

## 23<sup>rd</sup> Annual General Meeting 2019

Wednesday June 19, 2019 | Ryerson University, Toronto

### Meeting Minutes

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#### 1. WELCOME

#### 2. LAND ACKNOWLEDGEMENT

Paul Bakker opens with a land acknowledgement.

#### 3. CALL TO ORDER, QUORUM & APOLOGIES

Paul Bakker (Co-Chair, Membership Committee) called the Annual General Meeting to order at 1:38 pm. Quorum was present with 16 Chapter members present.

Bakker reads out the names of board members who had served during the 2018-19 year. All current board members except Eden Amare, Kelsey Chawla, Donna Howard, Marci Pernica, and Nikhat Rasheed, were present. Bakker acknowledges and thanks directors who served though the 2018-2019 year.

#### 4. ACCEPTANCE OF PROXIES BY SECRETARY

No proxies received.

#### 5. REVIEW AND ADOPTION OF AGM 2019 AGENDA

*Motion to approve the agenda as presented made by Roxana Vernescu and seconded by Liz Martin. No discussion. Motion passed by unanimous consent.*

#### 6. REVIEW AND ADOPTION OF 2018 AGM MINUTES

*Motion to approve the minutes of June 19, 2018 made by Patricia King and seconded by Heather Walters. Motion passed by unanimous consent.*

*Amendment: Title errors will be removed*

*Amendment: Natalie Sibille will be noted in as in attendance*

#### 7. PRESENTATION OF THE ANNUAL REPORT

## **7A. PRESIDENT'S and VICE PRESIDENT'S REPORT**

Roxana Vernescu (President) outlined three key activities and accomplishments of the Chapter for 2018-2019: engaging, growing, and diversifying membership; providing greater value and learning opportunities; and strengthening internal controls (policies) and processes. These theme areas have also come up during the ISOP process, and will be discussed in more details later in the meeting.

Vernescu acknowledges the volunteer support from the directors of the Board, and makes special mention of Tin Vo, who is stepping down as the chapter's Treasurer after this AGM.

## **7B. TREASURER'S REPORT & AUDITED FINANCIALS FOR YEAR ENDING IN DECEMBER 31, 2018**

Tin Vo (Treasurer) presented the 2018 Audited Financial Statements. CES Ontario underwent an audit process in the spring and came out with an unqualified statement from the auditors. The chapter saw a small (16%) decline in revenue, based on lower enrolment in the chapter's professional development activities. There was also a 7% increase in expenses, mostly related to increased facilities costs.

### Questions/Discussion:

- *Liz Martin: no private ESS workshops were offered last year; was the revenue decline related to lower enrolment in public courses or not offering private courses?*
  - *Tin Vo: The decline is related to lower public enrolment, but PD committee is looking into renewing interest in private workshops*
  - *Nick Petten: private ESS offerings were mostly organic, and he encourages members to spread the word that we offer the ESS on-site*
  - *Arubah Nadeem: there have been some recent inquiries about on-site ESS sessions and other CES Ontario courses*

***7Bi: Motion to approve the Audited Financial Statements 2018 moved by Nick Petten, and seconded by Patricia King. No discussion. Motion passed by unanimous consent.***

Vo recommended the appointment of Hogg, Shain & Scheck as the Independent Auditors for the fiscal year 2019.

**7Bii: Motion to appoint Hogg, Shain & Scheck as the Independent Auditor moved by Tin Vo and seconded by Paul Bakker. No discussion. Motion passed by unanimous consent.**

## **7C. SECRETARY'S REPORT**

Nick Petten (Secretary) presents the Secretary's Report for 2018, in response to the chapter's 2018 motion to support Indigenous evaluators and evaluation. He discusses his work with the National Diversity Working Group, which includes: a group-sponsored literature review; two presentations at the recent CES national conference, and working with the future hosts of the next conference; working with the e-institute about developing Indigenous-focused professional development; and working with the CE committee about how to best diversify for that committee. He shares that much of the direction on this topic comes from the national level. Please refer to the 2018-2019 Annual Report for more details.

## **7D. PROFESSIONAL DEVELOPMENT COMMITTEE REPORT**

Arubah Nadeem (Co-Chair, PD Committee) presented the Professional Development Committee report for 2018. The committee in 2018 has consisted of two board directors and five volunteers. Nadeem highlights the specific activities conducted by this committee, including: the expanded delivery of five sessions of intermediate/advanced workshops; and outlined the PD offerings for the rest of the year. As Vo outlined in his report, much of the chapter's revenue comes from PD activities, so the committee is looking to diversify their marketing efforts. Nadeem also acknowledges the service on the volunteers on the committee. Please refer to the 2018-2019 Annual Report for more details.

### Questions/Discussion:

- *Liz Martin: what are the ways that we market the courses to the public?*
  - *Arubah Nadeem: we rely mostly on our volunteer's networks, through social media. We don't currently have formalized partnerships to co-market our offerings, but that is a topic under board discussion. We post the events on our website and on the national website.*
- *Geetha Van de Daele: how as the online offering from National impacted enrolment?*
  - *Arubah Nadeem: under discussion and is something the board is exploring*
  - *Nick Petten: online offerings could represent that dip in revenue*

- *Ilene Hyman: has there has been evaluation of the ESS course? Are there testimonials that could speak to the impact of the course?*
  - *Arubah Nadeem: there is some satisfaction feedback for our offerings*
  - *Patricia King: National conducts a lot of membership surveys, and people are asking for higher level of learning: the "intermediate ESS," and the e-institute versions of the ESS*
  - *Roxana Vernescu: the chapter has started developing a training and evaluation framework that digs deeper into educational impact, based on Kirkpatrick model. Important that we "walk the talk" on evaluating our offerings*

## **7E. MEMBERSHIP COMMITTEE REPORT:**

Paul Bakker (Co-Chair, Membership Committee) presented the Membership Committee report for 2018, highlighting the specific activities conducted by this committee, including: further engagement with students and new practitioners, which has finished its pilot, and it will be piloted at the National level; supporting evaluation communities of practice, including Eval Café in Toronto and the Evaluation Network in Hamilton, and open to supporting other communities of practice; better support and engagement of Indigenous evaluators, including conversations with CES-EF (Education Fund) and the creation of a bursary; and the creation of an Indigenous Advisory role on the Ontario board; more online events, including the upcoming ISOP-related member engagement sessions. Please refer to the 2018-2019 Annual Report for more details.

### Questions/Discussion:

- *Marika Warner: can we share examples of communities of practice?*
  - *Marion Trent-Kratz: outlines the current Hamilton community of practice, which operates on a constellation model, and which has grown to include ECE students at Mohawk College.*
  - *Paul Bakker: it made sense to co-promote in Hamilton so CES members are "hooked in" to activity in that region.*
- *Geetha Van den Daele: engaging Andrea Johnson, a past president, and the Tamarack Institute, on the topic of Indigenous evaluations and trainings.*
  - *Roxana Vernescu: we want to reverse the lens from "competitor" to "collaborators" and to partner more with networks and community groups with similar visions and mandates around research and evaluation*
- *Liz Martin: partnering with Ontario Trillium Foundation was mentioned in last year's report; where are we with that relationship?*
  - *Paul Bakker: we did partner with OTF in 2018 on Connected People topics, and there was an intent to make that a series of events, but that has been put on hold due to funding freezes on the OTF side. The*

- relationship remains excellent and now may be a good time to reach out to them*
- *Roxana Vernescu: in the ISOP, we discussed what partnerships really are and what they mean, and what is collaboration? Developing a framework, with an eye to developing policy, around answering those questions*
  - *Christopher King: 400 members in CES, but any idea of the total population of evaluators?*
    - *Roxana Vernescu: no real measure. 1200 people on LinkedIn group; also trying to encourage para-evaluators to think of themselves as part of the community*
    - *Patricia King: also considering with the National Capital Chapter, which has as many people in the chapter as we do provincially*
    - *Paul Bakker: not everyone self-identifies as an evaluator*
  - *Ilene Hyman: do we have targets for membership numbers?*
    - *Paul Bakker: Not at the moment, can discuss hard targets under the ISOP conversation*

## **7F: NATIONAL BOARD REPRESENTATION REPORT**

Patricia King (CES National Board Representative), presented the National Board report for 2018-19. It has been a busy year at National; new President Sarah Farina, so there has been transition. Changed staffing from an Executive Director to Membership and Operations Coordinator Scott Kettles. More than 400 people attended the May 2019 National conference. Conference topics included sustainability and diversity initiatives. National initiatives include policies refresh and a closer look at staffing and contractor documents. With the New Practitioner pilot, National will move ahead with another three-year pilot of the program, this time for all of Canada. Please refer to the 2018-2019 Annual Report for more details.

## **7G: NOMINATIONS COMMITTEE:**

On behalf of Nikhat Rasheed (Chair, Nominations Committee) Roxana Vernescu presented the Nominations Committee report for 2018, highlighting the specific activities conducted by this committee, including the call for nominations to fill two (2) vacancies on the 2018-2019 Board of Directors. Other committee activities include a closer look at the role of the board in the face of the ongoing ISOP work and discussions. Please refer to the 2018-2019 Annual Report for more details, and for information about new, returning, and in-term directors. *Please note that the board has chosen to fill one of the two vacancies, and will continue to recruit for the one vacancy.*

***Motion to accept the proposed change to Article 7 of the CES Ontario By-Laws, moved by Tin Vo, and seconded by Paul Bakker. No discussion. Motion passed by unanimous consent.***

***Motion to accept the 2018-2019 Annual Report, moved by Liz Martin, and seconded by Tin Vo. No discussion. Motion passed by unanimous consent.***

## **8. ELECTION OF BOARD OF DIRECTORS**

***Motion to elect the 2019 Slate of Nominees as presented by the Board, moved by Patricia King and seconded by Nick Petten. No discussion. Motion passed by unanimous consent.***

## **9. SPECIAL TRIBUTE**

Roxana Vernescu recognizes Nikhat Rasheed, and thanks her for her leadership and vision on her work on the CES Ontario board of directors. She has been acknowledged this year with an Outstanding Leadership Award. Nikhat Rasheed has given thousands of volunteer hours to the chapter, and continues to serve the chapter in the Vice President role.

## **10. NEW BUSINESS—INTEGRATED STRATEGIC AND OPERATIONAL PLAN PRESENTATION & MEMBERSHIP ENGAGEMENT**

At the 2019 Annual General Meeting, SN Management presented their work to date on the Integrated Strategic and Operational Plan. Roxana Vernescu outlines the work that has been done since last year.

Stakeholder Engagement: this is a critical topic, because we are a stakeholder organization. How do we move forward on this model, or integrate it with another model that ensure accountability. We settled on a balanced scorecard model that integrates many of these components, and started asking about which stakeholder groups to which we tailor activities. Looking for key strategic partnerships.

Key Themes: based on surveys done with the board: Systems Roles and Impacts enhancing the capacity and supporting evaluation thinking); Members Engagement and Support; Sustainability (ability to deliver strategies we aim for, including more effective use of volunteer hours and less reliance on PD committee work).

We are looking for member approval on the Vision, Mission, and Values crafted over the last year and presented here today.

**Motion to approve the Vision, Mission, Values, and Strategic Directions as presented by the Board, moved by Roxana Vernescu and seconded by Marika Warner. Motion passed by unanimous consent.**

Questions/Discussion:

- *Liz Martin: question about Value #5 (Innovation), as it relates to leadership and advocacy. Are those qualities really related to Innovation?*
  - *Roxana Vernescu: advocacy is required to open doors and ensure that evaluation is part of the conversation; leaders are innovators and must have forward-thinking strategies to be effective. In some sectors there are penalties for not being innovative, but that may not be universal*
- *Geetha Van den Daele: are the Strategic Directions related to the Mission? Does “Strategic thinking” need to be pulled out and highlighted in the Strategic Direction?*
  - *Roxana Vernescu: do evaluators think of themselves as evaluative thinkers? Strategic thinkers? Capturing and supporting those individuals who may not think of themselves in “our” stream*
  - *Geetha Van de Daele: how to spotlight and pull out forward-thinkers in the field?*
- *Nick Petten: American Journal of Evaluation: issue on Evaluative Thinking: it is something everyone can do in many contexts*
- *Ilene Hyman: is the Mission Statement passive? Can we use “driving” or more active words than “supporting”?*
  - *Nick Petten: the board wanted softer language to recognize that we are not driving a particular agenda or evaluation practice, and to center other modes of sharing methods and knowledge*
  - *Roxana Vernescu: more active language used in Strategic Directions*

**11. OTHER BUSINESS (If added at meeting commencement)**

Liz Martin recognizes Martha McGuire was inducted as a CES Fellowship at the CES Conference in Halifax. McGuire is a longstanding evaluator in Ontario and has been a mentor to many. Congratulations to Martha McGuire!

**12. ADJOURNMENT**

**Motion to adjourn the meeting at 3:23 pm by Roxana Vernescu and seconded by Nick Petten. No discussion. Motion passed by unanimous consent.**

Approved by:

Date: June 2020

Attested to by:

Date: June 2020