

**Canadian Evaluation Society Annual General Meeting
June 6, 2006 • Delta Prince Edward**

1. Call to Order by the President and Appointment of Secretary

The President welcomed members and called the meeting to order.

MOVED by Carl Doucette, seconded by Stephanie Mowry that the meeting be called to order.
Carried.

MOVED by Carl Doucette, seconded by Mark Biddle that Sue Ryan be appointed as the recording secretary for the 2006 Annual General Meeting.
Carried.

Apologies to Gwen Keith for not including her Past President's report at the 2005 AGM meeting in Toronto.

2. Approval of the Minutes of the 2005 Annual General Meeting

MOVED by Carl Doucette, seconded by Larry Bremner that the minutes of the October 27, 2005 Annual General Meeting be adopted.
Carried.

3. Presentation of the Slate of Officers for 2006-2007

The Slate of Officers for 2006-2007 was presented as follows: President, Frankie Jordon; Past President, Carl Doucette; Vice President, Francis Remedios; Secretary Treasurer, Sandra Bozzo; Administrative Committee Chair, Barry Warrack; Member Services Committee Chair, Jim Cullen; Professional Development Chair, Jennifer Carey.

Thanks to all CES Council members on behalf of the Canadian Evaluation Society.

4. Treasurer's Report

While this report reviews the Canadian Evaluation Society's activities for the 2005-2006 fiscal year, the financial figures referenced here are from the previous fiscal year that is, 2004-2005. The audited financial statements for the year ended June 30, 2005 are included in this annual report.

During 2004-2005 CES had revenues of \$198,687 and expenses of \$206,352, an excess of expenses over revenues of \$7,665. The slight deficit can be attributed to no CES conference revenues in 2004-2005. The 2004-2005 operating budget was managed largely through cost containment measures and Council approval of cost reductions to expenditures.

Fund balances at the beginning of 2004-2005 were \$156,305 and at the end of 2004-2005 were \$148,640.

In 2005, the Treasurer worked with Council to improve CES financial management practices and closely monitored the Society's operating budget. Council has adopted new financial procedures to improve CES financial decision-making and foster greater transparency and shared accountability in managing CES' operating budget.

The CES invested in a few key projects in 2005, including:

- National Office support to the CES/AEA conference in Toronto in October 2005;
- Development of a marketing strategy for the 25th Anniversary Celebration Activities;
- Continued work and advocacy meetings with provincial representatives;
- Development of a CES Fellows recognition program;
- Funding of twenty-nine students and academics through SSHRC travel grant funding to attend the CES/AEA conference in Toronto; and
- Development of Tier II Course on Survey Research.

Two leading corporate supporters continue to generously provide CES with in-kind services, namely Circum Network Inc. and the University of Ottawa.

In the upcoming year, one major challenge for Council will be financial decision-making that considers CES' strategic plan and provides the best benefit to members.

I wish to thank Kathy Jones, Susan Ryan and staff of The Willow Group for their ongoing advice and assistance over the past year, Richard Rose for his accounting services and Elizabeth Redmond for the preparation of the CES audited financial statements for 2004-2005.

In closing, I would like to thank National Council and the membership for their support in my role as Treasurer. I am looking forward to working with CES in 2006-2007.

MOVED by Sandra Bozzo, seconded by Brigitte Maicher that the Treasurer's report as presented be accepted. Carried.

A question from the floor referred to Council expenses and the increase in expenditures. The Treasurer explained that Council has made every effort to reduce Council expenditures and implemented various cost-reduction measures in 2004/05 that resulted in a reasonably small deficit in a no-conference year.

5. Reports

a) Report from the President

As I complete my two-year term as National President I am very appreciative of having had the privilege to serve as National President of the Canadian Evaluation Society. This opportunity has provided me with a unique ability to more fully understand and appreciate the Canadian context and to lead an organization, which is so well respected nationally and internationally.

I wish to acknowledge the enormous contribution in terms of volunteer hours and commitment that members of National Council, Chapter Directors, and our members make in ensuring that the CES is achieving its vision of being the leader of evaluation in Canada and a major contributor to the global evaluation community.

In particular, I would like to thank Gwen Keith for her support to Council and to me personally in her capacity as Past CES President during the past two years. Her inspirational leadership and dedication when National President and her enormous contribution to Council as Past President have been truly valued by National Council.

I would also like to take this opportunity to thank two more Council members who are leaving us Stephanie Mowry and Christina Hache. Thanks to both of you for your support.

Throughout the past two years I have been able to visit with several Chapters including Nova Scotia, Prince Edward Island, British Columbia, Northwest Territories and Alberta to recognize the excellent work of our Chapters and members and to advocate for the enhanced evaluation function within the public and private sectors. Throughout these visits, I have been very impressed with the ability of Chapters to meet the needs of their members through an ever-increasing variety of professional development initiatives and events.

During the past year, the CES has been increasing its efforts in advocacy designed to promote evaluation and its use by individuals, private and public organizations and government. Most notably, CES has sent letters to the Prime Minister of Canada and to the Federal Minister of Finance advocating for the enhancement of the evaluation function within the federal public sector. I am encouraged by this increasing focus on advocacy by National Council, the National Advocacy Committee, our Chapters and members. While advocacy is a core business of CES, we have sometimes struggled in our approach. However, with our more recent visible attempts in advocating for the evaluation function we are becoming more comfortable in our role knowing that a more focused proactive approach will produce better results.

CES continues to be actively involved in the development of intermediate/advanced Essential Skills Series Tier 11 Courses in Survey Research and with Impacts/Outcomes Course in the offing. The results of our members' survey and the Core Body of Knowledge Study (CBK) consistently demonstrate the need and the importance of professional development for our members.

Other notable accomplishments during the past year have included the hosting of a very successful and stimulating joint conference in Toronto, Ontario with the American Evaluation Association, the introduction of a listserv, our continued leadership role with the International Organisation for Cooperation in Evaluation (IOCE), the signing of a shared activity agreement with the CES Educational Fund on the Student Paper Contest for 2006 and 2007, and the prudent management of our financial resources. I ask you to review the various Executive Council and Chapter reports contained in this annual report to become more familiar with the activities of National Council and the Chapters throughout the past year.

I would like to extend to the PEI CES Chapter and in particular to the 2006 Conference Co-Chairs, Micheline Charest and Stephanie Mowry the gratefulness of National Council and our members for hosting our 25th anniversary conference in Charlottetown, Prince Edward Island. The conference theme of “Improving the Human Condition: Critiquing the Past-Confronting the Future” is particularly relevant to CES during this yearlong celebration of our 25 years of promoting evaluation in Canada and internationally.

CES has provided funding to our Chapters to enable Chapters to celebrate our anniversary and our many accomplishments in the field of evaluation. Many Chapters have already held special events with more in the offing.

Next years’ Annual Conference will take place in Winnipeg, June 3 – 6, 2007. The theme for the Conference is: “Culture, Community and Social Justice in Evaluation”.

National Council has recently approved a Strategic Plan for 2006-2008 including strategic priorities and key results which has been posted on our website at www.evaluationcanada.ca. I ask you to review this strategic plan so that you can become more familiar with the many exciting activities CES has planned for the next two years.

I would like to extend my congratulations to Frankie Jordan, President Elect of CES. Frankie is the Past CES Vice-President and a very active member of the Saskatchewan CES Chapter. Her knowledge and prior involvement with CES will serve her well in the role as National President.

Finally, I would like to acknowledge the contribution of two persons whose contribution to CES has been outstanding namely: Kathy Jones and Benoît Gauthier.

Kathy Jones, through The Willow Group has provided administrative and secretariat services for CES for the past several years. Kathy has proven to be an invaluable resource to National Council and our Chapters. In many ways, Kathy Jones represents the best of CES in that she is knowledgeable, energetic and dedicated. CES is indeed very fortunate to having had the services of Kathy Jones in that she makes the impossible possible.

Benoît Gauthier and his company Circum Network Inc, maintain our website on a volunteer basis. Our website is considered to be the premier website in the field of evaluation today and we have Benoît to thank for this remarkable achievement.

In closing I look forward to my continued role on National Council as Past President for the next two years and to represent CES on the Board of Directors of IOCE.

MOVED by Carl Doucette, seconded by Nancy Porteous that the report from the President be accepted as presented.

Carried.

b) Report of the Past-President
Happy Birthday...CES!

Twenty-five years strong because of vision, passion, teamwork and execution by hundreds of members sustained over time.

National leadership and aligned provincial trust and dedication have put flesh to evaluation across location, language, culture and disciplines. Our successful conferences, wonderful Journal and respected, sought after professional development products have given a confident “self valued” face to evaluation in Canada.

Our Society is known and appreciated in evaluation circles around the world through its members, its website and its strategic proactive alliances. CES is a leader in evaluation in Canada and a contributor at the global level. We have a compelling history and practical stories to share. Our partners in younger structures want to learn how we have and will continue to positively impact the human condition.

A compelling desire to want to improve the human condition must first of all birth in the hearts, minds and hands of the people. I commend all Past Presidents of the CES and most recently Carl Doucette, our National CES President for the past two years. Carl, for your sensitive emotional intelligence, your relentless work ethic and your ability to move evaluation forward through various work teams – Thank you! It has been an honour to work with the current and the past National Council members. With my task of CES national succession complete at this time, I wish the new President, Frankie Jordan, the very best. I have affection and great confidence in the National Council members and workers.

CES is a contributor on the global scene. A concrete example of this is the membership that CES has with the International Organisation for Cooperation in Evaluation (IOCE). I have represented CES on the Board of Directors of IOCE, in which Europe, Africa, Asia, Australia, and USA worked to increase and assist IOCE membership, collaboration, profile and friendship.

This is not the best of times or the worst of times at CES - it is our time to address the existing issues at hand locally, nationally and internationally. Best wishes to all in evaluation as you encounter life changes.

MOVED by Gwen Keith, seconded by Karyn Hicks that the report from the Past President be accepted as presented.
Carried.

c) Report from the Vice President

My term as Vice-President of the Canadian Evaluation Society National Council started in June 2005. Because of the Joint CES/AEA conference, Frankie Jordan remained Vice President until October 2005. I thank all Council and CES members who have helped make my first year a satisfying experience. I especially thank Frankie Jordan, Kathy Jones and The Willow Group for their assistance.

Conference Review: As the flagship service to its members, the annual national CES Conference provides professional development and networking opportunities for members working in the field of evaluation.

In October 2005, the CES/AEA Joint Conference, “Crossing Borders, Crossing Boundaries” was held in Toronto with over 2000 attendees. The Joint Conference co-chaired by Dr. Arnold Love (CES) and Dr. Jean King (AEA) focused on:

- international, global, and multi-national perspectives on evaluation;
- cross-disciplinary and interdisciplinary evaluations, including increasing understanding of the similarities and differences about evaluation among disciplines;
- crossing linguistic borders and overcoming linguistic boundaries;
- multi-site evaluations;
- using different types of methods and crossing methodological borders; and,
- working across theory or model boundaries.

The local CES Ontario Chapter organized social events connected with the 2005 conference. It was an exciting time with an excellent program, engaging workshops and a variety of social functions. There was no annual CES conference in the spring 2005.

The Prince Edward Island Chapter’s CES conference is in Charlottetown in June 2006 entitled, “Improving the Human Condition: Critiquing the Past - Confronting the Future”. The conference focuses on:

- the history of program evaluation;

- the impact that CES has made over the past 25 years;
- its advocacy role;
- celebrating anniversaries (National, Journal, PEI Chapter);
- revisiting the essence and purpose(s) of evaluation;
- examining the differences that evaluation has made; and,
- reflecting on the differences that evaluation can make in the human condition.

In 2007, Manitoba Chapter will hold its conference in Winnipeg. In 2008, SQEP will hold its conference in Quebec City. Other Chapters have come forward to host in 2009 National Capital Chapter, Ottawa and 2010 British Columbia Chapter, Victoria. As a first for CES, we have identified conference locations for the next four years. This response from Chapters is another indicator of the support for and growth in the Society.

There was a conference review of the CES/AEA Joint Conference. CES requested Georgian College's Research Analyst Program (RAP) to assist with the evaluation.

The Conference Review Committee reviews CES conference activities and results has been working hard to revise the Conference Manual so that it provides practical support to future conference planning committees, including financial spreadsheets and evaluation templates. The Manual will be available in hard copy and on-line in Fall 2006.

Advocacy: Advocacy for evaluation, for the evaluation profession and for the Canadian Evaluation Society continues to be of major importance to National Council. The Executive and our Advocacy Committee have worked closely at promoting the CES, the evaluation profession and evaluation in general. In particular, an advocacy forum was set up on the CES website for Advocacy Committee members to have discussions and post documents.

In 2005-2006 the Advocacy Committee was made up of representatives from Chapters co-chaired by Karyn Hicks (NWT Chapter) and Francis Remedios (CES VP). At the October 2006 Council meetings, in order to put more focus on advocacy, Council appointed Martha Maguire as a resource person on advocacy.

The Advocacy Committee provides an opportunity for Chapters to share information about advocacy activities taking place at the local level. Through biannual conference calls and one face-to-face meeting at the annual conference, members describe local initiatives. This year, Ontario surveyed Chapters on their advocacy activities, Ontario held a contest for evaluation stories, and Alberta recently added an advocacy member on its Board.

We also worked in close collaboration with community members and ad hoc advocacy groups to advance Council priorities. In the process, we developed and implemented an effective mechanism for the approval and signing of letters that enables the Council to respond quickly to opportunities for advocacy.

For instance, a letter was sent out on April 26, 2006 to Terry Hunt, Senior Director, Centre of Excellence for Evaluation, Treasury Board Secretariat as a reply to TBS "Improving the Professionalism of Evaluation." We also responded in a timely way to requests from an independent Think Tank Group, doing advocacy work for the evaluation function, to address evaluation issues in the context of the Federal Accountability Act and the Budget 2006 Consultations. As a result, two letters were signed by the CES President and sent to the Prime Minister (March 31, 2006) and to the Finance Minister (April 18, 2006). All these letters have been posted on the special section on the CES website devoted to advocacy.

The Advocacy Committee met at the Joint Conference in October 2005. It will meet at the PEI Conference to develop its plan of activities for 2006-2007.

Canadian Evaluation Society Fellowship: The CES Fellowship established a new membership status to recognize long term and outstanding achievement and/or service of members of the Canadian Evaluation Society. In 2003 seven original founders of CES were inducted into the Fellowship. Dr. Robert Segsworth was named Founding President of the Fellowship through a unanimous vote by National Council.

In 2005-2006, selection criteria for the induction of future Fellows were developed and clarified roles and responsibilities of the partners. A panel composed of Dr. Robert Segsworth and two members nominated by Council, Nancy Porteous, former CES President and Russ Graham, former CES Treasurer, were to review

nominations for Fellows. Two Fellow candidates were approved by Council. Dr. John Mayne and Dr. Joe Hudson. They will be inducted as Fellows at the official launch of the CES Fellowship at the 2006 CES Conference in Prince Edward Island. My thanks to Dr. Robert Segsworth, Nancy Porteous and Russ Graham.

Case Competition: There will be no case competition at the PEI Conference. Rather, there will be a panel to discuss ways to improve the case competition.

MOVED by Francis Remedios, seconded by Karyn Hicks that the report of the Vice-President be accepted as presented.
Carried.

d) Report from the Administration Committee

The mandate of the Administration Committee is to manage designated administrative affairs of the Society. The Committee makes regular reports to CES Council and provides direction to Council on key administrative issues and related financial matters. Administration Committee oversees the refreshing of Council policies and procedures, drafting new ones or revising existing ones as needed.

Some of the significant activities of the Administration Committee in 2005-2006 included:

- developing a member' data and website privacy policy;
- assisting the Past-President in the nomination and election process for the new CES President for 2006-2008;
- coordinating the CES Council Strategic Planning process – overseeing the development of a strategic plan to chart Council activities through 2008;
- linking with Chapters about membership options;
- liaising with the Canadian Evaluation Society Educational Fund (CESEF) to draft a memorandum of understanding to guide cooperative efforts on the Student Paper Contest as well as providing on-going liaison between CES Council and CESEF;
- assisting Council in developing a direction for its advocacy efforts.

The Administrative Committee would also like to thank CES webmaster Benoît Gauthier for co-ordinating the CES website and The Willow Group for their valuable administrative support to CES in the past year.

I would like to personally thank Administration Committee members Mark Biddle, Alberta Chapter, Lori Ebbesen, Saskatchewan Chapter and Martha McGuire, Ontario Chapter, for the time and effort that they have contributed to this Committee and CES over the past year.

MOVED by Barry Warrack, seconded by Linda Lee that the report of the Administration Committee be accepted as presented.
Carried.

e) Report of the Members Services Committee

The Member Services Committee is a standing committee of the Canadian Evaluation Society. The mandate of this committee is to monitor and plan membership services. This Committee is responsible for recruitment and retention efforts, services to members, the *Canadian Journal of Program Evaluation*, the *WebNews*, and the development and maintenance of the website.

This has been a productive year for the Committee, the *Journal* Editors, Brad Cousins and Christian Dagenais, including Isabelle Bourgeois, Book Review Editor and Courtney Amo, Editorial Assistant, as well as the CES webmaster, Benoît Gauthier. The committee greatly appreciates the dedication and continuing collaboration of Kathy Jones, Sue Ryan and Robin MacLellan of The Willow Group.

Web Site: For a snapshot of the success of the CES website we present some typical monthly statistics, focusing on the month of April 2006

- 17,693 visits from over 9000 visitors, that is 590 visits per day
- 78,575 pages viewed (after deduction for the apparent use of crawlers)
- 6,580 megs of information downloaded
- more than 50 countries represented

Thanks to those who contribute to the editorial content of the CES website, www.evaluationcanada.ca, to inform members and the public about evaluation. The CES has also collaborated with CES Prince Edward Island to set up the 2006 CES Conference site. The basic features of the CES website include secure on-line membership renewal, application and payment; contract and job offerings; professional development opportunities; *Journal* abstracts and full text of CJPE articles; past newsletters; position papers; grey literature database; evaluation reports; discussion forums; and, members only resources such as *Source Books I & II*. Since the 2005 Conference, all texts in the Grey Literature database are fully indexed in the CES website search engine. When a document from the Grey Lit database is identified by the search engine, a special magnifying glass icon links to the actual text with the search terms highlighted. CES members now have access to Evaluation-Dialogue-Évaluation Listserv, EDE-L, inaugurated in October, 2005. Brigitte Maicher is list manager.

Newsletter: During the year 2005-2006 the CES published CES *WebNews* Volume 6. CES members are invited to contribute to this electronic library by sending their own unpublished documents and by identifying other documents that would benefit other members. Please forward to webmaster@evaluationcanada.ca.

Participation in Preparations for the CES/AEA Joint Evaluation Conference October 2005, Toronto: The Member Services Committee collaborated with CES Ontario and AEA Pipeline Task Force in selection of five students who will benefit from ongoing mentoring from local CES and at-large AEA mentors. We also worked with Judith Ottoson of AEA in preparing a New Member orientation session at the CES/AEA Conference in Toronto. The New Member orientation session will be repeated at the PEI Conference in June 2006.

CES 25th Anniversary: The Member Services Committee organized a panel session for CES Charlottetown (June 2006) on “How CES has shaped evaluation in Canada”. Among the participants were Jack Williams, Nancy Porteous, Bob Segsworth and Burt Perrin.

Request for Proposal on Credentialing: Through the Member Services Committee, on May 19, 2006, the CES published an RFP requesting bids on a report to CES on “Fact Finding Regarding Evaluator Credentialing”.

International Activities: The Chair of the Member Services committee is collaborating with the organizers of the AfrEA conference, scheduled for January 15 to 21 of 2007 in Niger. Ms Oumoul Ba Tall is the AfrEA Chairperson.

Joint Standards Committee: The Joint Committee on Standards for Educational Evaluation (JCSEE) has almost completed the revision its Personnel Evaluation Standards and its Program Evaluation Standards. CES has a long history of contributing to these practice standards and sponsors a representative on the JCSEE, as do 15 other national professional organizations. Jim Cullen represented the CES at the meeting of the Joint Committee in Washington, DC, in September 2005. The JCSEE held two sessions at the CES/AEA Conference, one giving a report on the revision of the Program Evaluation

Standards, another on 'national hearing' on the proposed revised Personnel Evaluation Standards, co-chaired by Jim Cullen and Elmima C. Johnson, AEA representative to the JCSEE.

MOVED by Jim Cullen, seconded by Afton Wright that the report of the Member Services Committee be accepted as presented.
Carried.

f) Report of Editor, Canadian Journal of Program Evaluation

I would like to thank Christian Dagenais (Associate Editor francophone), Courtney Amo (Editorial Assistant) and Isabelle Bourgeois (Book Review Editor). I also wish to acknowledge the support provided by the Kathy Jones and Sue Ryan (CES head office), the University of Ottawa, Benoît Gauthier (CES webmaster). This year Lynette Harper (former Book Review editor) and Jennifer Carey (former Editorial Assistant) stepped down from their respective roles. Their contributions over the past few years have been enormous.

2005-2006 Activities: Since the 2004-2005 annual report, three issues of the Journal have been published. Volume 20(2), fall 2005 contains the first ever thematic segment for the Journal (theme segment within a regular issue). Volume 20(3), special 20th anniversary issue guest edited by Joe Hudson. Volume 21(1), spring 2006, regular issue including the text of an invited speech by Ms. Sheila Fraser, Auditor General of Canada, delivered at the 2005 joint meeting of the CES and American Evaluation Association. Volume 21(2) fall 2006 is in preparation and on schedule; the online version should be published in October with the hardcopy version to follow.

Ongoing Operational Issues:

- **Author manuscript recruitment:** Recruitment of authors continues on an informal basis and through calls for papers on EVALTALK. The quality and quantity of submissions continues to improve. We continue to encourage authors to think about the potential for publishing thematic segments.
- **Electronic publishing:** According to B. Gauthier's reports, we are attracting considerable interest in downloading articles, particularly shortly after announcements of issue publication through CES broadcast and EVALTALK.
- **Special issue:** A 2006 special issue is planned. This special issue will actually consist of two guest edited segments, one by John Mayne on audit, evaluation and performance measurement (*Program Evaluation and Performance/Results Measurement: Why is the Boundary so Hard to Cross?*), and one by Valéry Ridde on innovative methodologies for the evaluation of community programs (*Programmes communautaires et innovations méthodologiques dans la mise en oeuvre et l'évaluation*)
- **SSHRC support:** We continue to receive SSHRC support. The proposal for funding renewal is due in June of 2007.
- **Heritage Canada:** We receive annual support from Heritage Canada to subsidize the cost of mailing the Journal to members.
- **University of Calgary Press:** We continue to have an excellent working relationship with the Press.
- **Indexing:** We are in the final stages of evaluation to be recognized by the Social Sciences Citation Index. Approval should be forthcoming very soon. We will prepare an application to Medline this summer.

Issues Arising:

- **Revision of Instructions to Authors:** We plan to revise the instructions to authors for the fall 2006 issue. Changes will be made in consultation with the editorial board. Specific changes will discourage the publication of summaries of evaluations and clarification to the Research and Practice Notes sections will be made.
- **New Sections:** Under consideration are two new sections: one on development evaluation in Canada and internationally and another on methodological issues and innovations. Each section would publish short articles that would be adjudicated by a standing peer-review committee. Two individuals have been identified as potential section editors. Details need to be worked out with the Editorial Board. We are hoping that these sections would commence some time in 2007.

Support: The University of Ottawa, Faculty of Education continues to provide a \$5,000 in-kind contribution for Journal support. At its May 2005 meeting, National Council approved my request to provide support for a one-course reduction in the form of \$10,000 per year contribution to the Faculty. This support is very much welcome: As the

quality and quantity of submissions increases, so too do the challenges in managing the Journal in a timely manner. The Editorial team is grateful for this support and to all those who volunteer services.

I look forward to continuing with the National Council to enhance the impact of CJPE. Please correspond with me about Journal business at cjpe@uottawa.ca.

MOVED by Brad Cousins, seconded by Celine Pinsent that the report of the Editor of the Canadian Journal of Program Evaluation be accepted as presented.

Carried

g) Report of the Professional Development Committee

I would like to take this opportunity to thank the CES Council for supporting me in taking on this role as your new CES Professional Development Chair. As well, I would like to welcome Heather Buchanan as one of your new Professional Development Committee members who joins the other members who remain dedicated to CES PD activities: Stephanie Mowry and Afton Wright.

Since October 2005, your Professional Development Committee has focused on two of its three strategic directions: development of a needs assessment of evaluation practices; and development of sanctioned PD courses on a needs priority basis to be delivered through CES Chapters.

The third strategic direction – provision of an on-going program of basic research into requisite skills and competencies of evaluators specifically relates to the activity of updating the Source Books. However, based on other priority workplan items, this activity has been postponed until 2007.

In relation to developing a needs assessment of evaluation practices, your Professional Development Committee has focussed on building a collaborative relationship with CES Chapter PD Chairs as well as development of a PD policy. To date, I have sent two outreach messages to the PD Chapter Chairs. Furthermore, just this morning, your PD Committee and respective PD Chapter Chairs met at the thematic breakfast session to discuss upcoming PD related activities, to include discussions around the draft PD policy that was circulated for feedback among your PD members and PD Chapter Chairs prior to this conference. It is anticipated that a final version of the PD policy will be posted to the CES website by Fall of this year.

In achieving the third strategic objective of developing sanctioned PD courses on a needs priority basis to be delivered through CES Chapters, your PD Committee is in the process of executing an RFP for the development of an Outcomes/Impact Studies Tier II Course. This will be the third course developed in the Tier II series.

As well, in keeping with the requirement to offer CES courses in both official languages, your PD Committee has worked with SQEP to find a suitable proponent to translate the Survey Research Tier II course. This was completed at the end of May and is currently available for delivery.

A new activity that your PD Committee has focussed on for this year is the development of a discussion paper that will present different options and resource implications for establishing an evaluation mechanism for current course offerings. To date, a schematic has been developed based on input from The Willow Group and the CES Webmaster. This schematic is attached to this PD AGM report for your reference, and has been sent to the Chapters for their confirmation of the existing process, together with a request for Chapter input into the development of a mechanism to evaluate existing CES courses. Based on the feedback to be received by Chapters, the discussion paper will be drafted and provided to National Council for further feedback and direction for next steps.

Once a formal monitoring mechanism is in place, it is further anticipated that the Essential Skills Series will be piloted through the process. As a result, your PD Committee has postponed the development of an ESS Facilitator's Guide until such a time that the delivery of ESS has been monitored and evaluated appropriately.

MOVED by Jennifer Carey, seconded by Gerald Halpern that the report of the Professional Development Committee be accepted as presented.

Carried.

6. Recognition of Outgoing Council Members

Francis Remedios presented certificates to outgoing Council members: Gwen Keith and Stephanie Mowry. Sincere thanks were given to them for their dedication to Council and CES. They will be missed.

7. Adjournment

Moved by Carl Doucette, seconded by Bernie Hogan to adjourn.
Carried.