has been our experience that taking nominations has not resulted in successful participation/term completion, therefore nominations from the floor are not being accepted today.

PLANS FOR 2020-21

- As we undertake our internal restructuring process to better deliver our strategic plan, the Board will recruit two additional directors with the skills /competencies highlighted through our governance survey.
- The Board is committed to upholding its organizational values of equity and social justice, and these will continue to inform our recruitment efforts going forward.

ACKNOWLEDGEMENTS

The members of the Nominating Committee included: Nikhat Rasheed, Donna Howard and Roxana Vernescu.

Respectfully submitted by:

Nikhat Rasheed, Chair, Nominating Committee

THE TEAM

Our current Board of Directors were elected at the Ontario Chapter Annual General Meeting on June 19, 2019 and served in the following capacities for 2019-20. Our officer terms run as per fiscal year, January – December, for internal transition purposes, hence names may be repeated if directors have changed roles since the last Annual Report.

President: Roxana Vernescu

Vice-President: Nikhat Rasheed

Treasurer: Heather Walters

Secretary: Nick Petten

Past President: Nikhat Rasheed

CES Board of Directors Representative: Patricia King

Co-Chairs, Membership Committee: Paul Bakker and Eden Amare

Co-Chairs, Professional Development Committee: Marion Trent-Kratz, Arubah Nadeem (to March 2020), Marisha Holmberg (from May 2020)

Directors: Kelsey Chawla, Donna Howard, Maria Mardirosian (from May 2020)

Administrative Coordinator: Kaitlyn Kochany

Information Technology Support: Shiraz Khan

Auditors: Hogg, Shain & Sheck Professional Corporation

Bookkeeping: Raghurai Inc.