

# **CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER**

**CES - Ontario Chapter  
Annual General Meeting Minutes  
October 7, 2008**

## CES Ontario Annual General Meeting Minutes– October 7, 2008.

2:30 p.m. to 4:00 p.m.

Members present: Megan Borner, Sarah Ahmed, Scott Cholewa, Nichole Fraser-MacDonald, Deborah Hardwick, Keiko Kuji-Shikatani, Melissa McGuire, Hubert Paulmer, Kate Powadiuk, Zubeida Ramji, Mina Singh, Terry Spencer, Carol Townsend, Shirley Von Sychowski, Hema Vyas, Jennifer Yessis, Rochelle Zorzi

Item	Discussion	Action
Call to Order (Chair)		
Verification that AGM Notice and Quorum Requirements are met		Quorum met - Chair verifies 17 members present.
1a. Approval of minutes of the AGM 2007	<b>Motion</b> to approve AGM 2007 minutes by <b>Kate Powadiuk</b> , seconded by <b>Mina Singh</b> .	All members supported the motions.
1b. Approval of Agenda for AGM 2008	<b>Motion</b> to approve AGM 2008 Agenda by <b>Hubert Paulmer</b> , seconded by <b>Carol Townsend</b> .	
2.0 Chair's Comments	Jennifer Yessis introduced the Chairs report on behalf of Erica Procter.  <b>Motion</b> to approve Chair's report by <b>Keiko Kuji-Shikatani</b> , seconded by <b>Mina Singh</b> .  Refer to Chairs comments in Appendix.	All members supported the motion.
3.0 Elections for vacant positions of the Board	<u>Nominees:</u> Sue Behari McGinty, Megan Borner, Shirley Von Sychowski  <b>Motion</b> to accept all nominees by <b>Mina Singh</b> , seconded by <b>Nichole Fraser-MacDonald</b> .  Refer to nominees and bios in Appendix.	All members supported the motion.
<b>4. Committee Reports</b>		
4.1 Treasurer's Report and Financial Statements	Hubert Paulmer presented the Financial Committee Report (as at August 31, 2008). CES ON is in good financial standing.  <b>Motion</b> to approve financial report <b>Hubert Paulmer</b> , seconded by <b>Carol Townsend</b> .  Refer to Financial Report in Appendix	All members supported the motion.
4.2 Professional Development	Terry Spencer presented the Professional Development report.  <b>Motion</b> to accept the report by <b>Terry Spencer</b> , seconded by <b>Hubert Paulmer</b> .  Refer to P.D. Report in Appendix.	All members supported the motion.
4.3 Conference	Nichole Fraser-MacDonald presented the Conference report  <b>Motion</b> to accept the report by <b>Nichole Fraser-MacDonald</b> , seconded by <b>Jennifer Yessis</b> .  Refer to Conference Report in Appendix.	All members supported the motion.

Item	Discussion	Action
4.4 Communications	<p>Scott Cholewa presented the Communication report.</p> <p><b>Motion</b> to accept the report by <b>Scott Cholewa</b>, seconded by <b>Terry Spencer</b>.</p> <p>Refer to Communications Report in Appendix.</p>	All members supported the motion.
4.5 Advocacy	<p>Mina Singh presented the Advocacy Report.</p> <p><b>Motion</b> to accept the advocacy report by <b>Mina Singh</b>, seconded by <b>Hubert Paulmer</b>.</p> <p>Refer to Advocacy Report in Appendix.</p>	All members supported the motion.
4.6 Membership	<p>Jennifer Yessis presented the Membership Report on behalf of Jim McTavish.</p> <p><b>Motion</b> to accept the report by <b>Jennifer Yessis</b>, seconded by <b>Hubert Paulmer</b>.</p> <p>Refer to Membership Report in Appendix.</p>	All members supported the motion.
4.7 Board Development	<p>Jennifer Yessis presented the Board Development report.</p> <p><b>Motion</b> to accept the report <b>Jennifer Yessis</b>, seconded by <b>Terry Spencer</b>.</p> <p>Refer to Board Development Report in Appendix.</p>	All members supported the motion.
4.8 National Council	<p>Keiko Kuji-Shikatani presented the National Council report.</p> <p><b>Motion</b> to accept the report by <b>Keiko Kuji-Shikatani</b>, seconded by <b>Jennifer Yessis</b>.</p> <p>Refer to Board National Council Report in Appendix.</p>	All members supported the motion.
5. Other Business	No other business discussed.	
6. Adjournment	<b>Motion</b> to adjourn the meeting by <b>Melissa McGuire</b> and seconded by <b>Hubert Paulmer</b> .	All members supported the motion.

**Appendix:**  
**Canadian Evaluation Society – Ontario Chapter**  
**2008 ANNUAL GENERAL MEETING**

*Chair's Comments & Committee Reports*  
*October 7, 2008*



# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## CHAIR'S COMMENTS

By  
**Erica Procter**

Before we begin, we want to let you know that these remarks come from the 2008 Chair who was unable to be here today, Erica Procter. We will read this report that Erica wanted us to share with the membership at this meeting.

Each year it is a tradition and privilege for the outgoing Chair to begin the Board's Annual General Meeting by sharing some of the key accomplishments of the Board, and offering thanks to those who have contributed to these accomplishments.

The Board has continued to grow with members from outside of the GTA. In order to adapt to this more diverse geographical representation, meetings have been offered primarily by teleconference. We hope this will continue to allow for greater geographic representation of our membership on the Board.

This year the CES Ontario Chapter Board had seven new board members. For the new members, experienced Board members worked to improve Board Orientation including both strategic and operational discussion over a one-day period in January of 2008. We also initiated a mentorship program at the Board Orientation matching new Board members with experienced Board members to facilitate their introduction to the Board, and provide them with a single point of contact for information, advice and support.

At the beginning of this year, the Ontario Chapter hired Elana Gray through a formal competition process as the Board's administrative assistant and registrar. Although Elana has been an important staff member of CES-Ontario for a number of years, the formal process ensured that the hiring process was transparent, cost effective and fair to everyone who wanted this position. Over the past year, the Ontario Chapter broadened the scope of work for the administrative assistant and registrar to limit the number of administrative tasks required of Board members to afford them the time to focus efforts strategically rather than needing to do as many operational activities as had been required in the past. This move was based on interviews conducted with Board members to improve the experience of directors of the Board.

Committees of the Board have been engaged and active this year, resulting in new member involvement, successful professional development (including an Essential Skills Series offered in May, and several to come later this Fall), support of CES's Professional Designation Project (through Town Hall meetings in Toronto and London, and through our National Council representative, Keiko Kuji-Shikatani's active involvement), involvement of CES(ON) members in presentations at this year's annual conference, high profile keynote speakers at the annual conference, in addition to nomination and selection of *Evaluator of Excellence Awards*.

One of the challenges that the Board has encountered over the past two years has been finding a student representative. Getting involved as a CES(ON) Board member can benefit students in many ways including networking opportunities with possible job contacts, learning more about evaluation, and other invaluable skills. The Board would love to hear from any students who may be interested in the getting involved as a Board member, or in becoming involved in the Chapter in other ways such as on a particular committee of interest.

We are very pleased to be able to thank our continuing Board members for next year.

Scott Cholewa is the Chair of the Communications Committee, and began his role part way through this year. Scott has become familiar with the Communications processes quickly, and has been sending regular newsletter to our members. Scott has engaged new members to the Committee, and has developed exciting new plans for 2009.

Nichole Fraser MacDonald is the Co-Chair of the Conference Committee. Nichole provided great leadership to the Committee which was formed based primarily on her engagement of members this year. Nichole coordinated regular meetings and encouraged involvement of all participants. This year the annual conference changed dramatically from previous years based on feedback of 123 members who responded to a survey she put together and administered. Nichole will describe the 2008 conference innovations in her report. Nichole's leadership of the conference and the committee helped pull the entire conference together.

Jim McTavish is the Chair of the Membership Committee. Jim has continued his leadership this year in engaging members in a discussion about evaluator competencies, and preparing feedback to the National Professional Designation Project. Jim has also spearheaded the development of an important value-added benefit to members, a project in development called the Evaluator's Marketplace. Jim's consistent, logical, and well-thought out discussion is very much appreciated at our Board meetings.

Seema Opal, another new Board member joining part way through this year is the Co-Chair of the Finance Committee and has provided Hubert with advice and support on the finances of the Board.

Hubert Paulmer is the Treasurer, and the Chair of the Finance Committee. His diligence and leadership has ensured that the Board is keeping accurate financial records, and has helped in a seamless budgeting process with Committee Chairs this year to plan for the future. Hubert's commitment to the Finance Committee and the role of Treasurer is greatly appreciated by all on the Board.

Nancy Russell, another new Board member also joining part way through this year is involved in the Board Development Committee. Her enthusiasm will be very much appreciated as she gets involved in the activities of the committee.

Terry Spencer has taken on the challenging task of chairing the Professional Development committee. Terry has strengthened the involvement of members on the Professional Development Committee. The Committee has continued to offer professional development in the form of the Essential Skills Series and intermediate workshops to members, and developed a training evaluation package to evaluate and support continual improvement of

the sessions. Terry's leadership of the committee has ensured that professional development has gone smoothly, and effectively for members.

Mina Singh is the Chair of the Advocacy Committee, and began her role on the Board part way through the year. Mina has gotten up-to-speed on the activities and history of the Advocacy Committee quickly. She also involved new members on the Committee already. This year the Advocacy Committee initiated the *Evaluator of Excellence Awards* again, and has presented them at this conference.

There are a number of members who have had to leave the Board this year for both professional and personal reasons. I would like to thank them all individually for their work on the Board.

Siu Mee Cheng was Advocacy Chair last year, and the beginning of this year. Siu Mee took on a strong role in furthering the objectives of the Advocacy Committee. Siu Mee took initiative to create a number of important new documents including a presentation profiling evaluation and CES (ON), brochures professionally developed, and the new letterhead we have used for the AGM materials.

Lisa MacDonald was Communications Chair at the beginning of this year. Lisa took the time to learn the communications processes, and began communicating regularly with members through our newsletter. She also began to work at updating the website.

Sarah Wallace provided leadership to the Board this year as Chair of the Board. Sarah's discussion and leadership helped us all at the beginning of the year as the Board was oriented. Last year, Sarah successfully chaired the Professional Development Committee.

This year there will be two long-standing Board members completing their terms. Both have completed second terms, and I want to thank each of them for their contributions over the years.

Keiko Kuji-Shikatani is a long standing member of the Board who has had so many different roles over the years including Chair, Professional Development Committee Chair, Advocacy Committee Chair, and now Keiko is the Ontario Representative to the National Council. Keiko's role as representative to the National Council will continue until 2010. Although she will no longer be a voting member of the Board, Keiko has agreed to continue as the Ontario representative, and attend Board meetings to update the Board on the happenings at National Council. The Board has been lucky to have Keiko on the Board as long as it has. Her commitment, creative ideas, willingness to help whenever it was needed, and continuous advocacy efforts to others about the Board and evaluation have been such a wonderful contribution.

Jennifer Yessis is another long standing member of the Board who has completed two terms of service. Jennifer has been involved in several different capacities over the years including Chair, Advocacy Committee Chair and Board Development Chair. Jennifer has helped to further develop Board Orientation, Mentorship of Board members, and strategic planning processes – and these aspects will continue to help the Board after she is gone. Jennifer's knowledge of history of the Board and her diligent attention to details in carrying out the work of the Board will be greatly missed.

Though we will miss both Keiko and Jennifer as Board members next year, we hope that similar to other past Board members, such as Dr. Arnold Love, Dr. Paul Favaro, Dr. Christine Frank, and Martha McGuire, to name a few, they, too, will continued to make significant contributions to CES and to the evaluation field.

We would like to also thank Elana Gray for the registrar and organizational services she provides. Elana goes well beyond what is asked of her, in terms of responding to inquiries and answering questions about the Chapter and the Board. We greatly appreciate Elana's dedication to the Board and her willingness to provide some of her services on a volunteer basis. Elana's organization and attention to detail have been invaluable in providing our professional development workshops and today's conference.

We must also thank our bookkeeper, Sue Moore, for her attention to detail and hard work in ensuring we follow appropriate financial procedures.

Last but not least, we would like to thank all of the other volunteers who have given their time, energy, and dedication to the Chapter. In particular, we would like to thank the student volunteers. As with all professions, the future of evaluation lies with students and we hope we can continue to encourage their involvement in the field of evaluation and CES.

The year of 2009 promises to be exciting with many Board members now having a year of experience, allowing them to further develop their Committees and the work that each does.

\*\*Keiko and Jennifer want to take the time to thank Erica Procter for taking on the role of Chair this year, particularly after she was Chair last year, not to mention took on the role of Treasurer, Student Chair, and several other portfolios. Erica's commitment to CES(ON) is evident and we thank her greatly for her positive outlook and hard work.

# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## FINANCIAL COMMITTEE REPORT

(AS AT AUGUST 31, 2008)

By  
**Hubert Paulmer**

### **Acknowledgements**

I would like to acknowledge the contribution and advice of the CESON Finance Committee members: Keiko Kujiktani (my mentor), Erica Procter (Current Chair) and Seema Opal (Co-chair of the Committee). Hats off to Erica for managing the roles of Treasurer and Chair of the Board in 2007. Erica and Keiko provided context, insights and background to various issues which increased my understanding of the CESON as the Treasurer. The Finance Committee evolved over the first four months of the year and met to discuss the budget and review the status of CESON at the end of the first six months.

A very special thanks to Sue Moore for managing our accounts and always providing quick responses for all queries, especially mine.

### **Balance Sheet**

Overall, CESON is in great financial “shape” and in “good health” as seen in the Balance Sheet (Appendix 1). The accounting year ends on December 31<sup>st</sup>. Our investments increased to \$66,062.98 from \$64,362.54, with the rollover of the GICs in BMO and TD Canada Trust along with interest accrued for another year. Although the current earnings for 2007 was \$18,411.04 there were unpaid bills pertaining to 2007 which were received during 2008 (details discussed in Income Statement section). This led to the negative \$8,662.83 current earnings for 2008, as we follow an accrual based accounting. Thanks to prudent and diligent working of the CESON Board members, our overall equity is higher by \$9748.21 (9.4%) compared to January 2007 and is in better shape than we were at the end of August 2007.

### **Budget**

Despite most CESON Board members being first timers, as committee chairs, they have been cooperative and dynamic to put their thoughts and experience to prepare budgets for each of their committees. This helped the finance committee to prepare a systematic and realistic 2008 Annual Budget for CES Ontario Chapter. The Annual Budget 2008 (Appendix 2) was at breakeven, with a marginal surplus of \$275.56, and reflects the Board’s decisions to invest in website development and maintenance (\$7,900), chapter awards (\$1,500) and also to hire Elana Gray on contract to support activities, communications and events organization, thereby providing better service to CESON members. The decision to have a two-day Annual Conference at a better venue also saw a major increase in the budget over the actual of 2007. The two-day conference also projected an increase in income due to higher registration fees. The budget included only the actual received (\$3,787.56) from CES for the membership share CES contribution. Therefore when the balance amount for the year is received it will be additional revenue which is not budgeted for. As in the past years a large proportion

of the revenue is expected during the last three months of the year from the conference and the PD/ESS events. The total budgeted income for 2008 is \$78,142.56 and the total budgeted expense is \$77,867.

## **Income Statement**

The actual income statement as at August 31, 2008 is given in Appendix 2 along with the 2008 budget and the 2007 actual. The income statement is the record of revenues and expenses during the year 2008. As mentioned earlier, CESON reports on accrual basis. Hence expense also includes payment made in 2008 for expense incurred in 2007.

The major source of revenue for CESON is the Annual Conference and the PD events. The membership share from CES is expected to be significantly lower than 2007 as last year was an exception wherein large amount of CES membership share old arrears were received, thanks to Erica's efforts. The CESON Board has strived to work within the revenues generated as per the 2008 budget. As at the end of August, 30, 2008, the main income this year has been from the PD event held in May 2008. The income as at the end of August 2008 is \$29,863 is lower than 2007 (\$35,276.81) and 2006 (\$47,785.89) but is comparable, given the fact that only one PD event has been organized.

There is a negative net income of \$8,662.83 as at August 2008. This is largely due to the payment of \$13,380.86, expenses pertaining to 2007, in 2008. The major expenses of 2007, paid during 2008, are:

- Speaker Expense - \$6,392.00
- Refreshment Expense Meetings - \$2,365.90
- Marketing Materials - \$1,136.73
- Facility Rental - \$3,136.43
- Contract Fee - \$349.80

It should be noted that the 2007 current earnings was \$18,111.04 which was more than sufficient to pay the last year bills. If we take away (do not consider) the expenses of last year, CESON has a positive net income of \$4,718.03 for 2008 "operations".

The Committee would also like to bring to the attention that CESON has withheld \$2,140 from Nov '07 ESS and \$2,020 from May '08 ESS and has decided to withhold another \$4,340 from the future ESS events. This is being done to recoup our costs for the ESS update.

## **Investments**

The GIC investments in BMO and TD Canada Trust were rolled over along with accrued interest. A decision has also been made to invest an additional \$25,000 in GIC from the idle funds in BMO Master Card account. This will take our total GIC investments to more than \$91,000. It has been conscious decision of the CESON Board to make investments only in GIC as of now.

**APPENDIX 1**  
**CANADIAN EVALUATION SOCIETY – ONTARIO**  
Balance Sheet As at August 31, 2008

	2008 (as at 31/8/2008)		2007	
<b>ASSETS</b>				
<u>CURRENT ASSETS</u>				
TD Canada Trust Bank A/c	4,238.44		23,076.63	
BMO Master Card A/c	43,482.99		35,008.07	
<b>Total Cash</b>		<b>47,721.43</b>		<b>58,084.70</b>
<b>Accounts Receivable</b>		<b>0.00</b>		<b>0.00</b>
<b>Prepaid Expenses</b>		<b>0.00</b>		<b>0.00</b>
Investment – Can Money Market Fund	0.00		0.0	
Investment Term Deposit	66,062.98		64,362.54	
<b>Total Investment</b>		<b>66,062.98</b>		<b>64,362.54</b>
Equipment	0.00		0.00	
Accumulated Depreciation – Equipment	0.00		0.00	
<b>Total Equipment</b>		<b>0.00</b>		<b>0.00</b>
<b>TOTAL CURRENT ASSETS</b>		<b>113,784.41</b>		<b>122,447.24</b>
<b>TOTAL ASSETS</b>		<b>113,784.41</b>		
<b>LIABILITIES</b>				
<u>CURRENT LIABILITIES</u>				
<b>Accounts Payable</b>		<b>88.80</b>		<b>88.80</b>
<b>TOTAL CURRENT LIABILITIES</b>		<b>88.80</b>		<b>88.80</b>
<b>TOTAL LIABILITIES</b>		<b>0.00</b>		<b>88.80</b>
<b>EQUITY</b>				
<u>RETAINED EARNINGS</u>				
<b>Retained Earnings – end of Previous Year</b>		<b>122,358.44</b>		<b>103,947.40</b>
<b>Current Earnings</b>		<b>(8,662.83)</b>		<b>18,411.04</b>
		<b>113,695.61</b>		<b>122,358.44</b>
<b>TOTAL RETAINED EARNINGS</b>				
<b>TOTAL EQUITY</b>		<b>113,695.61</b>		<b>122,358.44</b>
<b>LIABILITIES AND EQUITY</b>		<b>113,784.41</b>		<b>122,447.24</b>

**APPENDIX 2**  
**CANADIAN EVALUATION SOCIETY – ONTARIO**  
Income Statement As at August 31, 2008 along with 2008 Budget and 2007 Actual

	2008 Budget	Actual as at 31/8/2008	2007 Actual
<b>REVENUE</b>			
<b>MEMBERSHIP REVENUE</b>			
Membership Share – CES Revenue	3,787.56	3,787.56	16,016.06
<b>TOTAL MEMBERSHIP REVENUE</b>	<b>3,787.56</b>	<b>3,787.56</b>	<b>16,016.06</b>
<b>PROGRAM REVENUE</b>			
Registration Fees Revenue	69,355.00	24,375.00	51,864.17
Non-CESO Program Revenue	0.00	0.00	1,600
<b>TOTAL PROGRAM REVENUE</b>	<b>69,355.00</b>	<b>24,375.00</b>	<b>53,464.17</b>
<b>OTHER REVENUE</b>			
Bank Interest Revenue	0.00	0.00	0.00
Conference / Other Sponsorship	5,000.00	0.00	0.00
Investment Interest Revenue	0.00	1,700.44	<b>0.00</b>
<b>TOTAL OTHER REVENUE</b>	<b>5,000.00</b>	<b>1,700.44</b>	
<b>TOTAL REVENUE</b>	<b>78,142.56</b>	<b>29,863.00</b>	<b>69,480.23</b>
<b>EXPENSE</b>			
<b>MEMBERSHIP EXPENSES</b>			
CES ESS Module Levy Expense	3,780.00	0.00	1680.00
Memberships from Program Registrations	4,950.00	4,200.00	4,492.92
Newsletter / Notification Expense	700.00	0.00	0.00
Postage Expense – Membership	0.00	0.00	0.00
Website Design / Development Expense	7,900.00	200.00	636.00
Marketing Materials	1,100.00	1,136.73	577.98
Refreshments Expense – Meetings	150.00	2,668.39	472.15
Printing Expenses – Meetings	0.0	240.83	0.00
Teleconference Expense	2,775.00	2,144.63	2,882.35
Facility Rental – Meetings	300.00	84.00	401.40
Recognition / Gifts Expense	0.00	0.00	0.00
Promotion / Prizes	0.00	0.00	150.00
Board Development Expense	450.00	0.00	2,120.00
Membership Data Base	0.00	0.00	333.90
<b>TOTAL MEMBERSHIP EXPENSE</b>	<b>22,105.00</b>	<b>10,674.58</b>	<b>13,746.70</b>
<b>PROGRAM EXPENSE</b>			
Speaker Expense	9,500.00	9,992.00	4,569.00
Contract Fees Expense	5,833.00	2,649.30	8,584.50
Facility Rental Expense	3930.00	7,089.43	3,770.35
Equipment Rental Expense	1,005.00	0.00	0.00
Speaker's Gifts Expense	400.00	0.00	267.05
Printing Expense	2,525.00	362.34	1,314.41
Food Services Expense	21,715.00	4,841.31	6,429.14
Travel / Accommodation Expense – Board	500.00	685.54	341.32
Travel/Accommodation Expense – Speaker/ Support	2,730.00	58.00	138.72
Program Postage Expense	0.00	0.00	53.06
Non-CESO Program Expense	0.00	0.00	0.00
Program Telephone Expense	0.00	0.00	0.00
Chapter Awards	1,500.00	0.00	0.00
<b>TOTAL PROGRAM EXPENSE</b>	<b>49,638.00</b>	<b>25,677.92</b>	<b>25,467.55</b>
<b>ADMIN &amp; OTHER EXPENSE</b>			
Admin. Postage / Courier Expense	204.00	97.47	195.14
Admin L/D Telephone Expense	0.00	0.00	0.00
Bank Charges Expense	120.00	180.00	110.00
Credit Card Charges Expense	1,260.00	1,179.65	1,260.99
Bookkeeping / Support Expense	1,500.00	697.50	1,410.00
Board Meeting Expense	2,500.00	0.00	0.00
Office Supplies	540.00	18.71	529.27
Equipment Purchases	0.00	0.00	8,349.54
<b>TOTAL ADMIN &amp; OTHER EXPENSE</b>	<b>6,124.00</b>	<b>2,173.33</b>	<b>11,854.94</b>
<b>TOTAL EXPENSE</b>	<b>77,867.00</b>	<b>38,525.83</b>	<b>51,069.19</b>
<b>NET INCOME</b>	<b>275.56</b>	<b>(8,662.83)</b>	<b>18,411.04</b>

# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

By  
**Terry Spencer**

### Introduction

The purpose of the Professional Development (PD) committee is to plan, develop and implement professional learning sessions for evaluators across Ontario in the pursuit of advancing evaluation theory, knowledge and practice.

The Professional Development (PD) committee members for 2008 included: Yves Francis Danteu, Melanie Jameson, Keiko Kuji-Shikatani, Martha McGuire, Erin McKenney, Gila Melech, Seema Opal, Carol Townsend, Sarah Wallace and Min Zeng. The PD committee was chaired by Terry Spencer and co-chaired by Chris Frank. For reasons of cost savings all six PD committee meetings from January to October were convened by teleconference. It is with regret that two of our committee members, Sarah Wallace and Martha McGuire had to step down from the committee this year due to other commitments. Their contributions to the work of the PD committee and the chapter are greatly appreciated.

### Key Accomplishments 2008

This past year the PD committee initiated a strategic planning process and also contributed to the implementation of the Board's strategic priorities. The Essential Skills Series (ESS) workshops were conducted in May and for the first time the Professional Development Training Evaluation Package, which was developed by the CES, was used to evaluate the ESS sessions. Another ESS training session is scheduled for November 24 – 27, 2008. A one-day workshop on logic models is also scheduled for October 21<sup>st</sup>. Due to the increasing cost associated with hosting PD workshops, the CES-ON Board adopted a fee increase for the ESS sessions, as well as the Logic Model workshop. A Request for Proposals (RFP) for the development and implementation of a two-day Qualitative Methods workshop was posted on the CES-ON and CES websites and the Selection Committee chaired by Erin McKenney are expected to announce the successful applicant by the end of October 2008. Lastly, planning guidelines for presenter owned workshops and cost structure are being refined and updated.

### Future Planning Considerations

The development and implementation of professional learning workshops will remain a strategic priority for the Ontario Chapter. In 2009 the PD committee is planning to offer two to three intermediate workshops (e.g., survey design, performance measurement), two ESS sessions, as well as the Qualitative Methods workshop. Consideration will also be given to conducting another member survey regarding the professional learning needs of the membership, as the last survey was conducted a few years ago.

Finally, I would like to take this opportunity to thank all the PD committee members for so graciously sharing their expertise and time. I am grateful to the mentoring and support that all the CES-ON Board members have provided me with and especially Sarah Wallace and Keiko Kuji-Shikatani, along with Chris Frank, the PD committee's co-chair. I would also like to thank and acknowledge the expert organizational work of Elana Gray who very proficiently attends to all the logistical details involved with hosting and implementing our PD workshops and ESS sessions.

Committee Contact: [pd@evaluationontario.ca](mailto:pd@evaluationontario.ca)

# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## CONFERENCE COMMITTEE REPORT

By  
**Nichole Fraser MacDonald**

The conference committee was focused this year on: a) delivering a conference that would meet the needs and interest of practitioners in the field of evaluation and b) fulfilling the strategic directions of the CES-Ontario Board.

### **A) Delivering a Relevant Conference**

In order to develop this year's conference, a needs assessment survey was conducted. The survey looked at topics, format and logistics for the conference.

Based on the feedback of 123 respondents, the conference committee decided to change the structure of the conference quite drastically from previous years. New innovations included a two day format; using a call for abstracts to identify a wide range of speakers; attracting high profile key note speakers; providing plenty of opportunity for networking; and utilizing a variety of different session formats.

Through these decisions we aimed to plan a conference that was highly relevant for practitioners across the field of evaluation, while also raising the profile of evaluation in Ontario.

### **B) Fulfilling Strategic Directions**

***Demonstrated the value of evaluation:*** The conference committee ensured that the value of evaluation would be clearly highlighted at the 2008 annual conference through:

- Showcasing the *Evaluator of Excellence Awards*.
- Facilitating discussion about professional designation.
- Inviting evaluation practitioners to present case studies about how evaluation can make a difference.

***Built new partnerships:*** The conference committee also fostered new relationships. Needs assessment survey respondents were asked to indicate their interest in partnering – and the response was overwhelming! New relationships forged included conference committee members, financial partners, and conference presenters.

The success of the conference committee this year was due largely to its strong membership including Jennifer Yessis (co-chair), Shirley von Sychowski, Martha McGuire, Erika Thompson, Talene Palvetzian, Sumbal Malik. Elana Gray, the CES-ON registrar provided us with an immense amount of support.

The committee will continue to focus on meeting the strategic directions of the Board. It will do this by reflecting on and documenting best practice from this year's conference. This will help to stabilize our structure for the future.

Respectfully Submitted by:

Nichole Fraser MacDonald  
Conference Committee Co-Chair

# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## COMMUNICATIONS COMMITTEE REPORT

By  
Scott Cholewa

### Accomplishments:

This year the Communications Committee underwent a change in Chair positions. Much of the year has been spent on orientation to the Committee and understanding the responsibilities and deliverables.

Recruitment efforts have resulted in a number of new committee members and we now have a strongly complement of individuals with varying skills and abilities that will undoubtedly be an asset to the Committee.

The committee has made progress in revising the monthly membership newsletter and has future plans of revising this newsletter further. Currently, the committee is revising the 2009 Workplan and Terms of Reference to better reflect the purpose and structure of the Communications Committee to assist with moving forward in 2009.

### Future Directions:

For 2009, the Communications Committee has proposed to undertake a number of new initiatives to help increase and improve communication amongst CES-ON members. These initiatives include:

1. Revising the newsletter content, format, and appearance
2. Conducting member interviews with evaluators in Ontario to include in the monthly newsletter
3. Completing a thorough needs assessment with members to better understand the communications needs of the CES-ON membership
4. Developing a website for the 2009 CES-ON Annual Conference
5. Creating and implementing an Evaluators Marketplace to allow evaluators and evaluation organizations to showcase their services

As a committee we will continue to work towards meeting the communications needs of our membership while moving forward to enhance the services that we can provide.

Respectfully submitted by Scott Cholewa, Chair CES-ON Communications Committee

# **CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER**

## **ADVOCACY COMMITTEE REPORT**

**By  
Mina Singh**

The current Membership Committee consists of:

Mina Singh, (Co-Chair)  
Kate Powadiuk, (Co-Chair)  
Sid Ali  
Charlotte Burk  
Orlena Broomes  
Keiko Kuji-Shikatani  
Gila Melech  
Hubert Palmer, [Treasurer, CES-ONT]  
Pina Pejovic

This committee has had a slow start this year, due to a switch in the chair of the committee. We welcome four new members, Mina Singh, Sid Ali, Pina Pejovic, and Gila Melech. Thus, there was an interruption in the continuation of activities for the year. It is anticipated that we would engage in key advocacy activities, such as, the development of a database of agencies to which we would inform them of the role of evaluation. Also, we are hoping to showcase CES-ONT at one conference by the end of the year, and two conferences in the next year.

We would also thank Orlena Broomes for attending the Ontario Education Symposium and displaying our banner and pamphlets.

Of note, is that this year, there was a call for nominations for awards of excellence for an evaluator and a student who had played a significant role in evaluation. The nominations we received were of high caliber and it is hoped that CES-ONT will continue to be privileged in this manner in the years to come.

We look forward to a fruitful year.

Respectfully Submitted by  
Mina Singh  
CES-ON Advocacy Co-Chair

# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## MEMBERSHIP COMMITTEE REPORT

By  
**Jim McTavish**

As of July, 2008, CES-Ontario had 392 members. In July 2007, there were 413 members. Thus there has been a slight decrease over the past year. In order to encourage renewals a letter is now sent on behalf of the Membership Committee chair to those whose membership is about to expire. As well, letters of welcome are sent to new members and thank you letters to those who renew.

The current Membership Committee consists of:

Jim McTavish – Chair  
Jennifer Yessis - Board Development Chair  
Nichole Fraser MacDonald – Conference Committee Chair  
Erica Procter – CES-Ontario Board Chair

The Membership Committee would welcome volunteers who would like to contribute to the work of this committee. If interested, contact the Chair at [membership@evaluationontario.ca](mailto:membership@evaluationontario.ca).

Early in the year the Membership Committee coordinated the overall planning of town hall meetings with members in Toronto and London to discuss the proposed competencies for evaluators prepared by National Council. The information in summaries of these sessions were collated and forwarded to the National Council to inform their deliberations.

The development of an Evaluators Marketplace was endorsed by the Membership Committee as well as the entire CES-Ontario Board. This will be a non-endorsed public listing service for Ontario Chapter members to indicate their availability to provide services to the public and indicate to other members their interest/availability for collaboration or mentoring with other CES-ON evaluators. Currently, details have been forwarded to Sandra Wilson of the Communications Committee to initiate discussions with the webmaster regarding the cost of developing this resource and making it available to members on the Branch website.

Submitted by  
Jim McTavish  
CES-ON Membership Chair

# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## BOARD DEVELOPMENT COMMITTEE REPORT

By  
**Jennifer Yessis**

The Board Development Committee was focused this year on a few key areas: orientation of board members including a full day orientation session, and a “mentoring program” for new board members, in addition to planning strategically for the future by further developing its priorities.

The Board Development Committee was successful due to the engagement of all CES(ON) board members in the Orientation session, and strategic planning meetings. As well, the Board Development Committee benefited from the hard work of committee members: Natalie Sibille in developing the mentorship program for new board members, and new board member, Nancy Russell for her interest in being involved in the committee.

The key priorities that were discussed and worked on include:

### **Value of Evaluation: Showing the value of evaluation**

This year there were several ways the CES(ON) Chapter helped to show the value of evaluation such as through case studies shown in the professional development sessions and annual conference, through the work of the Credentialing Subcommittee and through the work of the Advocacy Committee in running the Excellence in Evaluation Awards.

### **Build New Partnerships**

Each committees of the CES(ON) Chapter is working to develop new partnerships in order to benefit both the chapter and the partners. In addition, many of the committees recruited and began to work with new and engaged volunteers who brought their expertise and time to the work that is done by the chapter.

Conference

### **Achieving Full Board Complement**

By reaching out and involving new CES(ON) Chapter members in committees, conference presentations, Evaluation Awards, and professional development activities, it will be possible to achieve full board complement in the future.

As well, the board can continue to develop resources to attract new board members (such as statements about the benefits of being involved in the board), in addition to ensuring that new board members are adequately supported. As well, continuing to work on succession planning will help to ensure that all positions on the board are filled.

### **Stabilizing our Infrastructure**

In order to be able to plan and do the activities that the board is interested in doing in the future, the board worked this year to ensure that it had the infrastructure it needed to support its activities. CES(ON) has staff to assist with PD and conference registration, membership, budget and its website.

The Forum that the board uses for communication purposes has helped to ensure that files and communications are documented in a central location for the review of new members. As well, committee chairs are working to document key processes into templates for new chairs before they begin.

The Board Development Committee will continue to plan for the future in areas of strength such as professional development, and to plan for the future in order to meet needs of members in the area of networking. The Board will also work to ensure that it has the capacity to sustain itself by working on its succession planning for its future growth.

Respectfully Submitted by:  
Jennifer Yessis  
Board Development Committee Chair

# CANADIAN EVALUATION SOCIETY ONTARIO CHAPTER

## REPORT OF THE CHAPTER REPRESENTATIVE TO NATIONAL COUNCIL

By  
**Keiko Kuji-Shikatani**

Thank you very much for all the Ontario Chapter members for your support for the Canadian Evaluation Society, your active participations in the consultation process for the Professional Designation Project were very helpful.

The professional designation project is making good progress, with its core team of 30 volunteers actively working on this ground breaking initiative! We are the first evaluation professional association to go down this road and it is proving to be an exciting journey. Much has been accomplished so far since I have last presented at our last AGM:

- Development of a Crosswalk of Evaluation Competencies and Three Pillars - Competencies, Ethics and Standards as foundations for professional designations;
- Consultation with CES Members on proposed Competencies for Canadian Evaluation Practice;
- Co-development of Business Plan to form a University Consortium, with CES and TBS as partners, seeking to increase access to evaluation education;
- Completed consultations on the proposed Competencies for Canadian Evaluation Practice;
- Developed discussion notes for National Council's consideration on Standards and Ethics, 2 of our 3 'pillars.'
- Plenary presentation at the 2008 CES Conference;
- Review of and affirmation of CES Guidelines for Ethical Conduct.
- Review and voting (by National Council) of the adoption of Program Evaluation Standards;
- Outreach / investigative meetings with University of Victoria & Queens reps, Marketing Research Intelligence Association rep and TBS / CES / University Consortium representatives;
- Project budget development and approval;
- Integrating and co-ordinating the work of the three sub committees;
- Finalize Sub Committee Terms of Reference, with associated work plans;
- First in person meeting of all volunteers at the CES 2008 Conference, with individual in-person sub committee meetings as well;
- Terms of Reference for PDCC (Project Plan v9 with work plan) English & French versions written and posted;
- Solicited volunteers (30) and constituted three sub committees to work on credentialing, infrastructure and outreach. Regular meetings are held on a bi-weekly to monthly basis;
- Engaged Flagship (a fundraising firm) and submitted application for Government grant;
- PDCC coordination meeting in September.

On May 12, 2008, in the context of the Annual CES Conference, the Professional Designation Core Committee made a plenary presentation about the progress of the Professional Designation Project. Dr. Don Yarbrough was asked to introduce the program evaluation standards developed by the Joint Committee on Standards for Education Evaluation and adopted by CES in March 2008. We will be presenting at the American Evaluation Association's National Conference in November, 2008.

Over the summer months and into September the three sub committees continued to work on developing proposals, draft credentials, infrastructure and additional communication and consultation mechanisms. Right now we are working hard to develop the infrastructure proposal for the next National Council meeting in mid-October.

Please keep checking the [www.evaluationcanada.ca](http://www.evaluationcanada.ca) on Professional Designation for further developments!

Your National Council Chapter Representative has also been busy working together with the National Council to conduct the regular business of the CES, including Professional Development (which the ON Chapter is being reimbursed of their investment to ESS update), Membership and Administrative issues. If you have any questions regarding these matters please contact us.

**From the CES Case Competition 2009 Working Group, Bea Courtney, Mary Kay Lamarche, Brian McGowan, Martha McGuire, Patricia Rice**

We are pleased to announce that the 2009 Canadian Evaluation Society's Student Case Competition is a go! We are inviting professors to seize the opportunity to coach a team of students and we are inviting students to get involved by forming teams. This bilingual and multi-disciplinary event attracted 15 teams from 6 Canadian provinces last year, and we hope to attract teams from coast to coast to coast in 2009! This is a great way for students to learn about and build their skills in evaluation, to network and make contacts, and to represent their college or university.

Each year, teams of three to five students apply their evaluation skills to cases built on real public or community-based programs.

Briefly, the schedule for each of the main activities of the competition is as follows:

- October 6, 2008: Start of the team registration
- January 23, 2009: End of the team registration
- February 7, 2009: Preliminary round: the team has 5 hours to do a case study and produce a written report (all online)
- March 27, 2009: Announcement of the finalists
- June 1, 2009: Final round at the Canadian Evaluation Society's Annual Conference in Ottawa: five hours to do a case study and prepare an oral presentation.

For further information on the case competition, please consult our Web site or send us an email at [casecomp@evaluationcanada.ca](mailto:casecomp@evaluationcanada.ca) Also please note that the Spring 2003 issue of The Canadian Journal of Program Evaluation is dedicated to the competition and presents the points of view of previous coaches and students another resource for learning more about how to get involved and the benefits of participating.

Please also pass this invitation on to your colleagues.

**Keiko Kuji-Shikatani, Ontario Chapter Representative to the CES National Council**  
[councilrep@evaluationontario.ca](mailto:councilrep@evaluationontario.ca)