

CES Ontario Annual General Meeting Minutes– November 24, 2004.

12:00 p.m. to 1:30 p.m.

Members present: Martha McGuire, Keiko Kuji-Shikatani, Rochelle Zorzi, Jennifer Yessis, Catherine Bingle, Mark Dadebo, Norma Akinbiyi, Chris Frank, Jim Cairncross, Jennifer Robertson, Jennifer Ghadiali, Chad Mohr, Jim McTavish, Melissa McGuire, Deborah Gold, Arnold Love, Linda Fogazzi (?), Annie Luk (?)

| Item | Discussion | Action |
|--------------------------------------|---|---|
| 1. Approval of minutes for: AGM 2003 | Motion to approve minutes Martha McGuire, seconded by Jim Cairncross with the amendment of adding Martha McGuire’s name to the list. | All members supported the motion. |
| 2. Chair’s Comments | Jennifer gave her report which is attached as Appendix A. Jennifer thanked all the volunteers who have given their time over the year. She also described some of the main achievements of the Board: teleconferences for Board meetings (thus able to recruit Board members from outside of Toronto), documenting our work more clearly, and preparing for the 2005 International Conference. Arnold Love was also recognized for his Service to the Society Award. | Appendix A |
| 3. Elections | There were three director positions available for the Board of Directors for three year terms, 1 two year term and two one year terms. Each candidate had the opportunity to speak. The candidates included Mark Dadebo, Christine Frank, Keiko Kuji-Shikatani, Martha McGuire, Steve Oakley. No students ran. Rochelle Zorzi moved and Melissa McGuire seconded that we accept the slate of candidates for the Board of Directors election. Catherine Bingle presided over the election. | All members supported the motion to accept the slate. |
| 4. Report from committees | | |
| a) Professional Development | Keiko presented her report and highlighted the professional development committee’s accomplishments over the past year. Her report can be found in Appendix B. Motion to accept the Professional Development Committee report by Catherine Bingle, seconded by Arnold Love. | Appendix B All members supported the motion to accept the report. |
| b) Communications | The Communications report was presented by Catherine Bingle. Motion to accept the Communications Committee report by Martha McGuire, seconded by Norma Akinbiyi. | Appendix C All members supported the motion to accept the report. |
| c) Annual Conference | Norma Akinbiyi and Martha McGuire described the Annual Conference held in April, “Elevating our Methodological Latitude”. The report can be found in Appendix D. Motion to accept the Annual Conference report by Rochelle Zorzi, seconded by Melissa McGuire. | Appendix D All members supported the motion to accept the report. |
| d) Student Activities | Jennifer Yessis highlighted the Student Activities’ Committee Report for Elaine van Melle and referred to the report found in Appendix E. Motion to accept the report by Jim Cairncross and seconded by Norma Akinbiyi. | Appendix E All members supported the motion to accept the report. |
| e) Treasurer’s Report | Jennifer Yessis presented the Interim Financial Report from January 1 st 2003 to October 31 st 2004 for Catharine deLeeuw. Her report included a balance sheet with revenues, expenses, assets, liabilities and equity. Motion to accept report by Martha | Appendix F and separate attachment All members supported the |

| Item | Discussion | Action |
|-----------------------|---|---|
| | McGuire, seconded by Chad Mohr. | motion to accept the report. |
| f) Advocacy | Jennifer Yessis presented the Advocacy Report. Motion to accept the Adovocacy Committee report by Norma Akinbiyi, seconded by Keiko Kuji-Shikatani. | Appendix G All members supported the motion to accept the report. |
| g) Membership | Jim Cairncross presented the Membership Committee Report. Motion to accept the Membership Committee report by Norma Akinbiyi, seconded by Rochelle Zorzi. | Appendix H All members supported the motion to accept the report. |
| h) Board Development | Jennifer Yessis presented the Board Development report for Andrea Johnston. Motion to accept the report b y Catherine Bingle, seconded by Jim Cairncross. | Appendix I All members supported the motion to accept the report. |
| i) National Council | Martha McGuire presented the National Council report. She described National Council and outlined some of the key achievements and issues of the year. Motion to accept the National Council report by Arnold Love, seconded by Mark Dadebo. | Appendix J All members supported the motion to accept the report. |
| j) CES/AEA Conference | Keiko Kuji-Shikatani and Norma Akinbiyi presented the report for the CES/AEA Conference. They described the work of the local arrangements committee and listed the subcommittees. They also asked for people to volunteer if interested. Motion to accept the CES/AEA Conference report by Keiko Kuji-Shikatani and Norma Akinbiyi. | Appendix K All members supported the motion to accept the report. |
| 5.0 Board Recognition | Board members were thanked for their contributions, particularly those Board members who were not coming back next year: Sandra Bozzo, Jim Cairncross, Jack Lichter, Elaine Van Melle, Carol Townsend and Andrea Johnston. Keiko Kuji-Shikatani, Martha McGuire also completed three year terms and were recognized for their hard work. Finally, Mark Dadebo was thanked for his short time as a volunteer on the Board. | |
| 6.0 Other Business | Election: The candidates elected to the Board of Directors were: Keiko Kuji-Shikatani, Martha McGuire, Mark Dadebo, Christine Frank and Steve Oakley. | |
| 7.0 Adjournment | Motion to adjourn the meeting by Rochelle Zorzi and seconded by Chris Frank. Meeting was adjourned at 1:30 p.m. | |

CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

Committee Reports

**PRESENTED AT THE NOVEMBER 24TH 2004
ANNUAL GENERAL MEETING**

Appendix A

2004 Report from the Chair

The Canadian Evaluation Society (Ontario Chapter) operates almost entirely with volunteers. This year we had administrative and bookkeeping help to provide very much needed support to the tremendous volunteer effort.

My report is a reflection of the work of all of the volunteers who have contributed substantial time. The Committee reports outline many of the accomplishments of CES Ontario. At a more global level, we have worked to systematize the work that we do on all of our committees and the Board of Directors. We have also worked to reach out to members in communities outside of the Greater Toronto area. Our Board of Directors held two meetings this year by teleconference and aims to hold more next year using this method to encourage members from communities outside of Toronto to participate on the Board. Our Board has also recently put considerable energy into the Local Arrangements of the International Conference to be held at the Sheraton in October of 2005.

At a specific level, my thanks goes to all of the board members and other volunteers who made a tremendous contribution.

Keiko Kuji-Shikatani, who has formed an active subcommittee for Professional Development and has kept the subcommittee very busy planning and implementing Essential Skills Series and intermediate level workshops. As well, Keiko is the Vice Chair of the Board of Directors which has helped to provide a lot of support to me. Finally, Keiko is the Chair of the Local Arrangements committee of the International Conference in 2005 that has been actively meeting over the past number of months.

Martha McGuire, as past chair, has provided wonderful support to me, but more importantly has planned and successfully implemented the Annual conference and this event today. As well, Martha has been working very hard as a key person in the planning of the International Conference in 2005 and is currently the National Council representative, as a replacement to Sandra Bozzo.

Jim Cairncross, as chair of membership has worked with a subcommittee to ensure that new members are added to our email list, developed a welcome letter to new members and worked on a number of other initiatives.

Catherine Bingle, as chair of Communications has worked very hard to ensure that every member receives email information and to update this list on a regular basis, has worked with the Communications subcommittee to revise the website, to send out information to members on a regular basis. Catherine has also worked hard to systematize the way the committee does its work which will help in future years.

Catharine de Leeuw, as Treasurer has taken over half way through the year and gotten up to speed on the Board and the finances very quickly!

Andrea Johnston, as chair of board development, has helped us become more systematic in the way committees report as well as moving us toward clearer definitions of our roles and responsibilities by documenting what we do into a Board Orientation Manual.

Elaine Van Melle, as Student representative has worked hard to create a contact list for communicating with students. Elaine has also taken minutes for the Board which is very much appreciated.

Jack Lichter, who took on the treasurer's role and got our Board started following appropriate practices left after half of the year, but we really appreciate all of his efforts to get our finances on track.

Norma Akinbiyi, Co-Chair of the Conference Committee and is now Co-Chair of the Local Arrangements committee of the International Conference in 2005 works very hard figuring out the details for our events and we thank her for all she has done over the past year.

Carol Townsend, who was co-Chair of the Advocacy Subcommittee helped to develop Terms of Reference and provide assistance in planning of future events for Advocacy.

Sandra Bozzo, National Council Representative until the summer of this year has kept our Board informed of issues of importance to National Council. She was recently elected to the Treasurer position of National Council so was unable to complete her term on the Ontario Chapter.

Mark Dadebo, who got involved in the Board near the end of this year had the difficult task of taking minutes the first meeting he attended.

And to all of the committee members who supported the chairs, thank you.

Jennifer Yessis
2004 Chair

Appendix B

Professional Development Committee Annual Report – 2004

This report provides an annual report on PD activities for the year 2003/4 (Dec. 2003-Nov 2004).

| | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov |
|---|-----|-----|-----|-----|-----|-----|------|------|-----|------|-----|---------|
| ESS workshop | | | | | | | | | | | | |
| Follow-up (F) of Nov 17-20 ESS series | F | F | | | | | | | | | | |
| Winter ESS workshop planning (P), supporting (S) & follow-up (F) | P | P | P | S/F | F | F | | | | | | |
| Fall ESS workshop planning (P), supporting (S) & follow-up (F) | | | | P | P | P | P | P | P | P/S | F | F |
| ESS Shadower List planning (P), supporting (S) & follow-up (F) | | P | P | S/F | | | | | P | P/S | | |
| ESS updating – planning (P) request for proposal (RFP) discussion (D) recommendation to board (R) follow-up (F) | | | | | | | P | P/R | P | P/R | RFP | RFP/D/R |
| Intermediate/advance level courses | | | | | | | | | | | | |
| Intermediate/Advance level one-day Horizontal Evaluation workshop – planning (P) workshop (W) follow-up (F) | | | | P | P | P | W/P | F/P | P | P | | P/W |
| ESS II Needs assessment survey planning (P), conducting (C) results to board (R) follow-up including listing available evaluation courses (F) discussion on future planning (D) | | P | P | C | R | F | F | D | D | D | F | F |
| Facilitator Information Resource List planning (P), collecting (C) and follow-up (F) | | P | P | P | P | P | P | C | C | C | C/F | |
| Planning future advanced/intermediate workshops – discussion (D) | | | | | | | | | D | D | D | D |
| Support to other CESO activities | | | | | | | | | | | | |
| AGM Planning (P) follow-up (F) | F | F | | | | | | | | | P | P |
| Annual Conference – April 19, 2004; Old Mill – updated (U) | | | | U | | | | | | | | |
| Cooperation with other organizations | | | | | | | | | | | | |
| Training Partnership with OPS Program Evaluation Initiative | | P | P | P | | | | | | | | |
| ESS workshop for Simcoe District Health Unit | | | | P | - | - | - | - | - | P | P | P |
| CES PD | | | | | | | | | | | | |
| Participation in ESS assessment by CES PD – planning (P) collecting input (C) results to board (R) discussion (D) | | P | C | C | R | D | | | | | | |
| ESS Certificates issued by CES – discussion (D) recommendation to board (R) | | | D | D/R | | | | | | | | |
| Committee management | | | | | | | | | | | | |
| Meeting (M) / Committee meeting planning- email discussion only (E) | M | M | M | M | M | M | M | M | M | M | E | M |
| Drafted Annual Report and revised admin needs – follow-up (F) drafting report (R) | F | F | | | | | | | | | R | R |
| Co-chair selection | | | | X | | | | | | | | |

Plans for 2005

- 1. Future PD Workshop Plan:** Nov. 30 2004 Horizontal Evaluation; February 2005- Performance Measurement or Logic Models (now available from CES); April – Spring ESS (updated version); May – Performance Measurement or Logic Models; June – Horizontal Evaluation; Late Sept/early Oct - Fall ESS
- 2. Possible Courses for Development:** Issues in Program Evaluation (i.e., Advanced Logic Models, How to facilitate Logic Models, alternative to Logic Models, business of moving Logic Models to policy, how to write effective evidence based reports etc.); Developing Indicators; RMAF and Performance Measurement – it was discussed that Performance Measurement course already developed by Dr. Favaro (presented to the PD committee in our last meeting) should be offered with CESO support; How to be a consultant; etc.

Recommended Activities for Years 2005 and 2006

| Event/Objective | Dates, Timing | Resources Available | Resources Required | Anticipated Revenue |
|--|---|--|---|--|
| General ESS – 2 in 2005 – 3 in 2006 (Special ESS may be requested) | 2005: May/Oct 2006: Feb/June/ Oct | Chair will oversee organization with the assistance from the Committee members | <input type="checkbox"/> Administrative support \$700/workshop (Total for 2005: \$1400 ; 2006: \$2100) <input type="checkbox"/> Roster of Presenters (checklist developed) <input type="checkbox"/> Shaders <input type="checkbox"/> Miscellaneous costs expected \$600/year | \$2,600 per series – \$700 for administrative support = \$1,900 2005: 2 workshops = \$3,800 2006: 3 workshops= \$5,700 |
| Updating ESS | Completion date: Apr. 2005 | ESS Updating Working Group | <input type="checkbox"/> Budget approved by CESO board in Sept. 2004 for \$3500 <input type="checkbox"/> Miscellaneous costs expected \$500/year | |
| ESSII – RFP for intermediate level course will be developed based on 2004 CESO membership survey. | Ongoing over 2 years | Working Group within the Committee will work with OPS and other CES branches to develop a joint roster of presenters, share policy, develop courses jointly. | <input type="checkbox"/> Budget carried over from 2003/2004: \$8,000 <input type="checkbox"/> Other needs not identified; in early planning stages | Not identified; in early planning stages |
| Intermediate/Advanced Workshops 3 in 2005/ 3 in 2006 | 2005: Feb/ Apr/June 2006:? | Chair will oversee the Committee members organize the workshops; can also include networking opportunities | <input type="checkbox"/> Registration, logistics assistance (\$250 admin cost/workshop x3= \$750/year) <input type="checkbox"/> Roster of speakers/Shaders | \$750 per workshop - \$250 for admin. support = \$500 X 3 workshops = \$1,500/year |
| Facilitator Resource Roster Development | Ongoing | Working Group | <input type="checkbox"/> Administrative assistance to maintain roster \$200/year | |
| Listing available evaluation courses | Ongoing | Working group, Student Committee, Canadian Journal of Program Evaluation | <input type="checkbox"/> | |
| AGM – Program Component | November 2005 2006 | Chair will oversee the Committee members organize the workshops; can also include networking opportunities | <input type="checkbox"/> Logistics will be worked out with Board Chair <input type="checkbox"/> PD budget will not be affected | |
| CES/AEA International Conference 2005 | November 2005 | Committee will work with LAC as necessary | <input type="checkbox"/> Logistics will be worked out with LAC | |
| CES Ontario Conference – Program Components | April 2006 | Committee will work with Conference Planning Committee; | <input type="checkbox"/> Logistics will be worked out with Conference Planning Committee | |
| Workshop accreditation | Ongoing | Committee will work towards accreditation for ESS and towards the possible development of other courses that can be certified for accreditation | <input type="checkbox"/> Not identified; in early planning stages | Not identified; in early planning stages but may be able to raise prices of series for accreditation students |
| Committee meeting | Ongoing | | <input type="checkbox"/> Meeting costs \$500/year | |

APPENDIX C

CES-ONTARIO - COMMUNICATIONS REPORT - NOVEMBER 24, 2004

COMMUNICATIONS COMMITTEE:

Catherine Bingle (chair), Dina Franchi, Mary Tangelder, Rochelle Zorzi (webmaster).

This year, the Communication Committee was involved in regularly corresponding with the CES-Ontario members, maintaining current and accurate member email lists, developing chapter board discussion and documentation systems, and designing a new chapter website.

Much work has gone into designing the new site this year and last year -- the process has taken longer than expected -- it is quite a task for volunteers! The site features a cleaner look and navigation, as well as a modified structure for content, based on feedback obtained from users. Key areas to watch for in the new site will be chapter news, chapter features, and chapter member profiles, all of which were produced previously in the chapter's mailed newsletter, called Communiqué. Chapter information, events, contacts, and links will also be a part of the new site, and other items of interest to members, like an updated list of evaluation related courses in Ontario.

We are very grateful to Anny Yang who has volunteered and her time and talent to design the new site. We are also grateful to Benoît Gauthier of Circum Network Inc., who hosts our website free of charge.

We will switch over to the new site in January, after which it will probably take a couple of months to make sure all older or missing information is posted. Then we will turn our attention to building new features, such as a "find a colleague" function and discussion boards. This will be a busy year for the chapter website, given the 2005 CES/AEA conference our chapter is hosting.

JOIN OUR COMMITTEE!

Due to outbreaks of pregnancy and other interesting life developments among most of the current Communications Committee, the Communications Committee is seeking several new members in 2005. The following three critical positions need to be filled, and if you have an additional idea for content or a feature for our website that you want to make happen, bring it on!! Our committee meets 3 times a year -- at least once in person (rest of the time may be by teleconference). We do most of our business by email.

We need creative types who would like to volunteer for the following fun committee positions:

- Events Editor. Develops brief reports with resources from recent chapter events, to share with our members who may not have been able to attend event. About 3 times a year.
- A Features article editor. Solicits fellow members for potential topics and authors for feature articles relevant to Ontario evaluators. Recommends feature ideas. Pursues authors, provides feedback to promote interest to members and keep pieces to a 1000-word limit. Finalizes and submits articles for posting to the feature space of the CESO website. Three times a year.
- Links Editor. Manages links page of website as an information resource for members. Monitors currentness and organization of page; recommends new links needed. Three times a year/ongoing.
- Member Profile Columnist - Solicits nominations on fellow members to profile in articles for the membership. Recommends members to profile. Interviews member and writes profile article to a 1000 word limit. Three times a year.
- Webmaster – Posts information to chapter website. If able, develops new features. An hour a week.

The contributions of all Communications volunteers will be gratefully acknowledged on the website. And you won't be working alone... you'll be bouncing ideas off and getting feedback from other Committee members! Being a committee member is a great way to network with some of your fellow members, learn more about the CES-Ontario chapter, and help improve information provided to chapter members. **If you are interested and would like some more information, please contact Catherine Bingle at: communications@evaluationontario.ca**



Elevating Our Methodological Latitude

CES – Ontario Chapter Annual Conference

Evaluation Results

APRIL 19, 2004

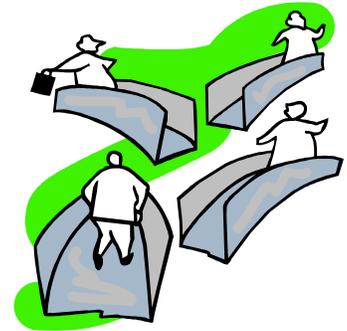
Prepared by:

Elana Gray, M.Sc.

Elevating Our Methodological Latitude

CES – Ontario Chapter Annual Conference Evaluation Results

APRIL 10, 2024

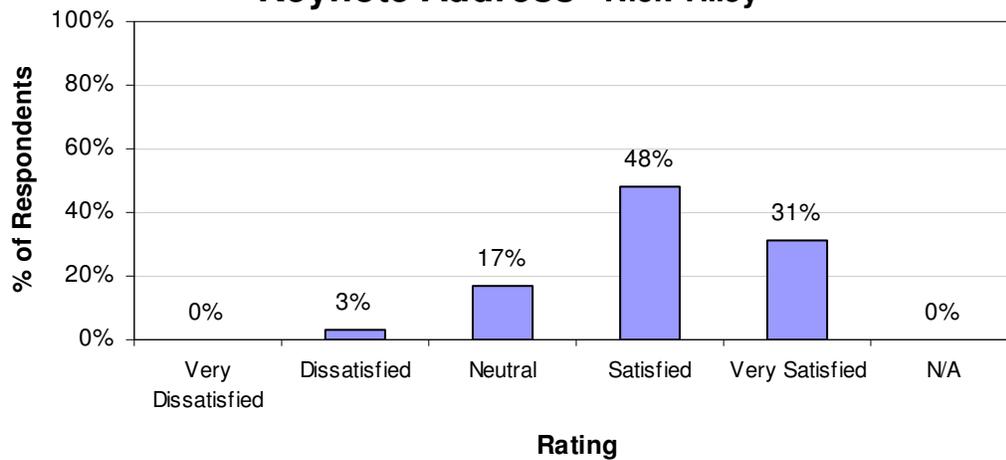


Number of Survey Respondents = 29

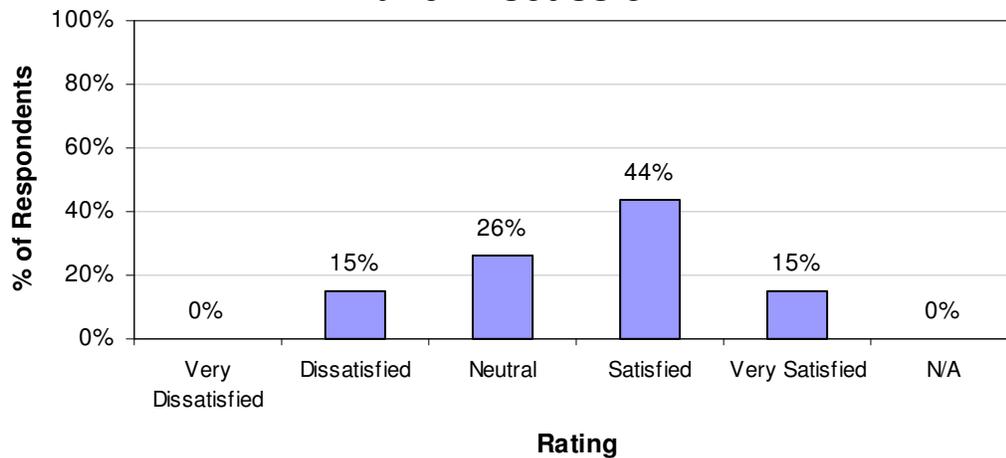
Number of Registrants who Attended (excluding presenters) = 55

Response Rate = 53%

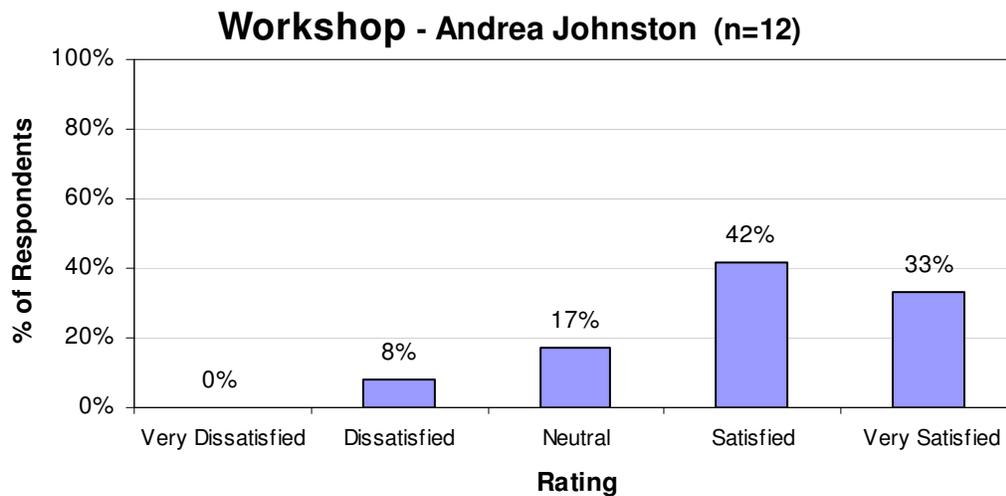
Keynote Address - Nick Tilley



Panel Discussion

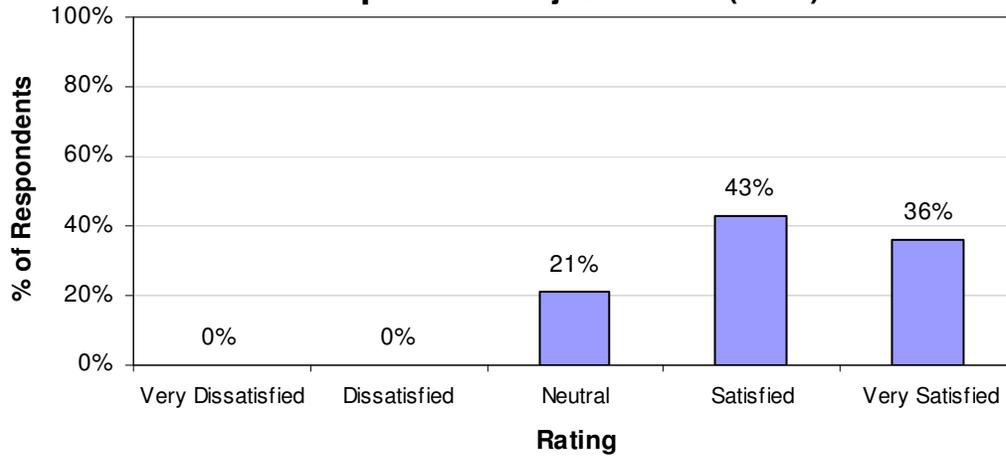


| COMMENTS REGARDING PANEL DISCUSSION | NUMBER RESPONDING |
|---|-------------------|
| • VERY INFORMATIVE | 1 |
| • Very interesting | 1 |
| • Excellent | 1 |
| • The end seem rushed – not fully developed | 1 |
| • Panel discussion did not cover conference objectives | 1 |
| • Two presenters covered too much information – nothing was reinforced | 1 |
| • DISCUSSION SHOULD BENEFIT EVALUATORS AND EVALUATION PRACTITIONERS MORE -UNCLEAR HOW TWO OF THE PRESENTATIONS WOULD BENEFIT THESE AUDIENCES | 1 |
| • Discussion was dry | 1 |
| • PRESENTATIONS WERE NOT CONNECTED TO EACH OTHER | 2 |
| • Discussion could have been more interactive | 1 |
| • Would prefer to hear panelists debate rather than have individual presentations | 1 |



| Comments | Number Responding |
|---|-------------------|
| • CONTENT WAS FASCINATING | 1 |
| • Questions were answered well | 1 |
| • TOOK PRESENTER A FEW MINUTES TO GET ORGANIZED | 1 |
| • MORE TIME WAS NEEDED FOR THIS PRESENTATION | 1 |
| • Presentation was confusing – perhaps too new a phenomenon | 1 |
| • PRESENTER APPEARED UNSURE THROUGHOUT PRESENTATION | 1 |

Workshop - Keiko Kuji-Shikatani (n=14)



Comments

- GREAT CASE STUDY

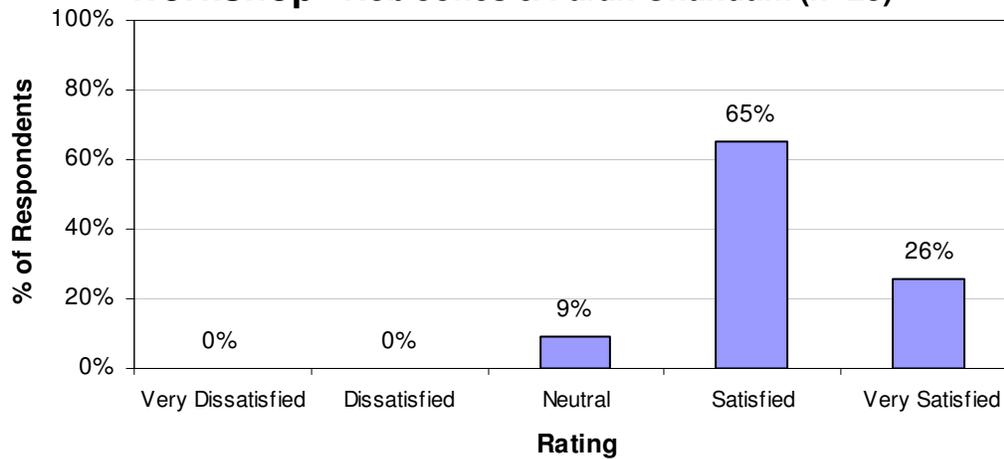
Number Responding

2

- MORE TIME WOULD HAVE BEEN USEFUL TO DISCUSS CASE STUDY

2

Workshop - Rob Jones & Farah Chandani (n=23)



General Comments About Workshops

- Interesting content
- NOT ENOUGH TIME FOR PARTICIPANT INTERACTION
- UNORGANIZED PRESENTATIONS

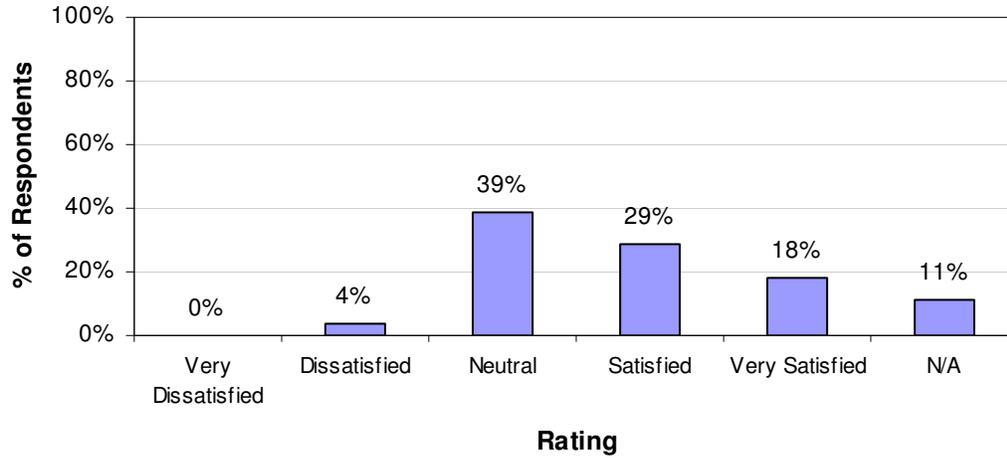
Number Responding

2

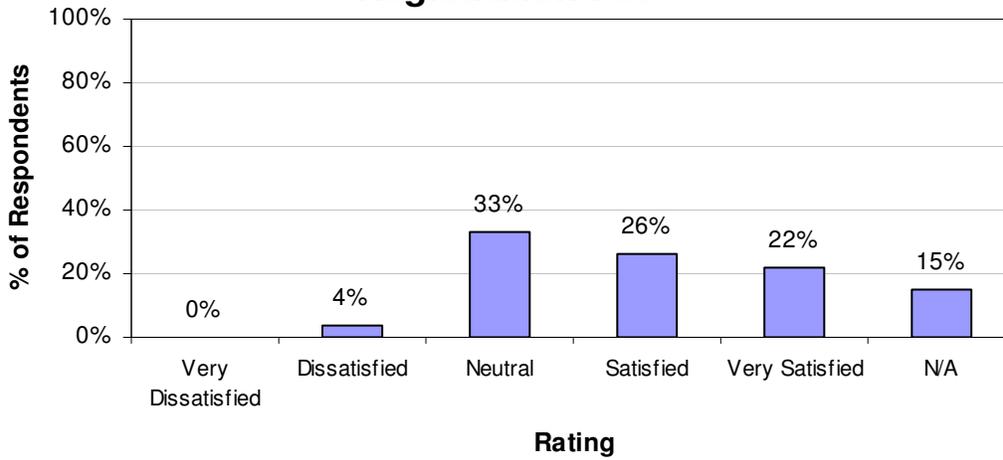
2

1

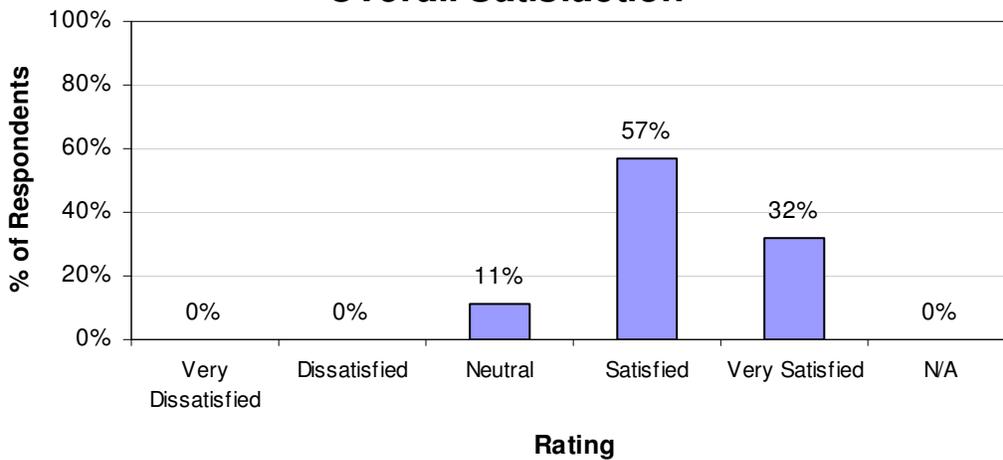
Conference Promotion



Registration Fee



Overall Satisfaction



Comments

Number Responding

- **GOOD CONFERENCE** 1
- **FEE TOO HIGH FOR A 1 DAY SESSION** 1
- **MORE ADVERTISEMENT NEEDED FOR STUDENTS AND INSTITUTIONS FOR HIGHER LEARNING** 1
- Conference theme was too narrowly defined 1

Suggested Organizations Interested in Knowing About CES P.D. Events

- CANADIAN ASSOCIATION OF MANAGEMENT CONSULTANTS
- Department of Forestry, University of Toronto
- Institute of Environmental Studies, University of Toronto
- ITREB Canada
- Focus Humanitarian Assistance Canada

SUGGESTED EVALUATION TOPICS / THEMES FOR FUTURE CES CONFERENCES

- Concrete discussions of specific evaluations / problem solving
- Breadth of evaluation work – where does it take place, what is the scope?
- How to establish outcome measures
- Challenges and solutions in program evaluation (planning through to reporting stages)
- Presenting evaluation findings to support budget
- Integrating evaluation with audits / integrating accountability with funding
- How to workshops – submitting evaluation proposals for Provincial and Federal Government
- Hear from clients / users of evaluation – not just practitioners
- Government results-based management
- Participatory evaluation

GENERAL COMMENTS / SUGGESTIONS ABOUT THE CONFERENCE AS A WHOLE

- Facilitators well-organized
- Facilitators were knowledgeable
- Great to see the emphasis on the cultural impact on evaluation
- Excellent
- Appreciated the handouts for each session / presenter
- Very enlightening
- The content gave me some ideas
- Keep choosing unique topics
- **HANDS-ON, INTERACTIVE SESSIONS WOULD HAVE BEEN MORE BENEFICIAL**
- Workshops had limited appeal to generalists
- Should be advertised earlier

Appendix E

Student Activities Annual Report – November 2004

The main goal of the student representative over the past year was:

- To establish an effective vehicle for communicating with students in the field of evaluation regarding CESO activities.

Therefore, efforts over the past year were directed at creating a contact list in order to facilitate communication with students interested in evaluation. Since courses in evaluation tend to be offered through different departments, it was a challenging task to locate faculty members or departmental staff who would be willing to serve as a link for the and contact names. The final list included contact information from each of the following institutions:

- Carleton University
- Georgian College
- Queen's University
- University of Guelph
- University of Ottawa
- University of Toronto
- University of Waterloo

In addition to creating a contact list, an updated list of courses in evaluation offered in Ontario colleges and universities was compiled. This document is being used to update the information provided at the Ontario Chapter website.

As student representative, I also participated in the planning for the Joint American Evaluation Society and Canadian Evaluation Society Conference to be held in Toronto in October 2005. This work will continue over the coming year.

The challenge for the upcoming year will be to create a student committee. The committee should consist of representatives from the various institutions offering courses in evaluation. Since the student representative is a one-year appointment, attention should be paid to selecting committee members who may be willing to serve over a two-year period. This will ensure continuity and consistency in activities and avoid the need for the student representative to have to spend time establishing a new committee on an annual basis.

Respectfully submitted by:
Elaine Van Melle, CESO Student representative
PhD Candidate, Queen's University at Kingston

Appendix F

**CANADIAN EVALUATION SOCIETY
ONTARIO CHAPTER**

INTERIM FINACIAL REPORT TO OCTOBER 31, 2004

**PRESENTED AT THE NOVEMBER 24TH 2004
ANNUAL GENERAL MEETING**

Catharine de Leeuw – Treasurer

Canadian Evaluation Society – Ontario Chapter Annual General Meeting – November 24, 2004

Report by Catharine de Leeuw – Treasurer

Let me begin this report by acknowledging and congratulating all the members of the CESO Board and Committees whose hard work this past year contributed to our accomplishments that are reflected in this financial report. I would also like to extend our appreciation to two people in particular: Jack Lichter, who served as CESO Treasurer up until the middle of 2004, and Sue Moore, who has managed our accounts on a part-time basis this past year.

CESO reports on a calendar year basis, ending December 31st. Attached are the interim financial reports that reflect the period from January 1, 2004 through October 31, 2004.

Income Statement

The Income Statement is record of revenues and expenses. Because CESO reports on an accrual basis, revenues from CESO's share of the memberships reported in 2004 were actually generated in 2003. Revenues for 2004 will not be received until 2005. Memberships revenues received in 2004 were \$6,927.04 .

Program revenues were \$52,108.10, down from \$65,786.02 in 2003. The discrepancy can be explained primarily by different participation rates in our annual conference. In 2003, the annual conference attracted an exceptionally large registration because the topic and speakers appealed to both the evaluation and audit communities. In 2004, this was not the case and registration was more in keeping with earlier years. In addition, participation in conferences and training events by employees of the provincial government was limited in 2004, and this was reflected in our revenues as well.

Expenses for membership were \$8,495.00, on par with those of 2003. Total program expenses amounted to \$26,347.01, down considerably from \$38,079.82 in 2003. This can be explained by lower costs associated with food services and speakers fees.

Balance Sheet

The attached Balance Sheet shows that as of October 31, 2004, CESO has total assets valued at \$75,315.68. Since we have no liabilities, we have the same amount of equity. At present, \$37,763.66 is held in a term deposit. Excess bank balances will be invested when the books are finalized at year's end.

Proposed Budget 2005

Several programmatic changes are anticipated for 2005 and are reflected in the proposed budget. Firstly, CESO will be the host chapter for the International Conference in November sponsored jointly by the Canadian Evaluation Society and the American Evaluation Association. Truly, this represents a significant and exciting prospect. While projections at present involve a break-even position on this special event for CESO, advanced costs will be required to secure venues for the supplementary activities, such as dinners and local excursions, and to support our Local Arrangements Committee.

Secondly, CESO has decided to forego its Annual Conference in 2005 to ensure volunteer efforts can fully support the international special event. This decision will result in a forfeiture of a small net gain in revenue, approximately \$2,000.

Given these program changes, expectations for the Essential Skills Series (ESS) are modest for 2005. Two ESS series have been proposed. In addition, two intermediate/advance workshops will be conducted, with an allowance of \$3,500 to support program development.

A decision to revise our website and the means to ensure regular updating will require expenditures this year of approximately \$2,650. In the past, CESO has kept membership costs to a bare minimum through extensive volunteer efforts but this approach is proving to be inadequate as CESO activities continue to expand.

Some administrative costs have been projected to be higher in the coming year, particularly in the area of teleconferencing. This is becoming an essential tool to ensure participation in regular Board and committee meetings when members live distant from each other.

CESO expects 2005 to be an exceptional year!

Thank you for the opportunity to serve as your Treasurer.

Appendix G

Advocacy Committee Annual Report – November 2004

Over the past year, the Advocacy Subcommittee completed a Terms of Reference and did some planning for future. The main purpose of the Advocacy Subcommittee is to:

- To advocate on behalf of the evaluation function in order to increase the demand for evaluation among the decision makers in Ontario.

The main scope of the committee is to:

1. Learn about the art of advocacy
2. Investigate the benefits of evaluation from the perspective of those who receive an evaluation or do evaluation work
3. Identify key messages to advocate on behalf of the evaluation function in Ontario and develop a clear, coherent and specific explanation of the benefits of program evaluation as a key component of management decision making
4. Identify target audiences and provide them opportunities to learn more about the benefits of evaluation by attending Breakfast Sessions. Host a minimum of one Breakfast Session a year, resources permitting
5. Work cooperatively with the National Advocacy Committee and the Ontario Chapter Board
6. Develop a 3 – 5 year strategic plan. Review the strategic plan annually
7. Develop an operational plan which will include annual objectives for moving advocacy for evaluation forward within Ontario and form strategic partnerships to strengthen the role of the Advocacy Committee
8. Review evaluation research materials on a regular basis and arrange for materials, evaluation definitions and key messages to be updated as needed

The challenge for the upcoming year will be to begin working on our primary tasks as a subcommittee again. Our subcommittee has held meetings and has had difficulties getting a time that committee members can attend by teleconference. We aim to begin working as a team on the tasks that we agreed as a group to work on. Any CES (Ontario Chapter) members interested in working on our committee would be greatly appreciated.

Respectfully submitted by:

Jennifer Yessis

Co-Chair of the Advocacy Subcommittee

Appendix H

2004 Membership Committee Report

The Committee is pleased to report on accomplishments for the year and initiatives planned for the year ahead. During the past year, the Committee, together with tremendous work on the part of Catherine Bingle and members of her Communications Committee and Elaine Van Melle, the Chapter's Student Representative, laid the foundation for increased dialogue with members in the years to come.

The Chapter now receives, from National, information on its membership list and Catherine Bingle processes changes and maintains up-to-date records on a monthly basis. This has improved the reliability of membership data and reduced members' concerns about delays and occasionally missed information. In the coming year, we intend to add administrative support to provide continuity in maintaining membership information.

Elaine Van Melle developed a student contact process to communicate Chapter activities to students in evaluation in Ontario universities and colleges. Contacts have been established with universities and colleges having evaluation-related academic programs. In future, communication with students about Chapter events and the benefits of student membership in the Ontario Chapter should become routine.

The Committee developed a welcome letter to introduce new Chapter members as early as possible to the services offered by the Ontario Chapter such as professional development events and opportunities to become involved with the Chapter. In addition, a version of the letter will welcome new students to the Ontario Chapter and encourage them to take advantage of reduced rates for conferences and workshops offered during the year.

Membership Committee initiatives for the coming year include further expansion of the Committee to undertake projects of interest to members. These include working closely with the Communications Committee to assess membership activities that are needed for the joint CES and American Evaluation Association (AEA) Conference in Toronto in October 2005. Other planned initiatives for the coming year include surveying Chapter members for areas of particular interest, such as technical interest groups, and exploring met and unmet member needs.

I would like to thank the Committee members who helped enormously with membership issues during the year. Catherine Bingle, as Chair of Communications Committee and a member of the Membership Committee, helped the Committee focus on the needs of members. Elaine Van Melle provided valuable input to the Membership Committee in her capacity as Student Representative on the Chapter Board. Sandra Bozzo made a valuable contribution to the Committee as a Board member and in her role as National Council Representative until her appointment as Treasurer on National Council in July 2004. I am grateful for the assistance I received from these energetic and committed CES members.

I believe the foundation the Committee built this past year in working with the Communications Committee and the Student Representative will provide the basis for expanded communication and services to our Chapter members in the years to come.

Respectively submitted,

Jim Cairncross
Committee Chair

Appendix I
Canadian Evaluation Society - Ontario Chapter
Annual General Meeting
November 24, 2004

Board of Directors: Board Development Committee Report

Chair: Andrea L.K. Johnston

Members: Keiko Kuji-Shikatani, Julianna Vautour, Rochelle Zorzi.

Accomplishments:

- ◆ Revised and up-dated the *CESO Board Orientation Manual*, added details such as:
 - CESO Year and Month at a Glance,
 - CESO Business Lines Diagram,
 - CESO Logic Model,
 - Meeting Etiquette,
 - CESO Committee Terms of References,
 - Roles and Responsibility's of the Chairs, and
 - CESO Board contact information chart.
- ◆ Produced diskettes and Hard Copies and shared among CESO Board at the first CESO Board meeting this year.
- ◆ Revised CESO Board manual as per advice collected from the CESO Board at the first Board meeting.
- ◆ The “CESO Board Reporting Form” was adopted by the Board as a standard form used to present up-dates at Board meetings.
- ◆ Adopted a *Board Evaluation Survey* and distributed it to the Board for completion.

Remaining Tasks:

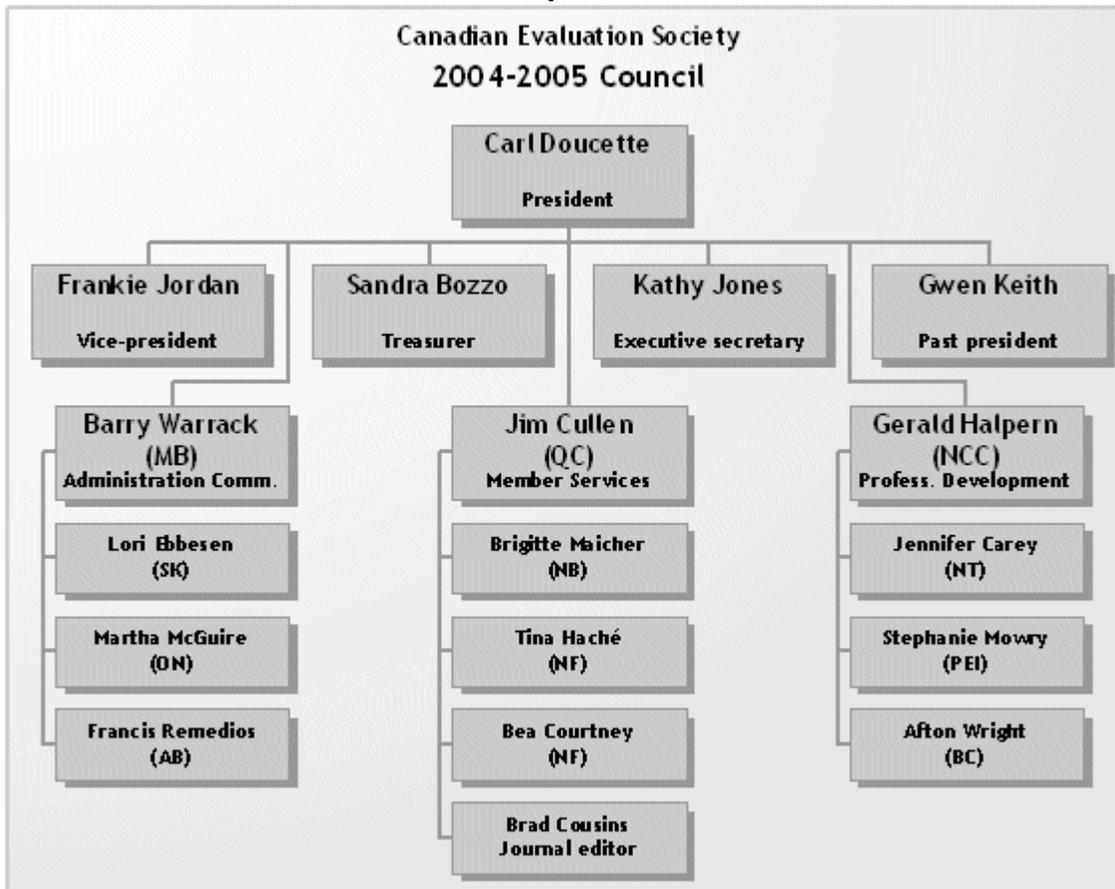
- ◆ Analyze the *Board Evaluation Survey* and incorporate comments into a revised and up-dated *CESO Board Orientation Manual*, to be distributed at the first 2005 CESO Board Meeting.

Respectfully submitted,
Andrea L.K. Johnston
For the Committee

APPENDIX J

CES-ONTARIO – NATIONAL COUNCIL REPORT - NOVEMBER 24, 2004

National Council Structure and Composition



Key National Council Activities for 2004

The 2003/04 CES Annual Report is available at www.evaluationcanada.ca. Some of the key activities this year include:

1. Change in Procedure for Determining President

For the first time, National Council held elections for the position of president. There were two candidates, Carl Doucette and Bud Long. Carl Doucette was elected. The process worked sufficiently well that Council has decided to use it for the position of Vice-President as well. The process involves the following steps:

- Posting a notice
- Nomination by 2 members of council
- Candidates provide a statement about their qualification and provide a cv

2. Involvement in Organization for International Cooperation in Evaluation

CES has played a significant role in the development of OICE. Nancy Porteous who was Past-President and Arnold Love continue to provide assistance through the incorporation process. CES also provided substantial administrative supports to this emerging organization.

3. Strategic Planning

National Council is currently undertaking a broad strategic planning process. The vision and mission will remain essentially the same. The core business has been identified as leadership, advocacy, knowledge and professional development. This plan will help guide the work of the committees.

4. 2005 Conference

This continues to be a major focus with involvement of Arnold Love representing CES for the overall planning, Gwen Keith as chair of the CES Management Committee, and Brad Cousins co-chairing the program committee with Michael Patton.

5. Professional Development

The Professional Development Committee has overseen the modification of ESS. Ontario Chapter reviewed this revised version and determined that it was too focused on the needs of the federal government. The National Professional Development Committee has also developed a second-level course on Logic Models. This had its debut with the British Columbia Chapter.

A new fee structure for CES courses has been established:

\$20. per day per person for CES members

\$50. per day per person for non-CES members

The following second-level courses are planned for development:

- Outcome/Impact Studies
- Evaluation Methods and Techniques

6. Advocacy

The Committee has continued to define what CES means by advocacy and their role. They are in the process of producing support documents:

- “The Director’s Guide: What to Look for in an Evaluation Specialist”
- “What to Look for in an Evaluation Proposal”
- “Evaluation in the Canadian Public Service”

These documents are still in draft form.

7. Membership

The Membership Committee has continued to sort through the timely processing of membership and produce a membership profile. They conducted a survey of members and plan to follow up with further analysis. There are plans to develop discussion forum for CES members on the website.

8. Canadian Journal of Evaluation

Brad Cousins continues as editor of the Journal. There are plans for two special editions:

- 2004 special issue on *Lessons Learned from the Field: The Community Mental Health Evaluation Initiative in Ontario* edited by Tim Aubry and Joanna Ochacak
- 2005 Commemorative issues with guest editor Joe Hudson will look at Canadian evaluation developments.

He is also overseeing the Student Paper Contest. Students and academics on the membership list will be advised of the contest.

Appendix K

Report from the 2005 CES/AEA Joint Conference Local Arrangements Committee (LAC)

LAC began its activities during the summer of 2004 as a special committee of CESO established for the purpose of planning and implementing all of the activities related to hosting the conference such as evening entertainment, receptions, and assisting attendees and connecting them to activities they want to do in Toronto. We began recruiting committee members through our web-site and have been working on drafting the LAC proposal to keep CES apprised of the proposed activities, ensure that they coordinates with the conference program and to provide information to CESO. The meeting costs of the LAC will be covered by CESO. The deposits necessary for the venues will be loaned to LAC.

Sub-committees were formed to address the key areas of responsibility to be undertaken by the committee. Please read the following that outlines the tasks to be undertaken and the name of the chairs of each sub-committee. CESO members are asked to choose review their interests, talents and contact us at conference2005@evaluationontario.ca to get involved!:

Student Sub-committee (Elaine Van Melles, Cheryl Poth)

- Consider arranging a student buddy system
- Help arrange student reception
- Recruit student volunteers
- Liaise with Joint Student Initiative Committee, AEA, case competition

Thursday Night Entertainment Sub-committee (Martha McGuire)

- Identify entertainment options that would be ticketed events for attendees
- Arrange the entertainment venue(s)
- Arrange bookings/communication with venue
- Arrange communication/ticketing

Reception and Fun Sub-committee (Erica Procter, Jennifer Yessis)

- Consider a CES Chapter Reception; obtain and display items that reflect the uniqueness of Toronto/Ontario
- Arrange a club room/hospitality suite
- Arrange daily recreation/fun
- Consider development of a program to connect visitors to local ethnic communities (distinct from professional associations)

Sponsorship Sub-committee (Wendy Young/George Klima)

- Identify and solicit local sponsors
- Consider participation in the Silent Auction (help get local donations)
- Liaise with Kathy Jones who is coordinating the overall sponsorship campaign

Ambassador Sub-committee (Rochelle Zorzi)

- Organize the opening ceremony
- Identify local ambassadors (volunteers) to staff an information desk in the registration area and welcome important guests
- Identify local dignitaries and recommend participation throughout the conference
- Provide information on ticketed events and highlights of Toronto and surrounding area to Kathy Jones for inclusion in the registration materials