

**Canadian Evaluation Society
Minutes of the 2002 Annual General Meeting
Westin Hotel, Halifax, Nova Scotia
May 6, 2002**

1. Call to Order and Appointment of Secretary for the Meeting

The meeting was called to order at 4:30 pm by the President, Nancy Porteous.

Moved by Nancy Porteous, seconded by Gwen Keith that the agenda be approved.

CARRIED

Moved by Nancy Porteous, seconded by Joe Kopachevsky that Heather Perkins be approved as the Secretary.

CARRIED

2. Approval of Minutes

Moved by Nancy Porteous, seconded by Heather Buchanan that the minutes of the Annual General Meeting held in 2001 in Banff, Alberta be approved as circulated.

CARRIED

3. Slate of Officers for 2002-2003

Nancy Porteous presented the proposed Slate of Officers as follows:

President - Gwen Keith

Vice-President - Karyn Hicks

Secretary/Treasurer - Heather Perkins

Chair, Administration Committee - Barry Warrack

Chair, Member Services Committee - Lynn Bryant

Chair, Professional Development Committee - Bud Long

Moved by Nancy Porteous, seconded by Anita Myers to adopt the Slate as presented.

CARRIED

4. Treasurer's Report (Enid Markus)

The financial summary for the fiscal year ending June 30, 2001, included in the annual report was referenced.

It was reported that CES's financial status is sound. At year-end, there was a balance \$125,553, which is the legacy of several successful conferences. The current level of member's equity is expected to be maintained on the basis of a financially successful Halifax conference. This balance has enabled Council to invest in improved services for members, most notably the Core Body of Knowledge. Some exciting news on the Scholarship Fund, currently included in the CES accounts, was promised.

Several new initiatives were undertaken under the Treasurer's portfolio during 2001-02. CES rearranged its banking to reduce administrative charges and to maximize interest rates. There are plans to improve and update the financial reporting system. Council is also considering

mechanisms to: ensure a predictable and adequate stream of income to maintain services and reduce dependence on individual national conferences; and to even out the flow of funds from year to year, so that bold and rapid investments in the Society become possible.

It was reported that CES received close to \$20K from the SSHRC fund in 2002; some 35 applicants were awarded grants to attend the Halifax Conference and AGM. To streamline the process for claiming and disbursing of travel grants, guidelines have been developed.

Moved by Enid Markus, seconded by Joe Kopachevsky that the report be accepted.

CARRIED

5a. President's Report (Nancy Porteous)

In the second year of her term, the President reported that Council operations and Executive Roles and Responsibilities have been documented. CES is currently evaluating its secretariat services and will continue the process over the coming months and into next year. Work has been accomplished to build relationships with Chapters; visits to PEI, NB, NS and NF were met with warm welcome. The visits proved to be multi-purpose providing networking opportunities with members and revenue generation for Chapters through the offering of PD events. A visit to Nunavut is tentatively scheduled for Fall 2002 in support of fostering interest in CES within that Territory.

The President reported she continued to liaise externally, has been working with the Centre for Excellence in Evaluation at Treasury Board Secretariat and is continuing to explore possibilities with the Coalition of National Volunteer Organizations. She represented CES at the American Evaluation Association (AEA) conference in the Fall. A warm welcome was extended to Molly Engle, President of AEA, who is currently visiting our conference. There is a negotiated arrangement for a joint conference with AEA in Toronto 2005, under the guidance of Conference Co-Chair Arnold Love, which will present a true partnership arrangement where profits will be equally split between the two associations.

There has been much work on the international scene as highlighted in the Winter 2002 Newsletter. The President reported that she is assisting with the planning of the Inaugural Assembly in March/April 2003 of the International Organization for Cooperation in Evaluation. She extended greetings on behalf of CES at the international conference "Evaluation of Social Projects as a Way to Improve the Efficiency of NGOs' Services Provision organized by a Krasnodar regional non-for-profit organization, "The Southern Regional Resource Center" with invited representatives of non-profit organizations from Russia, the Newly Independent States (NIS) and Eastern Europe. CES will once again host a reception for CES members and participants in the International Program for Development Evaluation Training at Carleton University in June.

Moved by Nancy Porteous, seconded by Rochelle Zorzi that the report be accepted.

CARRIED

5b. Report of the Vice-President (Karyn Hicks)

Thanks were extended to Joseph Kopachevsky for the assistance extended to Karyn Hicks in the transition process over the past year. Under Conference Review, thanks were extended to the

Banff Conference for hosting a very good conference, feedback has been positive. Thanks were extended to Halifax for hosting this year's conference and Vancouver is lined up for 2003.

Work continues on the Advocacy Committee, originally initiated by Joe Kopachevsky. It is Co-Chaired by Linda Lee and comprises members from each Chapter. The work focuses on advocacy and professionalism, what do we want to say, how to say it, and through what vehicles. The framework for the Committee will be available soon along with the tasks prioritized for the next 24 months.

On Fellowship, CES has enjoyed a strong membership over the past 20 years, with some outstanding members in evaluation. There is a desire to acknowledge their commitment and benefit from it through the formation of Fellowship. This will be a prestigious honour. The criteria will be developed over the next couple of months. Bob Segsworth has agreed to provide assistance, the process for nominations will be developed and will include the parameters for Founding Fellows.

Moved by Karyn Hicks, seconded by Enid Markus that the report be approved.

CARRIED

5c. Administration Committee (Joan Kruger)

Joan Kruger described the mandate of the Administration Committee to manage the administrative affairs of the Society providing reports regularly to Council. It is their role to oversee policy documents.

As noted in the documents distributed, four by-law changes were proposed to amend the location of the head office, to add the category Fellowship (3 points) and then some language "clean up" under Memberships and Provinces and Territories.

Moved by Joan Kruger, seconded by Sandra Bozzo that the four by-law changes be accepted as presented.

CARRIED

The Case Competition will be revamped over the next year, the Student Essay/Paper Contest will be sponsored by the Scholarship Foundation.

The Communications and Translation policy were approved last year. The Database policy has been approved this year in compliance with Bill C-6. It is very important that you, as members, indicate on the membership form where we can forward your personal info. An Expense policy has been introduced this year for Council and essentially mirrors federal government expense guidelines. A Council critical path and business plan will be developed over the coming year. Members will find many of the documents now on the web site, as we move away from paper.

The CESSF fund has been re-activated this year. Bob Segsworth has agreed to be the Chair, Joan Kruger indicated she agreed to work with the Foundation as well. By-laws will need to be developed over the next few months. Thanks were extended to Michael Obrecht who instigated a significant donation to CESSF this year.

Thanks were extended to The Willow Group for their support over the past year. Personal thanks were extended to Barry Warrack, Sandra Bozzo, and Francis Remedios for all their time and effort on the Administration Committee. Barry Warrack has agreed to be Chair for the coming year.

Moved by Joan Kruger, seconded by Linda Robertson that the report be accepted.

CARRIED

5d. Member Services Committee (Lynn Bryant)

Lynn Bryant reported on some new initiatives for CES: an agreement with Crossgrove Insurance to provide benefits to members who are interested in this service; on international advocacy, CES was approached by the University of Calgary Press to assist universities in developing countries by providing the Journal at discount price to support their libraries.

A new promotional brochure is now available in both official languages. There has been a change in our web master. Jean-René Bibeau, after several years of assistance, has retired and the "job" has been passed on to Benoît Gauthier. Our web site now features some new pages, has a new look, is a great source of information, and we have become more technologically friendly. It hosts a secure online membership renewal, and provides a members only section, input your info and you can interact with members. Thanks to Jean-René Bibeau for all of his work over the past many years, and also to Benoît Gauthier and his company Circum Network for his in-kind donation to CES.

Thanks were also extended to Rob Constain for the in-kind support provided to the CES listserv, thanks to Bob Segsworth and Laurentian University for their support to the Journal, to Nancy Porteous, Guest Editor for two of our four newsletters since our last Annual General Meeting, also to Sue Licari and to Gerald Halpern for the next issue. A decision has been taken to suspend the newsletter for one year and to explore ways that the web site can be the support tool. Olive Moase has agreed to be the newsletter editor on the web site for next year. For the recent annual report, thanks to all who contributed and to Sue Licari for her patience in receiving the information.

Overall thanks were extended to Sue Licari and Kathy Jones of The Willow Group for their support in all initiatives. Thanks were extended to the Committee, Jim Cullen, Olive Moase, Linda Robertson, Brad Cousins as incoming Journal Editor and Bob Segsworth as outgoing Editor.

Moved by Lynn Bryant, seconded by Rochelle Zorzi that the report be accepted.

CARRIED

5e. Editor, Canadian Journal of Program Evaluation (Brad Cousins)

Brad Cousins announced that the Spring Issue, Volume 17 #1 is "in press" and publication is imminent. Volume 17 #2 is also well underway and expected to be published on schedule. Additionally, a Special issue is expected to be published before the end of 2002.

It was reported that work continues with Canadian Universities to ensure the Journal is a part of their collection. Three goals were announced as the focus for the next three years: in addition

to maintaining the high standard of the articles, (i) to enhance the francophone presence in the Journal there will be an Associate Editor who will be a francophone to work in partnership with the Editor; (ii) to foster/enhance international profile of the Journal and to recruit new members for the Editorial Board from outside Canada; and (iii) to promote research on evaluation, with a heavy emphasis on theoretical based articles as well as practical articles. Brad Cousins wants to bridge the gap on theory and practice and to rejuvenate the book review section.

In summary, Brad Cousins expressed much gratitude to Bob Segsworth in facilitating a smooth transition and for staying on as Editor for an additional six months to cover the period that he was on sabbatical leave. Thanks were also extended to The Willow Group for their support.

Moved by Brad Cousins, seconded by Anita Myers that the report be accepted.

CARRIED

5f. Professional Development Committee (Bud Long)

Bud Long reported that the principle activity of the Professional Development Committee in the past year has been work on advocacy and the Core Body of Knowledge project. He reported that a contract was let to Zorzi and Associates and that the work is actively underway. The first stage of the project has been completed and was discussed in Council. The contract is due to be finished in October 2002 and will be on the agenda for the Fall Council meeting.

The amendments recommended for the Essential Skills Series through the review that was conducted last year would be held for the completion of the Core Body of Knowledge project. However, one change that has been put in place immediately was to provide Chapters with the flexibility on the issue of requiring membership into the Society as part of the registration process for the Essential Skills Series.

CES continues to participate on the Joint Committee of Standards for Education Evaluation. The current Council member is Jim Cullen who follows Joan Kruger and Gwen Keith. Jim Cullen indicated that it was a great pleasure to represent CES at Joint Committee meetings where the important issue of approval of Student Evaluation Standards will take place. It was noted there is an opportunity for CES to make effort in promotion of the Standards. There will be opportunities for our members and colleagues across Canada to participate in revisions and personnel standards; information will be posted on the web site.

Moved by Bud Long, seconded by Martha McGuire that the report be accepted.

CARRIED

6. Appointment of Auditor

Moved by Enid Markus, seconded by Joseph Kopachevsky that Elizabeth Redmond of Ottawa be appointed as the Society auditor for the fiscal year ended 2001-2002.

CARRIED

7a. Other Business

Andy Rowe noted that in his personal opinion, during the period he served on Council, CES Council benefited from an election of members-at-large. The challenge he posed to Council was to reflect on its effectiveness and efficiency as a Council and its Council Representatives

including the process by which they were selected to serve on Council. It was his request that Council report back at the Annual General Meeting in 2003.

7b. Certificates of Recognition

Certificates of Recognition were extended to the following on their retirement from Council:

Joan Kruger

Enid Markus

Olive Moase

Jean-René Bibeau

Robert Segsworth

Marie-Hélène Adrien

Len Beerschoten

Sandy Henderson

Nancy Porteous extended thanks to all on Council, to Executive Council, to Jean-René Bibeau, to Chapter volunteers, to Sue Licari, Kathy Jones and the team at The Willow Group, noting success is due to the team effort provided by all. Thanks were also extended to her employers at the former Region of Ottawa-Carleton, the City of Ottawa and Health Canada for their support. A personal thanks was extended to Kathy Bouchard for her support. Best wishes were extended to Gwen Keith, the incoming President.

8. Adjournment

Moved by Joe Kopachevsky, seconded by Karyn Hicks that the meeting be adjourned at 5:45 pm.

CARRIED