

Canadian Evaluation Society- Ontario Chapter (CES-ON)

2011 ANNUAL GENERAL MEETING

October 5, 2011

Report From the Chair

By

Andrea L.K. Johnston for Nancy Russell

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.

This past year we have been fortunate to have a full Board complement of 13 members. I'd like to take the time to thank all of our current Board members for their hard work, dedication, and contributions to the Board over the past year!

As a full Board we undertook a number of activities this year. We held two in-person meetings as well as six teleconferences on a monthly basis. Our in-person meetings focused largely on utilizing our Strategic Plan, Strategic Goals, Operational Plan, Logic Model and team building activities. As a result of the commitment of all Board members we have achieved a number of labor intensive projects atypical of volunteer Boards.

In the interest of being succinct this report provides a brief summary of key activities of our various committees as we will be hearing more from the respective Committee Chairs, shortly.

The Advocacy Committee, chaired by Natalie Sibille, was charged with promoting evaluation and our Chapter. The committee worked to raise the awareness of the Chapter through the distribution of Chapter brochures and cards at a variety of events. The committee acted to facilitate the Evaluator of Excellence Awards.

The Board Development Committee co-chaired by Sandra Cunning and Terry Spencer introduced new technology to the Board meeting with the launch of Go-To-Meetings. Also new in 2011, the committee recruited and hired an Administrative Assistant who assisted with CES-ON Board and committee tasks and activities. As well, in an effort to update the CES-ON Board's future actions this committee developed an RFP for a CES-ON strategic planning initiative. The Board Development Committee also successfully recruited new Board members as the year progressed to maintain a Board of 13 members.

The Communications Committee, chaired by Andrea Johnston and Pina Pejovic, will be assisting the Student committee on updating the website, continue to prepare and disseminate newsletters.

The Conference Committee, chaired by Shirley Von Sychowski, has put on yet another wonderful meeting that has successfully promoted learning and the networking among evaluators in Ontario. Shirley and her committee strive to ensure that each conference / meeting builds on the successes of previous events and improves on challenges experienced. As you may have learned last year the Ontario Chapter has begun to plan and prepare for the hosting of the 2013 CES National Conference to be held in Toronto. Shirley's expertise will be instrumental when planning and implementing the 2013 CES National Conference.

The Finance Committee, chaired by our Treasurer Kate Powaduik, has been very instrumental and very busy in overseeing the CES-ON Board's finances. In the last year, the committee has overseen the consolidation of bank accounts at the Bank of Montreal which has contributed to streamlining financial

processes for contract staff, moved to have an audit annually and seen a switch in treasurers. Looking forward to the next year, the Finance Committee will complete an audit for 2011, secure a corporate mastercard for our lead administrative staff member and begin budgeting for 2012. Upcoming expenditures include a consultant for strategic planning initiative and membership events.

The Membership Committee, chaired by Jim McTavish has developed and implemented the Ontario Evaluators Marketplace, an on-line community for evaluation practitioners to advertise their services within the CES-Ontario Chapter website. Jim has also endeavored on a brief needs assessment to identify some membership engagement activities that would be of use to the Chapter membership.

The Professional Development Committee, co-chaired by Megan Borner & Erin McKenney has been busy as ever with a variety of professional development opportunities for our membership in many new locations, such as London, Markham, Ajax, and Guelph. Current offerings include the essential skills series, qualitative methods, performance measurement, logic models, and survey methods. Megan and Erin are always keeping an eye out for the next learning opportunity that would benefit our membership.

The Student Committee, chaired by Dina Franchi has been busy recruiting and maintaining a roster of students on her committee. Dina and her committee are in the process of revamping the CES-ON website.

Our National Council representative, Terry Spencer has remained our ear to the ground on all matters related to the National Society. Terry has been able to keep our Chapter abreast to changes as a result of the Credentialing process and other CES matters.

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. 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.

The year of 2012 promises to be exciting as we begin to charter new ground. The role of our volunteer Board members is extremely important to the success of the Chapter and I'd be remiss if I did not thank them enough.

Respectfully Submitted by:

Andrea L.K. Johnston
Acting-Chair, Canadian Evaluation Society – Ontario Chapter Board of Directors

Report From the Finance Committee

By
Kate Powadiuk & Terry Spencer

Operationally, the finances of CES-ON have seen a lot of fiscal activity. In the last year, the committee has overseen the consolidation of bank accounts at the Bank of Montreal which has contributed to streamlining financial processes for contract staff, moved to have an audit annually and seen a switch in treasurers.

The finances of CES-ON benefit greatly from the support of our bookkeeper Sue Moore who is always there to answer questions and keep everything in order. The Finance Committee has benefited from the input of the following committee members: Nancy Russell (former co-Chair); Terry Spencer (co-chair); and Andrea Johnston. The advice of the former Treasurer, Seema Opal, was greatly appreciated.

Looking forward to the next year, the Finance Committee will complete an audit for 2010, secure a corporate mastercard for our lead administrative staff member and begin budgeting for 2012. Upcoming expenditures include a consultant for strategic planning initiative and membership events.

Respectfully Submitted by:

Kate Powadiuk, Treasurer and Co-Chair, Finance Committee
Terry Spencer, Co-Chair, Finance Committee, and Past-Chair, Board of Directors

Balance Sheet

ASSETS	2011 (As of August 31, 2011)	2010
Cash Clearing	-2,040.24	
TD Canada Trust	35,085.36	42,751.55
BMO Mastercard	126,911.37	52,330.94
Total Cash	161,996.73	95,082.49
Accounts Receivable	2,967.80	2,967.80
Prepaid Expenses	0	0
Investment Term Deposit	26,139.98	95,471.51
Total Investment	26,139.98	95,471.51
Total Assets	189,064.27	193,521.80
LIABILITIES		
Accounts Payable	4,941.86	6,290.74
HST Collected (since 10/10)	4,339.98	2,033.72
HST Paid Out	-1,137.70	-964.47
HST Owing/Refund	3,202.28	1,069.25
Total Liabilities	8,144.14	7,359.99
EQUITY		
Retained Earnings	186,161.81	159,232.42
Current Earnings	-5,241.68	26,929.39
Total Retained Earnings	180,920.13	186,161.81

Income Statement

BUDGET ITEM	2011 (up until Aug 31/11)	2010 Actual
REVENUE		
Membership Revenue		
TOTAL MEMBERSHIP REVENUE	2,395.22	9,306.09
Program Revenue		
TOTAL PROGRAM REVENUE	41,903.80	129,297.30
Other Revenue		
TOTAL OTHER REVENUE	-	3,508.04
TOTAL REVENUE	44,299.02	142,111.43
EXPENSES		
Membership Expense		
CES ESS Module Levy	4,290.00	4,680.00
Membership from Program Registration	-	5,790.00
Marketing Materials	1,465.00	-
Refreshment - Meetings	309.66	721.67
Teleconference (Committees)	1,609.62	1,636.65
Recognitions / Gifts	-	105.38
Promotion / Prizes	-	1,985.47
Board Development	686.60	600.00
Student Case Competition	-	500.00
TOTAL MEMBERSHIP EXPENSE	8,360.88	16,019.17
Program Expense		
Speakers	9,574.64	16,353.00
Contract Fee	9,709.50	19,008.60
Facility Rental	2,477.38	4,905.00
Equipment Rental	42.00	2,466.00
Printing	1,349.50	715.21
Food Services (including CES hospitality)	8,762.05	34,895.29
Travel / Accommodation for Board	2,991.92	4,038.36
Travel / Accommodation for Speakers & Support	1,236.72	2,204.57
Program Postage	-	354.99
TOTAL PROGRAM EXPENSE	36,143.71	84,941.02
Admin and Other Expense		
Admin Postage / Courier	251.64	181.26
Bank Charges	55.16	267.04
Credit Card Charges	1,791.38	3,823.54
Bookkeeping / Support	2,506.93	7,953.61
Board Meetings (teleconference, others)	-	466.17
Office Supplies	53.00	1,043.29
Directors and Officers Liability Insurance	378.00	486.00
TOTAL ADMIN AND OTHER EXPENSE	5,036.11	14,220.91
TOTAL EXPENSE	49,540.70	155,182.04
NET INCOME	- 5,241.68	26,929.39

Advocacy Committee Report

By
Natalie Sibille

The purpose of the CES-ON Advocacy committee is to promote the profession of evaluation, as well as to increase the value and demand for evaluation amongst decision makers and the public in the province of Ontario.

The Advocacy committee members for 2011 included: Natalie Sibille, Eunice Chong, Kate Powadiuk, Pina Pejovic, and Terry Spencer. The Advocacy committee was chaired by Natalie Sibille who will be stepping down from the CES-ON Board this year. The contributions made by all of these individuals towards meeting the goals set out by the Advocacy committee are greatly appreciated and valued. The committee met seven times in 2011 via teleconference.

A few of the highlights and accomplishments of the Advocacy committee from 2011 are listed below:

- The outcome indicators for the Advocacy committee were reviewed and refined;
- 2011 was the jump-start year for implementing the committee's three year operational work plan. Through this process, our planned strategies and activities related to increasing the profile and influence of CES-ON, and advocating the value of evaluation were articulated;
- The Committee promoted evaluation at the strategically selected events in Ontario and internationally in education, healthcare and social work, such as the Quality Healthcare Network LEAN workshop, the 2011 Data Users Conference, the Association of Educational Researchers of Ontario Conference, the Children's Mental Health Conference;
- Our Advocacy Committee members conducted an in-depth investigation of the on-line networking and marketing platforms (such as LinkedIn) for advocacy purposes;
- The Evaluators Excellence Award (EEA) timelines were revised to increase the applicant pool;
- The award winners are being acknowledged at the CES-ON 2011 networking event, with awards duly sent to both winners.

If you have any questions or issues that you would like to discuss regarding Advocacy and/or if you are interested in volunteering on the CES-ON Advocacy committee, please contact me at:
advocacy@evaluationontario.ca

Respectfully Submitted by:

Natalie Sibille
Chair, CES-ON Advocacy Committee

Board Development Committee Report

By
Sandra Cuning & Terry Spencer

The purpose of the Board Development Committee is to support effective board functioning so as fulfill the CES-ON mission and vision. The Board Development Committee members for 2011 included: Sandra Cuning (Co-Chair), Jim McTavish, Nancy Russell and Terry Spencer (Co-Chair). The committee met six times in 2011 mostly via teleconference and/or the Go-To-Meeting platform.

The Board Development Committee focused on a number of priority issues during 2011. The following report summarizes a few of the highlights and key accomplishments:

- Organized and executed the Go-To-Meeting platform for conducting CES-ON Board meetings
- Reviewed and edited the CES-ON Board's Manual Director
- Developed a template for standardizing the format of Terms of Reference for each committee to ensure consistency
- Updated various policies and procedures in Directors Manual
- Updated and revised the CES-ON Logic Model with input from other CES-ON Committees
- Developed Letter of Agreement with select CES-ON employees
- Recruited Administrative Support person to assist with CES-ON Board and committee tasks and activities
- Developed RFP for CES-ON strategic planning Initiative

If you have a question or an issue you want to discuss the Board Development Committee please contact us at boarddev@evaluationontario.ca

In closing the co-chairs would like to acknowledge and thank all of the Board Development Committee members in 2011. We are greatly appreciative of the expertise, valuable input and dedication that the committee members so graciously contributed to the committee's mandate and activities.

Respectfully Submitted by:

Sandra Cuning & Terry Spencer
Co-Chairs, Board Development Committee

Conference Committee Report

By
Shirley Von Sychowski

The purpose of the conference committee is to support and meet the information, learning, networking and professional development needs and interest of practitioners in the field of evaluation by delivering the chapter's annual conference.

Typically, the conference committee meets at least once a month from January to November and in the past three years has successfully delivered a high-quality and relevant two-day conference to Ontario's community of evaluation practitioners and other stakeholders, growing from 81 registrants in 2006 to over 150 in 2010.

This year, in lieu of the annual chapter conference, the conference committee partnered with the membership committee to plan and execute today's GTA-based regional membership meeting. Today's success is due to the valuable input, expertise and dedication of members: Emily Di Sante, Nikhat Rasheed and Emily Taylor, along with support from Elana Gray, our chapter's registrar.

The decision to not hold a chapter conference this year is due to the fact that the Ontario Chapter has begun to plan and prepare for the hosting of the 2013 CES National Conference to be held in Toronto, for which the conference committee is accountable. Other provincial chapters' experiences have shown that planning for a national conference is typically a two-year workplan / process. While our committee's efforts have focused on preparing for the hosting of the 2013 CES National Conference, we felt it was important and therefore recommended that we continue to engage our members and community of practice by offering opportunities for learning and networking in 2011 and 2012 through events such as today.

In addition to planning and preparing for the hosting of the 2013 CES National Conference, as a committee we will continue to work on our operational plan towards meeting the strategic directions of the Board. Our operational plan includes:

- Increasing the profile and influence of CES Ontario by identifying and building key strategic partnerships
- Expanding and enhancing venues, methods and types of services offered to CES-ON members by improve format & logistics of the annual chapter conference
- Exploring opportunities for conference attendees to obtain credits for CE (professional designation)

Committee contact: conference@evaluationontario.ca

Respectfully Submitted by:

Shirley Von Sychowski
Chair, Conference Committee

Communications Committee Report

By
Andrea L.K. Johnston

Summary of 2011 Activities

For the past two years, Andrea L.K. Johnston has chaired this committee and last year Pina Pejovic joined as Co-chair. The Communications Committee continued this past year to provide newsletters to the membership; however towards the end of the year it became apparent it was more efficient for Elana to include the pertinent information in the email messages she would normally have sent out to the membership. This reduced any duplication and burden on the membership.

We completed an interview with the Chair of the national CES Board of Directors, Martha McGuide, and we have plans to continue these into the future. These will be produced separately within their own flyer type format.

We will also work to support and review the website changes suggested and initiated by the Student Committee.

We welcome any comments from the floor on how you may want to see Communications operating the rest of this year and into 2012.

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:

Andrea L.K. Johnston
Co-Chair, Communications Committee

Membership Committee Report

By
Jim McTavish

Membership Data: As of August, 2011 CES-ON had 366 members. In July 2010 membership was 374. This year has been a year of sporadic growth in active members, reaching 400 in July 2011. Over the year, there has been an increase in the percentage of members employed by private firms, colleges and universities, municipal governments, school systems and in healthcare. The percentage employed by federal and provincial governments or their agencies and not for profits has declined. The percentage who reported involvement in program evaluation as a primary or major focus of their work has decreased to 77% from 80%. The greatest number of members continues to be involved in research.

Activities:

In March, 2010 the “Find a Consultant” link was posted on the Chapter website. Its purpose is to offer CES-ON members an opportunity 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. As of September 2011, 17 companies have posted their services on the site. This fall, we will be surveying each firm to determine to what extent posting on the site has resulted in new clients. The results will indicate the value of the service and identify any upgrades or other appropriate changes.

During 2011, the Membership Committee has increased to 10 members. This has allowed the development of a plan to enhance the membership experience of all CES-ON members. Following the offering of PD activities in different parts of the province, the Membership Committee is planning regional networking sessions for members. To date, a GTA session has been planned to coincide with the AGM on October 5, while there will be one in Peel Region, likely in November. If successful, we hope to initiate these throughout the province to be held on a regular basis.

Priorities: The priorities for activities of the Membership Committee include:

- Piloting innovative regional networking events
- Researching electronic networking opportunities
- Enhancing membership services as appropriate
- Increasing membership numbers, particularly outside of Southern Ontario

Membership Committee for 2011:

Jim McTavish and Kate Powadiuk (Co-Chairs); Members - Nancy Russell, Shirley Von Sychowski, Jacquie Dover, Karen LeMoine, Emily Disante, Natasha Kyle, Nikhat Rasheed and Emily Taylor.

The Committee meets approximately once a month by teleconference and would welcome volunteers who would like to contribute to the work of this committee. If interested, contact the Chair at membership@evaluationontario.ca.

Respectfully Submitted by:

Jim McTavish
Chair, Membership Committee

Professional Development Committee Report

By
Megan Börner & Erin McKenney (Co-Chairs)

Introduction

The Professional Development (PD) Committee of the Ontario Chapter of the Canadian Evaluation Society (CES-ON) supports the mission of the organization which is to build and sustain a vibrant evaluation community in Ontario by fostering the implementation of theory, research and evidence-informed practice to achieve evaluation excellence in the public, private and non-profit sectors and thus contribute to the betterment of society. The purpose of the PD Committee is to plan, develop and implement professional development for evaluators and CES-Ontario members across Ontario.

The Professional Development (PD) committee members for 2011 included: Megan Börner, Erin McKenney, Christine Frank, Keiko Kuji-Shikatani, Terry Spencer, Susan Fisher, Edem Tsogbe, Dina Franchi, Geetha Van den Daele, Natalie Ceccato, Carol Townsend (retired in January).

The committee met seven times via teleconference from November 2010 to date.

Accomplishments 2010

1. Professional Development Activities:

This past year (November 2010-October 2011) the PD committee offered the sessions:

1. Qualitative Methods – October 2011 (Barrie)
2. Performance Measurement – February 2011 (Guelph)
3. Logic Models – July 2011 (Ajax)
4. Essential Skills Series - October 2010 (Toronto), June 2011 (London), July 2011 (Markham)
5. Survey Methods - November 2010 (Toronto)

The PD sessions delivered so far were attended at capacity except one. An historic first was achieved this year for CES-Ontario in that professional development sessions were offered outside the Toronto area. The response was positive from the evaluation community, and the PD committee is encouraged to continue outreach efforts in 2012.

2. Board Activities:

The PD Committee Chairs participated in the CES-ON revision of Board policies and procedures and development of a strategic plan for the organization for the next three to five years.

3. Future Planning Considerations

The development and implementation of professional learning workshops will remain a strategic priority for the CES Ontario Chapter.

The Committee will continue to work on its operational plan which stemmed from the organization strategic plan. This will include:

1. Ensure that ESS is offered at least twice each year
2. Provide 2-3 intermediate to advanced workshops each year
3. Develop and maintain a roster of qualified presenters for PD workshops
4. Assist with the professional development provided at the AGM
5. Review professional development materials on a regular basis and arrange for materials to be updated as needed
6. Make sure that professional development opportunities align with the professional designation project
7. Increase access to professional development opportunities for evaluators in Ontario, especially in the northern regions
8. Seek opportunities to increase the number and types of professional development offered

Finally, we take this opportunity to thank PD committee members for so graciously sharing their expertise, time, and their ideas. These contributions made by the committee members to the PD work of the CES Ontario chapter are greatly appreciated. The committee would also like to recognize the valuable support of Elana Gray, who very proficiently attends to the logistical details involved with hosting and implementing our PD workshops and ESS sessions.

Committee Contact: pd@evaluationontario.ca

Student Committee Report

By
Dina Franchi

The purpose of the Student Committee is to facilitate the inclusion and retained participation of students in CES and CES-Ontario activities by fostering relationships that enable students to: publish and present their evaluation related research at CES conferences; strengthen their own evaluation knowledge and practices; and network with fellow students and professional members of CES. Student Committee members for 2011 included: Mary Jane Bauer (Co-Chair), Keita Demming, Dina Franchi (Co-Chair) and Rebecca Houser (former Chair). The position of committee Chair changed leadership in June 2011 and with new Co-Chairs has since met four times via teleconference. The following report highlights priorities and main activities to date.

The main activity of the committee was to develop a 2-year plan to identify priorities, objectives and activities. This involved conducting a critical review of past student survey reports, the web site, newsletters and other available communication to understand recent activities undertaken and to assess student member engagement. The following report summarizes priority areas the committee will focus on in the coming year:

- Grow Student Committee membership by attracting innovative student leaders to the vision of CES-ON and our committee.
- Enhance student member communication and involvement by revitalizing the student website and introducing new communication vehicles.
- Develop an engagement strategy to align CES-ON with educational institutions and a broader network of student evaluators.

If you have a question or a topic you want to discuss with the Student Committee please contact us at students@evaluationontario.ca

In closing the Student Committee co-chairs would like to acknowledge our past and present student committee members for their expertise and commitment toward advancing student participation in CES and CES-ON activities. .

Respectfully Submitted by:

Dina Franchi
Chair, Student Committee

Report from the CES-ON Chapter Representative to National Council

By
Terry Spencer

It has been a privilege to serve out my second year as the CES-ON Chapter representative to National Council. One of the primary roles of the chapter representative to National Council is to provide updates to the CES-ON Board on emergent national issues and developments. This is typically done in the form of both written and oral reports during the regularly scheduled CES-ON Board meetings, as well as via liaison activities with various CES-ON committees. In 2011, I also had the privilege to serve on the CES National Executive as Chair of the CES National Professional Development Committee. This report highlights just a few of the key initiatives and developments of National Council over the past year under the leadership of CES President Martha McGuire.

- Just prior to the CES Annual Conference held in Edmonton in May 2011 a strategic planning initiative was initiated towards developing a CES Strategic Plan for 2011-2016;
- More recently a Request for Proposals (RFP) has been solicited to conduct an organizational review of CES;
- CES National will also be investigating the association's conference planning process under the direction of CES Vice-President Wendy Rowe. The structural model employed by the American Evaluation Association (AEA) represents a more centralized administrative process. The Victoria 2010 Conference generated a profit of \$17,400. The Edmonton 2011 conference report is pending. The 2012 Annual CES Conference will take place in Halifax from May 13-16, 2012 and an agreement was signed with the Ontario Chapter for the 2013 Conference which will be held in Toronto;
- An AEA/CES Task force has been struck to look how both evaluations associations can further their collaborative partnership. CES-ON members of the task force include Martha McGuire, Keiko Kuji Shikatani, Christine Frank and Terry Spencer;
- CES National reviewed its Bylaws and various policies (e.g., communications, awards, financial management and budget policies);
- Robert Swartz was appointed as the new Editor of the *Canadian Journal of Program Evaluation*. By 2012 it is planned that the journal will be back on track and will be published on time and on an ongoing basis;
- Work is currently underway to revise the CES sanctioned workshops Survey Design and Logic Models;
- An RFP to evaluate the Essential Skills Series will be posted in the near future;
- As part of CES's e-learning initiative CES will launch its first national webinar on October 11, 2011 with Steve Montague as the presenter. A one hour webinar will be scheduled each month during 2011-2012;
- National Council recently approved a 'fast track' process for applications from experienced evaluators for the CES designation of Credentialed Evaluator (CE).

In closing I would like to sincerely thank all CES-ON members for their support and participation in CES. I would also like to express my respect and appreciation for the 2011 CES-ON Board members for their individual and collective expertise, dedication and commitment to the advancement of the profession of evaluation in Ontario. It has been a privilege and pleasure to serve with you.

If you have a question or an issue you want to discuss with me regarding National Council please contact me at councilrep@evaluationontario.ca

Respectfully Submitted by:

Terry Spencer
CES-ON Chapter Representative to National Council