



Canadian Evaluation Society



CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

**CES - Ontario Chapter
Annual General Meeting Minutes
October 28, 2005**

CES Ontario Annual General Meeting Minutes– October 28, 2005.

8:00 p.m. to 9:00 p.m.

Members present: Norma Akinbiyi, Catherine Bingle, Chris Frank, Elana Gray, Keiko Kuji-Shikatani, Martha McGuire, Chine Nkado, Hubert Paulmer, Erica Procter, Ron Saranchuk, Daniela Seskar-Hencic, Dale Vaillancourt, Jennifer Yessis, Fataneh Zarinpoush.

Item	Discussion	Action
1. Approval of minutes for: AGM 2004	Motion to approve minutes Martha McGuire, seconded by Jennifer Yessis.	All members supported the motion.
2. Approval of Agenda	Motion to approve agenda Martha McGuire, seconded by Dale Vaillancourt.	All members supported the motion.
3. Chair's Comments	Keiko gave her report which is attached as Appendix A. Keiko thanked all the volunteers who have given their time over this very busy year, especially to those who also served as LAC members.	
4. 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 Siu Mee Cheng, Nichole Fraser, Annie Luk, Chine Nkado, Ron Saranchuk, Susan Snelling, Daniela Seskar-Hencic, Dale Vaillancourt, Jennifer Yessis, and Fataneh Zarinpoush. Erica Procter was the only candidate for the student position. See the biographies of candidates attached as Appendix B.	
5. Report from committees		
a) Professional Development	Chris Frank presented the professional development report – See Appendix C for details. Motion to accept the report by Chris Frank, seconded by Catherine Bingle.	All members supported the motion to accept the report.
b) Communications	Catherine Bingle presented the communications report – See Appendix D for details. Motion to accept the report by Catherine Bingle, seconded by Jennifer Yessis.	All members supported the motion to accept the report.
c) Student Activities	Erica Procter presented the student activities report – See Appendix E for details. Motion to accept the report by Erica Procter, seconded by Chris Frank.	All members supported the motion to accept the report.
d) Treasurer's Report	Keiko Kuji-Shikatani presented the treasurer's report – See Appendix F for details. Motion to accept the report by Catherine Bingle, seconded by Norma Akinbiyi. Motion to accept the proposed budget Martha McGuire, seconded by Jennifer Yessis.	All members supported the motion to accept the report. All members supported the motion to accept the budget.
e) Membership	Catherine Bingle presented the membership report – See Appendix G for details. Motion to accept the report by Catherine Bingle, seconded by Martha McGuire.	All members supported the motion to accept the report.
f) Board Development	Keiko Kuji-Shikatani presented the board development report – See Appendix H for details. Motion to accept the report by Jennifer Yessis, seconded by Norma Akinbiyi.	All members supported the motion to accept the report.
g) Strategic Planning	Jennifer Yessis presented the strategic planning report – See Appendix I for details. Motion to accept the report by Jennifer Yessis, seconded by Ron Saranchuk.	All members supported the motion to accept the report.

Item	Discussion	Action
h) National Council	Martha McGuire presented the National Council report – See Appendix J for details. Martha suggested that one person should be responsible for advocacy within the committee. It was agreed that Martha should serve in this role. Martha also suggested that the Board should seek funding and resources to support advocacy activities. Motion to accept the report with additions by Martha McGuire, seconded by Hubert Paulmer.	All members supported the motion to accept the report.
i) Conference Report	Norma Akinbiyi presented the conference report. Norma thanked the Ontario government for their support as the largest supported for the conference. Motion to accept the report by Norma Akinbiyi, seconded by Catherine Bingle. Motion to tie the theme of advocacy for the 25 th anniversary into the local 2006 conference (to move evaluation forward for the next 25 years) Martha McGuire, seconded by Ron Saranchuk.	All members supported the motion to accept the report. All members supported the motion to accept the proposed local conference theme.
6. Mission Statement / By-Law Amendments	Motion to accept the proposed amendment to the bylaws concerning the length of the student term in Appendix K Catherine Bingle, seconded by Hubert Paulmer. Motion to change the mission statement to: “To foster a vibrant evaluation community in Ontario by promoting best practices in evaluation to achieve excellence in public, private, and nonprofit action” Chris Frank, seconded by Jennifer Yessis. (This is a slight change from the version found in Appendix K.)	All members supported the motion to accept the bylaw change. All members supported the motion to change the mission statement.
7. Board Recognition	Board members were thanked for their contributions: Jennifer Yessis, Norma Akinbiyi.	
6.0 Other Business	Election: The candidates elected to the Board of Directors were: Chine Nkado (one year position), Ron Saranchuk, Dale Vaillancourt, Jennifer Yessis, Fataneh Zarinpoush, and Erica Procter (student position).	
7.0 Adjournment	Motion to adjourn the meeting by Chris Frank and seconded by Dale Vaillancourt.	

Appendix A – Report from the Chair

2005 will go down in the history of our Ontario Chapter as one of the busiest. The theme of this joint evaluation “Crossing Borders, Crossing Boundaries” is not only most appropriate for our city, Toronto, where it is practiced everyday at home and in the society, but also in our Chapter. While the board carried on the regular activities of the Ontario Chapter, six of these board members also crossed over and contributed substantially to the preparation work through the Local Arrangements Committee. Thank you for your extra workload: Norma Akinbiyi, Dr. Christine Frank, Martha McGuire, Erica Procter, and Dr. Jennifer Yessis. What made the active participation of us six board members into the preparation of the Conference possible was the support of the other board members and the various Chapter Committee members who had shown incredible dedication by carrying on the extra work load together.

Dr. Jennifer Yessis is the Past Chair and the co-chair of the LAC’s Fun and Recreation Subcommittee. Jennifer has been there for me all throughout the year to provide support and guidance as I navigated this adventurous year for our chapter. With her typical energetic manner, Jennifer has spearheaded the Strategic Planning for our chapter, organized the Canadian book fair and examined all the recreational activities for the Conference, arranged this AGM, worked on the Nomination Committee and went back to work after having their second child! We thank you, Jennifer for your friendship and positive energy which we all really needed this year.

Norma Akinbiyi, who co-chaired the Local Arrangement Committee with me, organized the LAC meetings, finalized the Terms of Reference for the LAC and kept us on track when we were bursting at the seams at the best of times. With her characteristic good spirit and humor, she showed in her gentle ways how to keep organized and moving forward the agenda on our committee table. We thank you Norma’s and LAC’s dedication without which we would have never been able to show that Toronto is where Crossing Borders, Crossing Boundaries come to life.

Catherine Bingle has shown incredible dedication and attention to details as the Chair of the Communication Committee. As you are aware, during this very busy year, we were able to renew our website and bring in various features. Catherine was also the Vice Chair, looked after Membership Committee activities in the absence of the chair and took on extra responsibilities for Strategic Planning and as a Nomination Committee which has an excellent slate of nominees unprecedented in the history of our Chapter. We thank you Catherine and your Committee for the super-heroic dedication.

Dr. Mark Dadebo started on our board last year as the Chair of the Board Development Committee. He has developed a solid committee plan and began implementing the Appreciation Award early this year. With much regret he has resigned from the board for reasons beyond his control. We are certain that we will be able to benefit from the work you have done for the board as we move ahead with the new board. We thank you Mark and wish you good luck.

Catherine de Leeuw, our Treasurer, continued on the difficult task with her enviable systematic and organized approach, managed to work out with our book-keeper Sue Moore even after she moved to Kingston mid-year. With the extra activities going on necessitated by the various sub-committees of the LAC and increasingly active Board Committees, she kept us on track financially throughout the year. We also thank you Catherine, for your constructive input during the Strategic Planning process and your calm dedication that will be sorely missed as you finish your term.

Dr. Christine Franks is the chair of the Professional Development Committee and a member of the LAC's Conference Support sub-committee. Though the chair of the PD is an intensive position under normal circumstances, it was more so this year since the board decided not to hold the Annual Conference in April to dedicate our efforts into this Joint Conference. We had to lean on the PD Committee to keep the momentum in the evaluation community by organizing more seminars and workshops throughout the year to keep CES on top of people's mind. We thank you Christine and the Committee for all the hours, days, and months of dedication.

Martha McGuire is the Ontario Chapter's representative to the National Council and the chair of the LAC's Thursday Night Entertainment Sub-committee. Martha has been our rock with her extensive knowledge of CES and evaluation. She has patiently helped us understand the various activities of the CES Council and developed constructive channels of communication that help the evaluation community in Ontario to flourish. She has also guided through our Strategic Planning process. We thank Martha and the National Council for the continued support and dedication.

Stephen Oakley was the Chair of the Membership Committee for the earlier half of this year until he had to resign for personal reasons. Though his term was short, Stephen has contributed to our board and strategic meetings with his constructive inputs. We thank you for your contribution.

Erica Procter is our Student Representative, board secretary and the co-chair of the LAC's Fun and Recreation Committee. Erica is one of the most active Student Rep in our memory and has succeeded in bringing together an active Student Committee for the first time. Working on her doctoral dissertation while working part-time, she has also taken on the difficult task of making restaurants listings in Toronto for the Conference participants with Farhad. We thank Erica and the Students Committee for their dedication to the future of evaluation and CES.

Special thanks go to Dr. Arnold Love, and to Ms. Gwen Keith who have guided us and gave us important insights as we navigated this memorable year. Thank you also to Elana Gray, our registrar and Sue Moore, our book keeper, for your assistance and patience throughout the year.

My personal appreciation goes to all the members of the various committees of the Ontario Chapter and our members-at-large for their role in promoting best practices in evaluation. Thank you for a memorable year and let's keep up the momentum in the coming years.

Submitted by:
Keiko Kuji-Shikatani, Ed.D.
Chair, Canadian Evaluation Society Ontario Chapter

Appendix B – Biographies of Candidates – Director Positions

Siu Mee Cheng, M.H.Sc.

Siu Mee has relevant experience in evaluation and organizational governance. She has had experience in the health research field. In addition, she has been involved in addressing performance improvement and developing policy on implementing an evaluation system within the Government of Ontario. This included: instituting a ministry-wide evaluation system, advising on evaluation methodology, reviewing evaluation proposals and reports, and coordinating and advising on performance measures for monitoring and results-based planning purposes.

Currently, Siu Mee is the Director of Performance Management for Cancer Care Ontario. Her work includes managing performance of the Ontario cancer care system, participating in, and evaluating the system, and participating in streamlining data needs in the Ontario health system. Siu Mee is also an Instructor for Ryerson, teaching fundamental research principles and theory and statistics. Lastly, Siu Mee has experience in organizational governance: she has participated in the CES – ON Advocacy Committee and the 2005 CES/AES Conference; she was a board member of a non-for-profit community organization; and currently provides management support to the Cancer Care Ontario Board Committee, which is focused on performance and research issues.

By participating in the CES as a Board member, Siu Mee hopes to strengthen her understanding and appreciation of the field of Evaluation, interact and engage with other members of the Evaluation community, and provide input and perspectives that will hopefully be of value to CES.

Nichole Fraser, M.Sc.

Nichole is an evaluation consultant who has worked with private, not-for-profit and government related organizations. She has an M.Sc. in Planning and Development from the University of Guelph and a B.A. in Psychology and Sociology, from Mount Allison University.

Nichole currently works with Harry Cummings and Associates on monitoring and evaluation projects. Much of her work is focused on evaluation in the health care sector. She also does projects for clients in other sectors and deals with a variety of issues including labour market and economic development, persons with disabilities, youth, rural and land use issues.

She would like to be a member of the CES Board in order to be more involved in evaluation networks, to learn more about current practices from colleagues, to assist in arranging and coordinating CES activities and to take part in decision-making regarding the direction of the Society.

Annie Luk, MBA

Annie Luk is an Associate Director with KPMG's Advisory practice in Toronto. She is specializing in program evaluation, policy analysis, public-private partnerships and strategic planning. Having spent most of the past decade working with the public and nonprofit sectors in Ontario, Annie is familiar with policy and social issues on both municipal and provincial levels. In recent years, she has worked on numerous program evaluation and policy review assignments for the Province of Ontario, including the Ontario Trillium Foundation and the Primary Health Care Transition Fund.

Annie graduated from York University with her master of business administration degree and her graduate diploma in non-profit management and leadership. In addition, she also holds an honours bachelor of arts in psychology from the University of Western Ontario and a master of information science from the University of Toronto.

After having volunteered on the Communications Committee, Annie would like to expand her contribution to the CES-Ontario Chapter. The positive experience from the Committee showed her that the Chapter is going through an exciting period of growth and she would like to contribute to shaping its future and serving the members.

Chine Nkado, M.Sc, M.Phil.

Chine Nkado currently works as the Interim Project Manager – Customer and Metrics – Excellence Initiative for the Region of Peel. This position provides support to key programs and services in the organization. Services specific to evaluation include:

- managing improvement projects, customer and stakeholder relationships for the Region of Peel by developing and overseeing the measurement of customer satisfaction for the corporation
- providing support and advice on survey research activities
- as subject matter expert in regards to survey research methods and measurement, establishing corporate standards and common practices
- establishing the appropriate measurement framework, corporate metrics and tracking system for the organization
- research, questionnaire development, survey data analysis and interpretation, report writing, and external consultant liaison.

Chine's focus and experience is from the health sector where he has worked as Health Planning Specialist (Evaluation) between April 2001 and November 2004. His interest in joining the CES Ontario Chapter Board of Directors is for the opportunity to help develop and deliver services to members of the Society, professional development opportunities, and the opportunity to develop closer ties with peers.

Hubert Paulmer, M.Sc.

Hubert Paulmer's past experience in the private sector involved strategy planning and business development which was based on evaluation of products, brands, divisions, and companies. It

also involved evaluation of projects and various programs, competitors, markets and government and economic policies. Recently Hubert has completed an evaluation plan for Guelph Environmental Leadership. Hubert studied 17 organizations around the globe including bi-laterals, multilaterals, World Bank and International NGOs. Currently Hubert is involved in a project on “Evaluation of Articling Agrologists’ Program of the Ontario Institute of Agrologists”.

Hubert has been involved with CESO in the student committee and advocacy committee. He is also involved with the Guelph International Resource Centre (GIRC), Guelph International Film Festival, Hillside Music Festival and the City of Guelph. Hubert was also recently involved in Ontario Premier’s visioning exercise for the Agri-food Business of Ontario. Hubert’s background includes Agriculture (masters), Business Management (masters) and International Development and Planning (graduate diploma). Hubert has over 12 years of international experience in South Asia, Africa, Europe, and Canada. True to represent Ontario’s multiculturalism, Hubert is of east-Indian origin but born and brought up in Middle-east and he brings to the board the work and living experience with perspectives of four continents.

Ron Saranchuk, Ph.D.

For the past ten years, Ron Saranchuk has carried out numerous personnel, program and institutional reviews (i.e., developing criteria, collecting and acting on data to improve results). Ron is currently the Director of Institutional Research & Planning at the Canadian College of Naturopathic Medicine in Toronto, and serves on the Council on Naturopathic Medical Education (evaluating organizational and programmatic standards in naturopathic colleges).

Ron’s academic training is in Curriculum & Assessment (Ph.D.); Curriculum & Administration (M.Ed.); Education (B.Ed.); and certificate programs involving the evaluation of services. Ron has a strong personal interest in evaluation simply because he has always believed that evaluation can help us become better at what we do! Ron would like to join the CES Board of Directors to help advance its profile in assisting others to understand, and use evaluation as a means of meeting individual, group, and organizational goals.

Daniela Seskar-Hencic, M.A.

Daniela Seskar-Hencic obtained her B.A. in Clinical and Industrial Psychology, and her M.A. in Community Psychology. She has extensively worked on evaluations and other research designs since mid 1980’s in areas of Industrial Psychology, Immigrant Integration and since 1990, in Public Health. Currently Daniela is the manager of Planning and Evaluation at the Region of Waterloo Public Health. In this role, she has taken responsibilities of coordinating the research and ethics approvals for all research projects conducted internally, and externally (approximately 40 projects a year); overseeing recruitment, orientation and training of planners and evaluators; designing and coordinating of monitoring and reporting systems; and developing and coordinating cross-programming strategies. Some of her current projects include: leading a baseline community research relevant to the obesity prevention strategy, ROW Public Health Community Engagement Review, and the Peer Programming Feasibility Study.

Daniela has recently joined the Professional Development Committee of the Ontario Chapter CES and is looking forward to joining the Board of Directors with an intention of strengthening the knowledge exchange, leadership, and learning opportunities with the participating individuals and organizations.

Susan Snelling, PhD.

Susan Snelling is Manager, Research and Evaluation in the Public Health Research, Education and Development (PHRED) program at the Sudbury & District Health Unit. Much of Susan's role involves implementation, consultation and teaching on evaluation and research. Selected recent projects include: (1) Lead on an evaluation of the Prenatal and Postnatal Nurse Practitioner program funded by the Government of Ontario; (2) Coordinator of a Northern Ontario consortium that focuses on public health research and evaluation.

As a private consultant, Susan has offered research, evaluation, organizational development, facilitation, and program development consulting services to community-based groups, health organizations and First Nations since 1996.

Susan holds a Ph.D. in Social/Personality Psychology from York University. She has served as President of the Board of Directors for Manitoulin Family Resources (a multi-service agency for women and children) for the last six years.

Susan would like to be a member of the CES-ON Board as a way of contributing to the advancement of evaluation in the province. A great deal of her work has to do with promoting the value of high quality evaluation in the public health context. She particularly looks forward to learning from and building on the strengths across the diverse settings in which evaluators work.

Dale Vaillancourt, Ph.D.

Dale Vaillancourt is an independent research consultant, specializing in applied ethnography in support of individual and community development. She also trains experienced and novice researchers on how to use data analysis software.

With a Ph.D. from the Ontario Institute for Studies in Education of the University of Toronto and having worked with several for-profit and not-for profit executives, Dale well understands the current need for collaboration and commitment. Her position on a provincial board for key women educators fuels her compassion for all those who work on behalf of professionalism in education. Dale would like to take those experiences and strategically set in motion, an engaging plan to groom Canadian evaluators with a forward-thinking CES board.

Jennifer Yessis, Ph.D.

Jennifer Yessis is the Research Director at NRC+Picker Canada. At NRC+Picker Jennifer conducts research and evaluation on a daily basis with a variety of healthcare and public health clients. Jennifer has also taught a variety of undergraduate courses at University of Waterloo/Wilfrid Laurier in Advanced Research Methods, Health Behaviour Change and Health Concepts.

For the past three years, Jennifer has been involved with the Canadian Evaluation Society (Ontario Chapter) as Chair, Past Chair and Advocacy Chair. This year Jennifer developed the strategic planning survey of members and helped with the strategic planning process at the Board of Directors. As well, Jennifer has been involved in the Local Arrangements Committee of the Joint CES/AEA conference. Jennifer would like to continue with her work on the Board of Directors for another term to continue her efforts at raising the profile of CES (ON) and of evaluation as well.

Fataneh Zarinpoush, Ph.D.

Fataneh Zarinpoush is a Senior Research Associate at Imagine Canada (formerly the Canadian Centre for Philanthropy). She is an educational psychologist whose work has focused on evaluation. Currently, she designs and conducts evaluation of various research projects and funding programs. Last year, she initiated an evaluation system that was used by fifteen Canadian nonprofit organizations and resulted in significant improvement in their evaluation and report-writing capacities. This system is now being used by another fifteen nonprofit organizations. Fataneh also has extensive experience in providing consulting services. Her diversified research background is in various psychological disciplines including organizational psychology and social cognition.

Fataneh strongly believes in the CESO's mission as she is closely engaged in promoting the benefits and the use of evaluation and training nonprofit organizations to evaluate their programs and services. She is very eager to contribute to the Society and the activities that fulfill its mission.

Biography of Candidate – Student Position

Erica Procter, Ph.D. Candidate

Erica Procter is currently a Ph.D. candidate in the Applied Social Psychology program at the University of Guelph. As part of her Master's degree, Erica completed the program evaluation course with Karen Korabik. She has also participated in workshops in evaluation with vulnerable populations, horizontal evaluation, and program logic models. In terms of evaluation experience, Erica created an evaluation plan for the Criminal Law Division for the Ministry of the Attorney General, as well as completed an evaluation of the Universal Instructional Design Project at the University of Guelph-Humber. She has presented a poster at the CES conference in Saskatoon, as well as participated in the latest CESO conference in Toronto.

Currently, Erica is conducting her dissertation research, an evaluation of anger management and substance abuse programs for juvenile offenders in Scarborough. Erica is currently the Student Representative on the CES-Ontario Board. As part of this work, Erica formed the CESO Student Committee, of which she is Chair. She is also a member of the Local Arrangements Committee for the upcoming 2005 CES/AEA Conference. Erica is looking forward to continuing her work on the Board and with the Student Committee.

Appendix C - Professional Development Committee Annual Report

Professional Development Committee Members 2005:

I would like to thank all the committee members for their considerable efforts: Mark Dadebo, Chris Frank, Siobhan Kelly, Keiko Kuji-Shikatani, Ron Saranchuk, Daniela Seskar-Hencic, Carol Townsend, Fataneh Zarinpoush, Min Zeng

The PD Committee welcomed several new members this year, a great blessing as we have been very busy. We have launched a total of two Essential Skills Series and three intermediate workshops in 2005. The intermediate offerings were the popular Horizontal Evaluation, and the new Performance Measurement and Logic Models workshops. All were well-attended and well received. The activities of this group are constant as there are many tasks: instructors must be hired, materials chosen or developed, workshop logistics planned and carried out, and feedback digested and applied.

One major project this year was the updating of the ESS, which was originally created by Paul Favaro over ten years ago. Arnold Love was hired to take on the job and has been working on it. Another project was to establish a roster of qualified, willing presenters via a process of applications and interviews, and this was carried out last spring. A partially completed project is the creation of a comprehensive list of evaluation/research related courses available in Ontario, to be placed at our web site.

A new dialogue has begun with the National PD Committee in regard to guidelines workshop offerings. We submitted a response to their proposed policy and expect to continue our conversation about the important issues raised in their proposal.

We are now planning three intermediate workshops in 2006: the new CES Survey Methods workshop will run back-to-back with Performance Measurement. The Logic Model Workshop will be held in conjunction with the 2006 AGM in April. Our next ESS series will take place in May.

Submitted by:
Chris Frank
Chair, Professional Development Committee

Appendix D - Communications Committee Annual Report

Communications Committee Members 2005:

Catherine Bingle (Simcoe-Muskoka Public Health), Dina Franchi (College of Nurses of Ontario), Deborah Hardwick (Toronto Public Health), Annie Luk (KPMG), Alexa Stoilova (Health Canada/CAP-C Evaluation), Rochelle Zorzi (Cathexis Consulting).

Review of 2005:

The new chapter website, www.evaluationontario.ca was finally developed, piloted and launched this September. The site features a new professional look and the new chapter logo, consistency with current standards for readability, and a clean cascading style sheet structure in the background which will be sound to maintain and grow to meet our future needs. Response to the site to date has been extremely positive. Comments by reviewers on the pilot site prior to launch are provided in *Appendix 1*.

The website's development and current webmaster support are done on a professional, paid basis to allow chapter members/volunteers to focus on the content and services side of member communications. The website front page features basic chapter information and mission, news headlines and feature headlines, and the main categories / pages featured in the website:

About Us

- Main Activities
- Our Members
- Board Governance
- Board of Directors
- Year in Review
- Strategic Plan

Volunteer Opportunities

- Current volunteer notices
- Join a Committee
- Join the Board
- Other Opportunities

Events

- 2005 CES/AEA Conference
- Annual Meeting
- Annual Conference
- Essential Skills Series
- Workshops
- Breakfast Events
- Professional Development Survey
- Events Hosted by Other Organizations

Students' Corner

Resources

- Evaluation Guidelines and Standards (summary and links to resource pages)
- Evaluation Courses in Ontario
- Articles by Members
- Evaluation Positions and Contacts (links to national opportunities page)
- Links (Ontario evaluation resources)

Chapter News

- current and past headlines with links to full stories/pages

Becoming a Member

- information on benefits of membership and links to membership application

We have also returned to a regular *chapter newsletter*, now disseminated by email rather than my snail mail, on a regular basis and coordinating information with new website postings. E-news is the chapter's mechanism for keeping members updated of chapter news, business and events. An e-newsletter keeps the information concise and the number of emails down. In the last couple of months the upcoming CES/AEA conference and our chapter AGM have kept the new content and e-newsletters full of notices and information to members, on almost a weekly basis. After the AGM/conference frequency will return to the more usual once or twice a month pattern of emails. Feedback to the newsletters has been 99% positive – there's always a small minority of members who do not want the information, and members are deleted from the e-list at their request.

A **new member letter** to go out to all new members on a monthly basis was approved late last year but never implemented due to short resources and inactive membership committee, but it is expected that this will be implemented post-conference with the next new list of members. The new member letter is signed by the chapter president and welcomes new members to the chapter, orients them to resources and services of the chapter, and invites them to get involved. (*Appendix 2*)

A *member database and email list* continued to be maintained to help manage member information and keep it current so that members can be reached with member news. This has been maintained by the communications chair and in the new year we expect to have this responsibility transferred to paid staff support since it is extremely time consuming and diverts volunteer resources from developing communications services for members.

Priorities for 2006

The communications committee has recommended three key priorities for 2006 and beyond. These will be brought forward in discussion of strategic directions and annual budgets at November and January meetings of the Board. The committee with support of the board and budget approval necessary, will move forward in the following areas:

- A. increased committee/volunteer focus on maintaining and developing new website content coordinated with e-news to members
- B. and development of new features for the website providing service to members including mechanisms for community building
- C. paid technical support to allow member volunteers to focus on developing the above services
These have been repeatedly discussed in the past but difficult to move forward due to ongoing need to deal with operational maintenance.

Specifically, we want to see in 2006:

- A. a renewed emphasis on maintaining stream of member content in the core areas – member profiles, member articles, students corner, web resource links:
 - (1) need to secure an ongoing member articles editor -- will periodically invite membership to suggest other members with interesting stories and expertise to share (for member articles and member profile interviews), vet and organize these nominations, and edit member authors solicited to write articles.
 - (2) need to secure ongoing member profile columnist – does short interview article of interesting members 3 times a year.
 - (3) continued news and content developed for students corner page
 - (4) membership reports (analysis of member data, turnover, special survey results, etc.)
 - (5) continued updating and development of Ontario evaluation web resource links

- B. Ontario Evaluators Marketplace - a non-endorsed public listing service for members to allow them to indicate their availability to provide services. Any current member who wishes to have a listing may do so for a small fee (such as \$10-20) that would not be a barrier to smaller evaluators/companies. The listings will be reviewed on an annual basis. The listings will have standard format and content requirements (no ads permitted) such as contact information, services offered and areas of expertise, training, and experience in areas of expertise. The list would be prefaced by a notice of non-endorsement by the chapter, advising those interested in contacting members listed for possible work to thoroughly investigate evaluator qualifications and expertise.
- C. Technical support – we need to shift basic member database maintenance, member email list management and e-mailing, website and related technical support to a paid support basis. This is essential to allow member volunteers to focus on member resource content and services we have been wanting to do for a long time. The following specific technical supports are recommended to be initiated in 2006:
- continued paid support for webmaster services; new website feature design as needed.
 - transfer monthly membership file and email databases, ongoing member emailing duties, and personal new member e-letter to paid support, as has been previously proposed and endorsed in principle by the communications & membership committees and the Board.
 - as additional member communications services are added (e.g. Ontario Evaluators Marketplace, members only web access services), additional technical supports will be provided.
- D. Progress in developing a members-only site (to offer in 2006 or 2007):
- operating this will likely require a reliable, paid membership information database manager which we do not have now. Routine updating of membership status and passwords and capacity for on-call response for member support would be needed to make this run.
 - the members only space would provide access to current members to noticeboards, topical listserves or discussion boards, find a member information, and a mentors coop, these having been repeatedly identified on our wish list. Research into other kinds of services offered in such spaces by professional associations will help identify other value-added services we could offer to our members.

Call for Committee Members

The communications committee is entering into an exciting phase of increased service and community building work on behalf of members, and we need new volunteers who are enthusiastic about these developments who'd like to help us turn these ideas into action. Please contact Catherine at cbingle@simcoehealth.org if you'd like to get involved.

Submitted by: Catherine Bingle, Chair, Communications Committee

Friday, July 22, 2005

PILOT SITE FEEDBACK SUMMARY

Below are comments from nine member reviewers and a webmaster reviewer of the pilot new chapter website, prior to its final launch. Below is a summary of reviewer's general comments – there were also many specific edits/corrections suggested and these have not been included.

Feedback from a webmaster:

- “On initial review, the site looks great and is easy to navigate. I like the left-hand menu, and how it expands with 'sub menu' topics for some of the main topics. Code-wise, the site is also well structured. ... it has been designed using Cascading Style Sheets (CSS), which is a definite web design best-practice. In fact, the designer has used CSS to define not only the text styles (common approach), but the layout/flow itself (which is less common but a very pro tactic :). ... The site should also be very accessible for most visitors, as it looks as though there is minimal, if any, JavaScript code used. (JavaScript is widely used in web design, but only supported by about 80% of internet users' computers - mainly because some users manually disable JavaScript to avoid malicious code from harming their system). ... Anyway, overall, the website looks great. The designer has followed best practices and addressed accessibility needs. The code is fairly 'lightweight' and should be fairly easy for a novice to learn and follow.”

Chapter member reviewer comments:

- “I really like the look of the website. Very professional. It is also quite easy to navigate. I like the way when you click onto a topic all of the sub-topics are displayed. That makes it very easy to know what else you can look at. I think it provides extension scope and also directs to national so we are not duplicating.”
- “I agree ... on all points. The site works very well. The extensive work ... done in planning and the professional expertise of the designer are evident.”
- “I agree ... I believe the website looks very professional. I like the colours and “the look” of it. As well, I found it easy to navigate and find the information I was looking for. I found the content to be complete and it helps us ... see where we should be focusing our efforts.”
- “I completely agree ... Above all, I think it is a very “friendly” website and should encourage visitors to navigate to pages other than just the one they were looking for. Great Job!”
- “As other members have already mentioned, the website looks great! I had a few minor comments... (comments on specific errors / problems) ... I did find it very easy to move between pages and the flow of information is logical to me.
- “Very well done! ... I must say that the site is very easy to navigate and find information. I found a lot of useful links and resources as well. Here are a few things that I would like to share ... (a few corrections/problems).”
- “The website looks good. The design is much more appealing than the old one. I love the layout and the structure of the pages. They are easy to navigate through the panel on the left hand side. The website presents lots of ways to get all kinds of news to members. Everything looks great – I only have one thing I don't like ... (comments on a design issue)
- Overall I think it's a great improvement. I like the colours and layout. I like that the menu panel stays stationery while the reader scrolls down the page or navigates between pages. I like that the home page is not crowded and that the menu options are clear. The content seems about right. ...
- “I love the look of the new site and think it navigates much better than the old. Well done! Really the important thing is that it looks clean and professional and navigates beautifully. Congratulations - I am looking forward to the launch. Here are some fiddly things I noticed ...

Appendix E - Student Committee Annual Report

Student Committee Members 2005:

This summer, a new student committee was formed with 7 members: Erica Procter (Student Chair), Jaime Lee Brown, Philip Darling, Hubert Paulmer, Heather Travis, Linda Yuval, and Biljana Zuvela. The committee has held several meetings to discuss the priorities and activities of the committee and plan activities for the conference.

Current Activities:

CES/AEA 2005 Conference

The committee has planned two student-focused events at the Joint 2005 CES/AEA conference: a Pub Event to be held on the Thursday evening and a Friday evening student dinner. A poster board has also been created to inform students of the activities of the student committee and recruit more students to CES-Ontario. Students will also be provided with the opportunity to sign up for our planned quarterly newsletter. Student members will also make efforts to communicate with members of other student committees to build partnerships.

Ongoing Activities:

1. Students' Corner: weblink on CES-Ontario homepage www.evaluationontario.ca
2. Maintain student and professor lists
3. Ensure financial support for students

Future Activities:

1. Student recruitment - Currently, there are 32 student members of CES-Ontario
2. Create partnerships and collaborations with other CES and AEA Student Committees
3. Create and distribute quarterly newsletter
4. Create educational opportunities through the development of accessible and relevant workshops and seminars
5. Facilitate employment opportunities through employer list, and by providing space for job postings in the newsletter and/or Students' Corner website

Submitted by:

Erica Procter

Chair, Student Committee

Appendix F - 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. In some ways, it has been an unusual year, given our attention to hosting the CES/AEA conference in Toronto. Taking on new roles ambitiously resulted in some other programmatic shifts that are reflected in this financial report

I would also like to extend our appreciation to 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, 2005 through September 30, 2005.

Income Statement

The Income Statement is a record of revenues and expenses. Because CESO reports on an accrual basis, revenues from CESO's share of the memberships reported in 2005 were actually generated in 2004. Revenues for 2005 will not be received until 2006.

Program revenues have been fabulous this year. Not finished the year, we have exceeded our projections by \$15,000. This is in part due to an additional Essential Skills Series organized and attended by the Simcoe County District Health Unit. Naturally, this additional program accounts for unexpected increases in program expenses, particularly speaker expenses.

Other notes about expenses. Costs for the website, now renewed, have been incurred but the transactions have not yet been completed. And special event expenses related to this CES/AEA conference will also present in subsequent weeks.

Balance Sheet

The attached Balance Sheet shows that as of August 31, 2005, CESO has total assets valued at \$101,396. Since we have no liabilities, we have the same amount of equity.

Proposed Budget 2006

Several programmatic changes are anticipated for 2006 and are reflected in the proposed budget. CESO will be holding an Annual Conference again this year, after taking a hiatus in 2005 to free up volunteer time to help organize this international conference sponsored jointly by the Canadian Evaluation Society and the American Evaluation Association. Two ESS series have been proposed. In addition, two intermediate/advance workshops are projected.

Some administrative costs have been projected to be higher in the coming year. One area is in the area of teleconferencing. In an effort to attract and accommodate Board and volunteer membership from diverse areas of the province, the Board decided to increase allowances for teleconferencing for Board and committee meetings. Frequency of teleconferencing will be

determined by each committee and costs will be monitored. This is becoming an essential tool to ensure participation when members live distant from each other. A second area is in membership administration, due to a decision to contract monthly maintenance of membership lists to our administrative support to ensure routine and timely upkeep that is beyond the scope of volunteer hours. The Board finds itself in a very healthy financial position as it continues its strategic planning.

CESO expects 2006 to be an exceptional year!

Thank you for the opportunity to serve as your Treasurer.

Submitted by:
Catharine de Leeuw
Treasurer – Canadian Evaluation Society Ontario Chapter

Table A: Balance Sheet

Canadian Evaluation Society - Ontario	
Income Statement 01/01/05 to 31/08/05	
	01/01-31/08
REVENUE	
MEMBERSHIP REVENUE	
Membership Share - CES Revenue	0.00
TOTAL MEMBERSHIP REVENUE	0.00
	0.00
PROGRAM REVENUE	
Registration Fees Revenue	51,901.22
Non-CESO Program Revenue	0.00
TOTAL PROGRAM REVENUE	51,901.22
	0.00
OTHER REVENUE	
Bank Interest Revenue	5.05
Investment Interest Revenue	123.09
TOTAL OTHER REVENUE	128.14
	0.00
TOTAL REVENUE	52,029.36
EXPENSE	
MEMBERSHIP EXPENSES	
CES ESS Module Levy Expense	2,100.00
Mmbrshps from Program Registrations	3,116.82
Newsletter/Notification Expense	0.00
Postage Expense - Membership	0.00
Website Design/Development Expense	0.00

Refreshments Expense - Meetings	397.87
Printing Expenses - Meetings	0.00
Teleconference Expense	764.41
Facility Rental - Meetings	0.00
Recognition/Gifts Expense	13.30
Board Development Expense	0.00
TOTAL MEMBERSHIP EXPENSE	6,392.40

PROGRAM EXPENSE	
Speaker Expense	11,647.00
Contract Fees Expense	1,510.00
Facility Rental Expense	3,800.00
Equipment Rental Expense	0.00
Speakers' Gifts Expense	0.00
Printing Expense	1,313.13
Food Services Expense	3,452.54
Travel/Accommodation Exp. - Board	15.00
Travel/Accom. Exp. - Spkrs/Support	449.76
Program Postage Expense	6.41
Non-CESO Program Expense	0.00
Program Telephone Expense	0.00
TOTAL PROGRAM EXPENSE	22,193.84

ADMIN. & OTHER EXPENSE	
Admin. Postage/Courier Expense	51.52
Admin L/D Telephone Expense	34.43
Bank Charges Expense	19.00
Credit Card Charges Expense	761.01
Bookkeeping/Support Expense	656.25
Board Meetings Expense	0.00
Office Supplies	188.90
TOTAL ADMIN. & OTHER EXPENSE	1,711.11

TOTAL EXPENSE 30,297.35

NET INCOME 21,732.01

=====

Generated on: October 24, 2005

Proposed Budget 2006

REVENUE	2006	For reference only	
		2005	
MEMBERSHIP REVENUE			
Membership Fees	7,000.00	7,500.00	
TOTAL MEMBERSHIP REVENUE	7,000.00	7,500.00	
PROGRAM REVENUE			
Registration Fees Revenue	40,000	36,000.00	2 ESS & 2 I/A workshops

Sponsorship Revenue		3,000.00	for int'l conference
TOTAL PROGRAM REVENUE	40,000.00	39,000.00	
SPECIAL EVENT REVENUE			
International Conference Registration Revenue		5,000.00	partial payment for shared registration
TOTAL SPECIAL EVENT REVENUE		5,000.00	
OTHER REVENUE			
Bank Interest Revenue	5.00	5.00	
Investment Interest Revenue	320.00	320.00	
TOTAL OTHER REVENUE	325.00	325.00	
TOTAL REVENUE	47,325.00	57,825.00	
EXPENSE			
MEMBERSHIP EXPENSES			
CES ESS Module Levy Expense	2,000.00	2,000.00	
Mmbrshps from Program Registrations	7,000.00	7,000.00	
Newsletter/Notification Expense	1,000.00	1,000.00	
Postage Expense - Membership	200.00	200.00	
Website Development/Operation Expense	2,500.00	2,650.00	
Refreshments Expense - Meetings	500.00	500.00	incl. all ctees
Printing Expenses - Meetings	300.00	300.00	
Teleconference Expense	2,000.00	1,600.00	Board & ctee meetings
Facility Rental - Meetings	250.00	250.00	for AGM
Recognition/Gifts Expense	200.00	200.00	
Board Development Expense	100.00	100.00	
CESO Student Sponsorship	500.00	500.00	
Administrative Contract Fees	3,000.00	1,000.00	increase for monthly maintenance
TOTAL MEMBERSHIP EXPENSE	19,550.00	17,300.00	
PROGRAM EXPENSE			
Speaker Expense	6,500.00	6,500.00	includes spring conference
Contract Fees Expense	3,000.00	2,100.00	for PD only
Facility Rental Expense	3,000.00	2,000.00	
Equipment Rental Expense	1,500.00	1,200.00	
Speakers' Gifts Expense	500.00	275.00	
Printing Expense	2,000.00	2,000.00	
Food Services Expense	4,000.00	4,000.00	
Travel/Accomodation Exp. - Board	500.00	250.00	
Travel/Accom. Exp. - Spkrs/Support	2,500.00	2,000.00	

Program Postage Expense	50.00	50.00	
Program Telephone Expense	700.00	50.00	teleconferenc s meetings
Course Development Expense	0.00	3,500.00	
TOTAL PROGRAM EXPENSE	24,250.00	23,925.00	
SPECIAL EVENT EXPENSE			Local Arrangements / Int'l Conf
International Conference - Reservation Costs		5,000.00	
Teleconference Expense		750.00	
Miscellaneous		500.00	
TOTAL SPECIAL EVENT EXPENSE		6,250.00	
ADMIN. & OTHER EXPENSE			
Admin. Postage Expense	25.00	25.00	
Admin L/D Telephone Expense	50.00	15.00	
Bank Charges Expense	150.00	150.00	
Credit Card Charges Expense	1,000.00	1,000.00	
Bookkeeping/Support Expense	1,250.00	1,000.00	
Board Meetings Expense	250.00	250.00	refreshments
Office Supplies	500.00	400.00	
TOTAL ADMIN. & OTHER EXPENSE	3,225.00	2,840.00	
TOTAL EXPENSE	47,025.00	50,315.00	
NET INCOME	300.00	7,510.00	

Appendix G – Membership Report

Membership Report 2005 – Key points:

- This year a new member letter was developed and will be sent to all new members as an introduction to our Chapter.
- Profile of our Ontario Chapter members examined in April and now in August (see attached profile below)
- Current numbers of our members are greater because of the conference.

Canadian Evaluation Society – Ontario Chapter PROFILE OF OUR MEMBERS

In October 2005, chapter membership files were queried to assemble a few descriptive facts about our members.

At the end of August, we had 329 members, including those who had expired within the past 3 months (there is often a lag in membership renewals and renewal information receipt).

- Location of members' listed addresses (members usually use work addresses):
 - o 136 (41%) Toronto
 - o 27 (8%) Peel region: 15 Mississauga (4.6%), 9 in Brampton (2.7%)
 - o 20 (6%) Waterloo Region, most (14) in Waterloo
 - o 21 (6%) Guelph
 - o 15 (5%) London
 - o 11 (3%) Halton Region, most (7) in Oakville
 - o 7 (2%) Barrie
 - o 7(2%)Sudbury
 - o 6 (2%) Kingston
 - o 5 (1%) Hamilton
 - o 4 (1%)Windsor
 - o 4 (1%) Scarborough
 - o 4 (1%) North York
- Membership types:
 - o 85% regular members
 - o 10% student members
 - o 1% International
 - o 1% AEA Members
 - o 3% other codes (Unclear)
- Employment (data for 268 members only)
 - o 27% government – federal, provincial, or municipal
 - o 20% private firms
 - o 20% educational institutions
 - o 13% social services and nonprofits

- o 9% health care
- o 11% other

- Involvement in PE: (data for 268 members only)
 - o 27% primary focus
 - o 48% major focus
 - o 23% minor focus
 - o 1% not at all
- Type of training in evaluation received (data for 270 members only) more than one may apply:
 - o 62% formal training
 - o 78% on the job training
 - o 74% continuing education

- Membership fee paid by (data for 274 members only):
 - o 50% self
 - o 48% employer
 - o 2% other

- How found out about CES (data for 166 members only):
 - o 29% personal contacts/networks
 - o 25% Employer/Coworker
 - o 11% attended ESS
 - o 7% other events
 - o 7% the Canadian Journal of Program Evaluation
 - o 39% other

- Year became member (data for 317 members only):
 - o 4% 1987-1989
 - o 7% 1990-1995
 - o 13% 1996-1999
 - o 6% 2000
 - o 7% 2001
 - o 10% 2002
 - o 11% 2003
 - o 20% 2004
 - o 20% 2005

Communications information:

The chapter communicates announcements, news, event information, and professional development opportunities to members via a group email list. When a new member joins, their preferences for receipt of information is reviewed to confirm their wishes, and when critical information is incomplete, attempts are made to contact these members by telephone to confirm their wish to be included in email notices and to confirm their email address. Members are also contacted by telephone to obtain updated information when emails are rejected. When the member is no longer at the designated telephone number or organization, an attempt is made to

leave a message at the number to forward to the member. When the member cannot be contacted the members email address is deleted from the email list.

- Only one member does not wish to be notified of opportunities, news, or chapter business by email. One of these has requested alternative notification by fax when the issue is important.
- Another 3 members do not have a listed email address. These members are not included in dissemination of information to members given that the only feasible way to reach all members simultaneously and rapidly is by email.
- 10 emails were taken off due to unreachable addresses.

Appendix H - Board Development Committee Annual Report

Board Development Committee Members 2005:

Mark Dadebo, Keiko Kuji-Shikitani, Jennifer Yessis.

The Board Development Committee helps CESO by supporting effective Board functioning in order to carry out the Chapter's mission. Keiko Kuji-Shikitani and Jennifer Yessis were very instrumental in preparing the 2005 Activity Plan for the committee.

Though we prepared the plan to strengthen the Board's activities, individual items could not be carried through in the months stipulated due to unforeseen circumstances.

The committee, however, prepared a Board Appreciation Certificate to be presented to Board members as a token and recognition of their contribution to the Chapter. The first certificate went to the Professional Development Committee Chair and members.

I became inactive, as chair of the committee, due to situations beyond my control. I hope the Board accepts my apologies. That indicated, the committee's 2005 Activity Plan is still relevant and could be used for 2006. I appreciate the support of Keiko Kuji-Shikitani and Jennifer Yessis during the short period I committed to the committee. I am not able to continue in this capacity and wish the next chair of the Board Development Committee success in supporting the objectives of the Chapter.

Submitted by:
Mark Dadebo
Chair, Board Development Committee

Appendix I - Strategic Planning Report

This year the CES (Ontario Chapter) conducted a survey of members to assist in the update of the strategic plan. As well, the Ontario Chapter examined the previous Ontario Chapter survey results and strategic plan and consulted the National Council's strategic plan.

The Strategic Planning web survey was sent by email on May 10th to all current members (n=395). A reminder was sent on May 13th and May 18th. We extended the initial deadline of May 17th (n=57) to May 24th (n=68) to give members extra time to respond. The final response was 68 members out of 395 for 17% response rate.

Key Findings

- Professional development was a strength that respondents highlighted across all questions.
 - Members want basic level, intermediate and advanced level training.
 - Members value professional development opportunities that they have currently
 - Members indicated professional development is a strength of the Chapter
 - Want the workshops to be based on what members identify as a need
- Networking is something that members highlighted as important
 - Valued the breakfast sessions of the past
 - Some suggested networking in new ways (electronic networking, online discussions, etc); suggested that the Chapter's focus is too Toronto based
 - Sharing positive case studies of evaluation activities
 - Having evaluation "mentors" was mentioned several times
- Communication: sharing resources, information and news is also viewed as important
 - A number of suggestions for sharing resources were made
 - Website and email communication were viewed as two ways of doing this
 - Several respondents mentioned the value of having a newsletter (both electronic and hard-copy) and one member suggested an example to look at
- Respondents highlighted specific content areas for evaluation needs, in particular the not-for-profit sector (which is not included in our mission statement)
- Promotion and advocacy for increasing the profile of the chapter and for doing evaluation (particularly at the government level) were viewed as important, but difficult.
- Recruitment and retention of members is important to members.
- Many members indicated that their work/employer pays for their membership to the society and they feel they benefit from their membership for their job (that is why many are members)
- A number of respondents across questions mentioned the importance of evaluation standards, accreditation, etc.
- Some of the events were seen as too Toronto based. However, 51% of our membership as of March was from Toronto. The rest of our membership is located all around the rest of the province.
- We did get a number of possible volunteers for the Chapter. One member expressed that they offered to be a volunteer, but haven't been contacted.
- Members appreciated being given the opportunity to provide input.

What the Board Did with the Results

The Board of Directors held a strategic planning session in July of this year. At this session the results of the survey and the research were described to members and then an appreciative inquiry approach was utilized to update the strategic plan. The Board brainstormed, planned and decided to continue the exercise in November. The update of the strategic plan will involve old and new Board members in a strategic planning session. The planning will continue at the subcommittee level after the meeting in November.

Appendix J - National Council Report

National Council has been working on a number of items that may be of interest to CESO:

1. CES/AEA Conference

This has been a primary focus. And here it is.

2. The direction being taken by National regarding advocacy:

Council agreed that advocacy be a sub-committee of Member Services with involvement of the Vice-President. It was also agreed that production of the Manager's Guide be given priority (consider an external review led by Rochelle Zorzi with input from key people). Committees are tasked with looking at priorities and product development in collaboration with Member Services.

3. Francis Remedio has been elected the new Vice-President of National Council. Sandra Bozzo will remain as treasurer for another year. The election for president will occur in 2006.

4. Professional Development

The PD Committee considers it advisable that a policy be developed for CES course offerings and that this policy includes the following elements:

- i. Only one course would be sanctioned by CES as a teaching course in each subject area for which a professional development course will be offered.
- ii. Chapters that use a sanctioned CES course may not modify the course without advance permission from the PD Committee. Courses are offered by CES to Chapters on a "turn key" basis.
- iii. Chapters which develop a course on a subject area are encouraged to transfer such courses to CES for consideration by CES as a sanctioned course and then made available for use by all Chapters.
- iv. The transfer of courses to CES from a Chapter, or the approved modification of a sanctioned course by a Chapter, will be recognized by National both by a statement of acknowledgement and appreciation within the Course material and by the temporary removal of the obligation by the Chapter to pay the fee for a sanctioned CES course. The fee normally remitted by a Chapter for participants in the course delivered by that Chapter would be retained by the Chapter until such time as there has been a recovery of the capital spent by the Chapter for the course development.

Consultation on the above proposed policy with Chapters is essential. Discussions are to include methods of quality control, ensuring credibility, degree of flexibility on delivery of content, and integrity of presenters.

CESO responded to this policy with general support, raising some questions regarding the details of implementation.

5. Student Paper Contest Eligibility

Brad Cousins to present suggested text on Student Paper Contest eligibility to PD Committee for discussion on web forum and develop a motion for the PD Committee to present to Council for and e-vote

Submitted by:
Martha McGuire
National Council Representative

Appendix K - Proposed Amendment to the Bylaws Canadian Evaluation Society – Ontario Chapter

An amendment to the Ontario Chapter bylaws is proposed to change the student position from one year to two years. The proposed amendment would make the following section of the bylaws read as follows:

Article VI-2

This Board of Directors shall consist of a total of eleven members comprising the past Chairperson plus ten (10) members elected by plurality at the Annual Meeting of the Chapter. The appointment of the past chair to the Board is automatic. Nine of the Directors will be elected for a three (3) year term, up to a maximum of two consecutive terms. One (1) Director shall be elected for a **two (2)** year term, and shall be a student in good standing at a college or university during the term.

Proposed Revised Mission Statement, with Rationale Canadian Evaluation Society – Ontario Chapter

Current Mission Statement:

To increase the use and quality of evaluation that results in greater effectiveness, efficiency and accountability of policies, programs, and services of public and private organizations in Ontario.

Proposed New Mission Statement:

To foster a vibrant evaluation community in Ontario by promoting best practices in evaluation to achieve accountability of public, private and nonprofit action.

Rationale / Interpretation:

The statement's opening puts our key focus on our evaluation community – which we leverage to achieve our other goals. The traditional chapter strength of providing professional development to members is just part of what members value in what the chapter is and could be. Opportunities for member networking, communication, knowledge and resource sharing, mentorship, collaboration, and advocacy are all very important to our members.

This community includes people with diverse roles in evaluation including many who may not embrace the label of “evaluator”. We are located in Ontario and we may work primarily in Ontario, but deal with evaluation knowledge, principles, methods, and applications that cross geographic boundaries.

Promoting “best practices in evaluation” is interpreted as not only promoting the use of evaluation and high quality evaluation methods and findings, but also promoting the production and dissemination of knowledge on best (or better) practices in evaluation.

The scope of evaluation we concern ourselves with addresses private, public, and nonprofit spheres of action. The scope of evaluation also includes the full range of objects of evaluation -- policies, organizations, programs, services, interventions, human resources, etc.

The “accountability” in public, private and nonprofit action implies all that may be required to be accountable to the public, the full range of program stakeholders, and society as a whole including future generations. Accountable programs are those that not only achieve results, but are also effective, efficient (internally and socially), high quality, responsive, based on evidence, self-improving, ethical, etc. and are evaluated using the full range of approaches as appropriate that will help them achieve or improve on these attributes.

CES-Ontario Chapter Bylaws

Article I: Name and Status

Article II: Relationships

Article III: Purposes

Article IV: Fiscal Year

Article V: Membership

Article VI: Board of Directors

Article VII: Nominations and Elections

Article VIII: Responsibilities of Officers

Article IX: Committees

Article X: Annual Meeting

Article XI: General and Special Meetings

Article XII: Notice of Meetings

Article XIII: Quorums at Meetings

Article XIV: Miscellaneous

Article I: Name and Status

The name of this organization shall be Canadian Evaluation Society - Ontario Chapter (hereinafter referred to as the "Chapter").

Article II: Relationships

1. The Chapter is a fully recognized chapter of the Canadian Evaluation Society (hereinafter referred to as the "Society") with all rights, privileges and obligations pertaining thereto as detailed in the Letters Patent and attendant Consolidated By-Laws of the Society.
2. Nothing in this constitution shall be deemed to be in conflict with or run contrary to the spirit of the Letters Patent and attendant Consolidated By-Laws of the Society, unless expressly stated in this constitution.
3. The Society may review, from time to time, the activities of the Chapter to ensure that they are in keeping with the requirements of the Society's Letters Patent and attendant Consolidated By-Laws.
4. The Chapter will submit to the Society an annual report on its activities and financial status for use at the Society's annual conference.

Article III: Purposes

In addition to supporting the objects of the Society as detailed in the Letters Patent:

1. To operate a program of meetings, seminars and other activities where the members of the Chapter may meet others who are working in, studying or using the products of Program Evaluation, and may exchange ideas about the practice of Program Evaluation.
2. To provide means for the distribution of useful information about Program Evaluation amongst members of the Chapter.
3. To increase public awareness of the nature and usefulness of Program Evaluation.

Article IV: Fiscal Year

The fiscal year of the Chapter shall run from January 1st to December 31st of the same year.

Article V: Membership

1. Membership shall be open to persons who reside within the territory of the Chapter, which is defined to be all of the Province of Ontario except a fifty (50) kilometre radius of the Parliament Buildings in Ottawa, and who are interested in the practice and results of Program Evaluation.
2. A person shall become a member of both the Society and the Chapter, simultaneously. The members of both Society and Chapter shall consist of persons who apply for membership and pay the annual membership fee. The Society shall have sole discretion in determining all matters involving the establishment, appointment and condition of membership in the Society. Each member shall be informed promptly by the Secretary of the Society of his/her admission as a member.
3. A member shall be entitled to all rights and privileges and shall discharge all obligations pertaining to membership in the Society as detailed in the Letters of Patent and attendant By-Laws of the Society.
4. Members of the Chapter shall be entitled to one(1) vote, with proxy voting allowed.
5. With respect to the Chapter, a member shall be entitled to stand for election to the Board of Directors of the Chapter, to vote in such elections and to vote on changes in the constitution of the Chapter provided said election or vote occurs not less than twenty-one (21) days after the date of payment and receipt of the annual membership fee for that year.
6. The annual membership fee of the Society and the Chapter shall be the fee established each year by the Society, except in such cases where the Board of Directors of the Chapter deems that a surcharge is necessary to finance the Chapter's operations. Such a surcharge shall be recommended by the Board of Directors and approved by a majority

vote of the members of the Chapter at a general meeting preceding the start of the year for which the change is to be effective.

7. The period of membership covered by the annual fee shall be one year.

Article VI: Board of Directors

1. The activities of the Chapter shall be under the general direction and authority of a Board of Directors.
2. This Board of Directors shall consist of a total of eleven members comprising the past Chairperson plus ten (10) members elected by plurality at the Annual Meeting of the Chapter. The appointment of the past chair to the Board is automatic. Nine of the Directors will be elected for a three (3) year term, up to a maximum of two consecutive terms. One (1) Director shall be elected for one (1) year term, and shall be a student in good standing at a college or university during the term.
3. The Past Chairperson shall normally be the immediate past Chairperson of the Board of Directors. In the event that this person is unable to serve, another previous Director, preferably a previous Chairperson, may be appointed to this position by the Board of Directors.
4. The Board of Directors shall elect from amongst its members the officers of the Chapter who shall be:

Chairperson

Vice-Chairperson

and this election shall be presided over by the Past Chairperson and be held before the beginning of the new Fiscal Year. The remaining members of the Board of Directors shall be appointed to positions deemed necessary, including:

Secretary

Treasurer

Program director(s)

Membership Director

Communication Director(s)

such appointments being effected by the Chairperson.

5. A Director shall cease to be eligible to remain as a Director of the Chapter:
 - a. if any time he/she shall cease to be a member of the Chapter;
 - b. if, by notice in writing to the Chapter, he/she resigns his/her office, or
 - c. if the members of the Chapter by resolution passed by at least two-thirds (2/3) of the votes cast a meeting of the members, of which notice signifying the intention
6. The Board of Directors shall hold a minimum of six (6) meetings each year. The Chairperson shall be empowered to call additional meetings of the Board of Directors.
7. Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes of those Directors present. In the case of an equality of votes, the Chairperson of the meeting, in addition to his/her original vote, shall have a second or deciding vote.

Article VII: Nominations and Elections

1. Election for the Board of Directors shall be held at the Annual Meeting, shall be by secret ballot and from amongst nominated candidates who must be members of the Chapter.
2. A Call for Nominations will be sent to all members no less than ninety (90) days prior to the Annual Meeting. All nominations of candidates for the Board of Directors shall be submitted to the Nominating Committee no less than thirty (30) days prior to the Annual Meeting.
3. All nominations shall be signed by the candidate and two (2) other members of the Chapter.
4. Each member of the Chapter present at the Annual Meeting shall be entitled to vote for up to three (3) of the nominated candidates for the non-student position and up to one (1) of the nominated candidates for the student position.
5. The three (3) non-student candidates and the one (1) student candidate who receive the most votes, respectively, shall be declared elected to the Board of Directors and shall assume office upon being elected.
6. The four (4) candidates who receive the next greatest number of votes shall be registered as alternates in order of the number of votes each has received starting with the highest.
7. Any ties for election to the Board of Directors, or for being registered as an alternate or for ordering of the alternates, shall be broken by drawing lots.

8. In the event that a vacancy occurs on the Board of Directors, the Nominating Committee shall ask the alternates, in order of listing, if they are willing to serve out the remaining term of the vacancy on the Board of Directors and the first who agrees to serve shall be declared elected. If there are no alternates or all alternates decline, the Board may appoint a replacement for any vacancy until the next AGM, at which time vacancies will be filled through the election process.

Article VIII: Responsibilities of Officers

1. The Chairperson shall preside at all meetings of the Board of Directors, at the Annual Meeting and at all general and special meetings of the Chapter. In the absence of the Chairperson the Vice-Chairperson shall preside.
2. The Chairperson and the Vice-Chairperson, together, shall monitor and keep knowledgeable about the activities of the Chapter and draw to the attention of the Board of Directors any matter or problems of particular concern.
3. The Secretary shall, in consultation with the Chairperson and/or the Vice-Chairperson, call, arrange for and prepare agendas for all regular meetings of the Board of Directors. Any three (3) Directors may call for special meetings of the Board of Directors.
4. The Secretary shall keep, distribute and submit for approval the minutes of all meetings of the Board of Directors and of official business at the Annual Meeting and general and special meetings of the Chapter except, that, in the absence of the Secretary, the Chairperson or the Vice-Chairperson, whichever is presiding, shall designate another Director to carry out these responsibilities.
5. The Treasurer shall have custody of the funds of the Chapter within a general banking resolution passed by the Board of Directors, shall keep or have kept proper books of account, shall make disbursements as authorized by budget or resolution of the Board of Directors, shall make regular financial reports to the Board of Directors and shall present an annual statement to the Annual Meeting.

Article IX: Committees

1. The committees of the Chapter shall be a Nominating Committee, an Audit Committee and such other committees as are deemed needed by the Board of Directors to organize and carry out functions and activities of the Chapter.
2. The Board of Directors shall appoint the members of the committees taking into account any recommendations of the committees affected or of the Nominating Committee.
3. The Chairperson of the Nominating Committee shall (normally) be the Past Chairperson who shall report to the Board of Directors on the activities of this committee.

4. For all committees the Board of Directors shall appoint a Chairperson or Liaison Officer from its membership who shall report to the Board of Directors on the activities of these committees.
5. The responsibilities of the Nominating Committee shall be to receive nominations for candidates for the Board of Directors and ensure that they meet requirements, to arrange and supervise the elections at the Annual Meeting, to keep the record of alternates, and, in the event that a vacancy shall occur on the Board of Directors, to contact the alternates in order (see above) to arrange for replacement.
6. The responsibilities of other committees shall be as established by the Board of Directors.

Article X: Annual Meeting

1. The Annual Meeting of the Chapter will be held at least four weeks prior to the beginning of the fiscal year.
2. All members of the Chapter will be entitled to be present at the Annual Meeting.
3. At the Annual Meeting of the members, unless the Chairperson otherwise directs, the following shall be the order of business:
 - a. calling the meeting to order;
 - b. determining that the provisions of the chapter's constitution regarding notice of meeting have been complied with and that a quorum is present;
 - c. reading minutes of last Annual Meeting and intervening special and general meetings of members and confirming same;
 - d. presentation of annual report of the Board of Directors;
 - e. presentation of the financial statements of the Chapter;
 - f. discussion and, if though fit, approval of such statements and report;
 - g. election results from vacant positions on the Board of Directors; and
 - h. such other business which properly may be transacted thereat.

Article XI: General and Special Meetings

1. Provision shall be made at all general and special meetings for the members to raise and discuss matters of concern to the Chapter and to move and have voted upon resolutions about these matters. In the event that such a resolution shall be passed, the Board of Directors shall report disposition of the matter to the members at a subsequent meeting or meetings until the matter is finalized.

2. Provision shall be made at all general and special meetings for announcements regarding the programs of the Chapter, of activities and programs of similar evaluation organizations approved as such by the Board of Directors, and of courses and such other items as are deemed of interest to the members by the Board of Directors.

Article XII: Notice of Meetings

1. For The Annual Meeting and for all other general and special meetings at which official business is to be transacted, notice of such a meeting shall be mailed to members no less than fifteen (15) days in advance of such a meeting.
2. Directors shall be given at least five (5) days advance notice of all meetings of the Board of Directors except in the case of an emergency.

Article XIII: Quorums at Meetings

1. A quorum for the Annual meeting or other general and special meetings where votes on constitutional or other matters are scheduled to occur shall be ten personally present members.
2. A quorum of the Board of Directors is four directors.

Article XIV: Miscellaneous

1. This constitution may be amended or added to only at the Annual Meeting or such other general or special meeting as is properly constituted for the purpose, and by a vote of sixty percent (60%) of the members present at the meeting provided that at least ten members are personally present. Notice of proposed motion to amend or add this constitution must have been mailed to members no less than fifteen (15) days prior to said meeting.
2. All relevant matters not covered by this constitution, including the interpretation of any disputed section of this constitution, may be ruled upon by a majority vote of the Board of Directors.