

**CES Ontario Annual General Meeting Minutes– November 24, 2003.**

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

*Members present: Martha McGuire, Keiko Kuji-Shikatani, Jack Lichter, Rochelle Zorzi, Jennifer Yessis, Melissa Kittmer, Rhonda Cockerill, Catherine Bingle, Judy Sutcliffe, Steve Oakley, Mary Sehl, Margaret Oldfield, Mark Dadebo, Norma Akinbiyi, Kim White, Kim White, Karen Moynagh, Joan Belford, Siu Mee Cheng, Siobhan Kelly, Carol Townsend, Chris Frank, A. Sidiq Ali, Mare Arratia, Corinne Palmer, John Speers, Sherrilyn Sklar, Catharine de Leeuw, Melissa McGuire, Jim Cairncross, Andrew Taylor, Joana Ochocka*

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
1. Approval of minutes for: AGM 2002	<b>Motion</b> to approve minutes by Jennifer Yessis, seconded by Jack Lichter	All members supported the motion.
2. Chair’s Comments	Martha gave her report which is attached as Appendix A. Martha thanked all the volunteers who have given their time over the year. She also indicated that we have been into a period of growth and change, and that over the past year we have been examining the budget and the policies and procedures of the Chapter.	Appendix A
3. Elections	There were three director positions available for the Board of Directors for three year terms. Each candidate had the opportunity to speak. The candidates included Norma Akinbiyi, Malcolm Anderson, Catherine Bingle, Mark Dadebo, Catharine de Leeuw, Steve Oakley, Carol Townsend. There was one student candidate (Elaine Van Melle). Her one year position was acclaimed. Rochelle Zorzi moved and Keiko Kuji-Shikatani seconded that we accept the slate of candidates for the Board of Directors election. Keiko Kuji-Shikatani presided over the election.	
<b>4. Report from committees</b>		
a) Professional Development	Keiko presented her report and highlighted the professional development committee’s accomplishments over the past year. Her report can be found in Appendix B. Motion to accept the Professional Development Committee report by Carol Townsend, seconded by Catherine Bingle.	Appendix B
b) Communications	The Communications report was presented by Rochelle Zorzi and written by Mary Tangelder. Motion to accept the Communications Committee report by Andrea Johnston, seconded by Jack Lichter.	Appendix C
c) Annual Conference	Jim Cairncross described the Annual Conference at the Old Mill in April 2003. The conference title was “Accounting for Value—Sharpening our tools for improved results”. The conference had good attendance (nearly 150) and made a profit of \$12,000. Motion to accept the report by Jim Cairncross by Rochelle Zorzi and seconded by Norma Atkinbiyi.	
d) Student Activities	Martha McGuire highlighted the Student Activities’ Committee Report and referred to the report found in Appendix D. Motion to accept the report by Carol Townsend and seconded by Steve Oakley.	Appendix D

Item	Discussion	Action
e) Treasurer's Report	Jack Lichter presented the Interim Financial Report from January 1 <sup>st</sup> 2003 to October 27 <sup>th</sup> 2003. His report included a balance sheet with revenues, expenses, assets, liabilities and equity. Several attendees had questions about the revenues and expenses with regards to program, specifically the Essential Skills Series. Motion to accept report by Andrea Johnston, seconded by Mark Dadebo.	Appendix E – separate attachment
f) Advocacy	Jennifer Yessis presented the Advocacy Report. Motion to accept the Adovocacy Committee report by Catherine Bingle, seconded by Catharine deLeeuw.	Appendix F
g) Membership	Jim Cairncross presented the Membership Committee Report. Motion to accept the Membership Committee report by Melissa McGuire, seconded by Carol Townsend.	Appendix G
h) Board Development	Andrea Johnston described the work of the Board Development Committee. The Board Development Committee was busy developing a manual for all Board members, particularly new Board members to help orient them to the Board, to document important policies of the Board, to document history important for Board members and to provide structure for Board meetings on a monthly basis. Motion to accept the Board Development Committee's presentation by Sandra Bozzo, seconded by Keiko Kuji-Shikatani.	
i) National Council	Sandra Bozzo presented the National Council Report. Motion to accept the National Council report by Jim Cairncross, seconded by Jennifer Yessis.	Appendix H
j) AEA/CES Conference	Sandra Bozzo indicated that the 2005 Conference would be an International Conferences at the Sheraton in Toronto. She asked members to stay tuned for more information and indicated that there would be opportunities for volunteers to participate more in this conference.	Appendix H
5.0 Board Recognition	<p>Board members were thanked for their contributions, particularly those Board members who were not coming back next year: Wendy Young, Mary Tangelder and Nancy Pearce.</p> <p>-Over the years, Wendy Young has worked well with Board members, by mentoring new members and nurturing the Board development process in order that the Board has more effective meetings. As chair, Wendy provided leadership in guiding the Board to develop annual plans.</p> <p>-On the Board for a relatively short time, during the last year, Mary Tangelder has contributed by helping to keep the Ontario Chapter website up-to-date with Rochelle Zorzi, who is our volunteer webmaster.</p> <p>-This year Nancy Pearce has helped the Board as a student representative. Nancy took on the difficult task of involving students in the Ontario Chapter of the Canadian Evaluation Society.</p>	
6.0 Theme for Annual Conference	The theme for the annual conference in April was described to members "Raising our Methodological Latitude". More details would be sent to members via email once it was known.	
7.0 Proposed 2003 Budget	Jack Lichter presented the 2003 budget. Budget was accepted after responding to	Appendix E – separate

Item	Discussion	Action
	questions about program costs and revenues. Moved by Carol Townsend and seconded by Catherine Bingle.	attachment
8.0 Proposed By-law Amendments	<p>Two by-law amendments were proposed.</p> <p>Article VI-2 This Board of Directors shall consist of a <b>total of eleven members</b> comprising the past Chairperson plus ten (10) members elected by plurality at the Annual Meeting of the Chapter. The <b>appointment of the past chair to the Board is automatic</b>. Nine of the Directors will be elected for a three (3) year term, up to a maximum of two consecutive terms. <b>One (1) Director</b> shall be elected for a one (1) year term, and shall be a student in good standing at a college or university during the term.</p> <p>Article VII-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. <b>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.</b></p> <p>Motion to accept the by-law amendments as written above by Andrea Johnston, seconded by Rochelle Zorzi.</p>	
9.0 Other Business	<p>Election: The candidates elected to the Board of Directors were: Catherine Bingle, Carol Townsend and Norma Atkinby.</p>	
10.0 Adjournment	<p>Motion to adjourn the meeting by Judy Sutcliffe and seconded by Mark Dadebo. Meeting was adjourned at 1:30 p.m.</p>	

## Appendix A

### **2003 Report from the Chair**

CES Ontario operates almost entirely with volunteers. For the first time this year, we have engaged administrative and bookkeeping assistance to provide very much needed support to the tremendous volunteer effort.

As with most volunteer organizations, the Board must maintain a careful balance of strategic and operational activities. Our work this year has included just that. My report is really a reflection of the work of all of the volunteers who have contributed substantial time. The Committee reports outline many of the accomplishments of CES Ontario. At a more global level, we have made further in-roads beyond the Greater Toronto Area. Two of our board members came from the Kitchener-Waterloo area and one from Kingston. As I look at the slate of candidates, our student representative will be from Kingston and one of our other candidates is from Kingston as well.

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

Jennifer Yessis, who as vice-chair provided wonderful support to me and as chair of the advocacy committee increased our communication with National, among other things.

Wendy Young, as past chair, also provided wonderful, but more importantly has played a key role in ensuring two highly successful conferences—our annual conference in April and this current conference.

Andrea Johnston, as chair of board development, has helped us become more systematic in the way committees report as well as moving us toward clearer definitions of our roles and responsibilities.

Jim Cairncross, as chair of membership has clarified a number of issues related to membership, particularly the intersection with National.

Nancy Pearce, who took on the challenging job of student representative mid-stream and made a great contribution to our meetings, as well as taking minutes.

Keiko Kuji-Shikatani, who has kept the Essential Skills Series moving—not an easy task!

Jack Lichter, who took on the treasurer's role and now is making sure we all follow appropriate practices.

Sandra Bozzo, who has kept us all well-informed of National issues and activities.

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

Martha McGuire

2003 Chair

**Appendix B**  
**Professional Development Committee Annual Report – 2003**

This report provides an annual report on PD activities for the year 2003.

**2003 PD Activities**

January	Conducted the ESS workshop for the Ombudsman's Office Participation in Annual Conference planning Organized March ESS workshops
February	Participation in Annual Conference planning Preparation for March ESS workshops
March	Researched and Purchased Laptop/Projector with Board approval 24-27: Conducted ESS workshop at Oakham House Participation in Annual Conference planning
April	Annual Conference assistance Participation in 2005 CES/AEA International Conference Planning
May	Negotiated the possibility of organizing ESS for the Ministry of Education Researched possible ESS fee increase
June/July	Keiko represented CES to provide assistance to the Japanese Evaluation Society in developing their pilot project for a national evaluation accreditation scheme.
August	Preparation for September ESS
September	24-27: ESS workshop at Oakham House Participation in AGM Planning Organized November ESS workshops due to overwhelming demand for more ESS within this calendar year. (25 on waiting list for September ESS)
October	Organized PD Committee (Committee Development, Annual Planning etc.) Facilitator/Presenter information list development ESSII Planning development Participation in AGM planning Preparation for November ESS
November	17-20: Conducted ESS workshop at Oakham House Guests from JES visited from Japan to observe delivery of ESS PD Committee Meeting (First Tuesday) Provide assistance at AGM workshop
December	Begin organization of Winter 2004 ESS Participation in 2004 Annual Conference Planning

**Professional Development Budget Recommendations: Total \$18,750[or \$3,750]**

\$15,000 for development of ESSII

\$3,150 for administrative assistance (see attached suggested PD plan for 2004-2005)

\$600 for miscellaneous equipments (extension cord, batteries, extra light bulb, etc.)

Years 2004 and 2005

Event/Objective	Dates, Timing	Resources Available	Resources Required	Anticipated Revenue
<b>ESS – 3 per year</b>	March, June, September	Chair will oversee organization with the assistance from the Committee members	<input type="checkbox"/> Assistance with Registration, logistics <input type="checkbox"/> Roster of Presenters (checklist being developed) <input type="checkbox"/> Shadows (Board and Committee members who will be attending, from list of those who want to present)	\$2,400 per series – \$800 for administrative support = \$1,600 X3 series = <b>\$4,800</b> (\$2400 total for admin assistance)
<b>ESSII</b> - Begin the process of developing the next level of ESS through the development of terms of reference that will scope the project and recommend steps for completion.	Ongoing over 2 years	Working Group within the Committee will work with OPS and other CES branches to develop a joint roster of presenters, share policy, develop courses jointly.	<input type="checkbox"/> Not identified; in early planning stages	Not identified; in early planning stages
<b>Intermediate/Advanced Workshops</b> (Including visiting scholars/ presenters passing through Toronto) 2 in 2004/ 1 in 2005	Timing Varies	Chair will oversee the Committee members organize the workshops; can also include networking opportunities	<input type="checkbox"/> Registration, logistics assistance <input type="checkbox"/> Suggestions for workshop topics (being sought through newsletter, ESS) <input type="checkbox"/> Roster of speakers <input type="checkbox"/> Shadows	\$750 per workshop - \$250 for admin. support = \$500 X 2 workshops = <b>\$1,000</b> (\$500 total required for admin. assistance)
<b>AGM – Program Component</b>	November 2004 ? 2005	Chair will oversee the Committee members organize the workshops; can also include networking opportunities	<input type="checkbox"/> Logistics will be worked out with Board President	<input type="checkbox"/> Budget will be worked out in conjunction with Board AGM planning (most likely break-even or subsidized; does not affect PD budget) \$250 for admin. assistance
<b>CES Ontario Conference – Program Components</b>	April 2004 ? 2005	Committee will work with Conference Planning Committee; can also include networking opportunities for newer members, students	<input type="checkbox"/> Logistics will be worked out with Conference Planning Committee	<input type="checkbox"/> Budget will be worked out in conjunction with Conference Planning Committee (does not affect PD budget)
<b>Workshop accreditation</b>	Within the next 2 years	Committee will work towards accreditation for ESS and towards the possible development of other ESS courses that can be certified for accreditation	<input type="checkbox"/> Not identified; in early planning stages	<input type="checkbox"/> Not identified; in early planning stages but may be able to raise prices of series for accreditation students; however, costs of accreditation unknown at this time
			<b>Total anticipated PD Revenues per year (with the use of administrative assistance) \$5,800</b> <b>(Total cost of administrative assistance \$3,150)</b>	

## Appendix C

### CES-ONTARIO COMMUNICATIONS REPORT

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#### NOVEMBER 24, 2003

**COMMUNICATIONS COMMITTEE:** Dina Franchi, Tamara MacDonald, Mary Tangelder, Rochelle Zorzi

The Communication Committee has been involved in three main functions this year: expanding and revamping the current website, developing content for the Communiqué, and regularly corresponding with the CES-Ontario members.

#### WEBSITE

This year the communication committee focused on expanding and revamping the current website. Based on feedback from users, the committee developed new navigation and content areas of the site, and integrated the content of the Communiqué into the current website. Pending on approval, the committee hopes to launch the new website in early 2004. We are very grateful to Anny Yang who has volunteered her time and talents to design a new web site. We are also grateful to Benoît Gauthier of Circum Network Inc., who is hosting our website free of charge.

In the new website, CES-Ontario members can expect improved navigation to allow users easier access to the information they need. In addition to new website content, the regular sections Chapter News, Upcoming Events, and the Events/PD will be included in the new website.

#### COMMUNIQUÉ

After the publication of the first Communiqué in March 2003, the committee integrated the content of the Communiqué into the website, including:

- Feature articles written by a guest columnist, which provides members with information about current trends and issues in the Ontario evaluation community. This year, Gordon Framst, former member of the Ontario Board of Directors, and Andrea Johnston of Johnston Research Inc., contributed articles.
- Member profiles, which to date have been written by our volunteer columnist Dina Franchi. Member profiles demonstrate the broad diversity of our membership, and help to facilitate a network of evaluators. This year, we interviewed Rhonda Cockerill of the University of Toronto and Jack Lichter of the District Health Council.

#### JOIN OUR COMMITTEE!

For 2004, the Communications Committee is seeking new members. The committee needs new volunteers who are interested in:

- Continuing web site development
- Coordinating and editing feature articles
- Conducting interviews CES-members and developing members profiles
- Disseminating information to chapter members as needed

Being a committee member is a great way to network with some of your fellow members and to learn more about the CES-Ontario chapter. If you are interested and would like some more information, please contact **Mary Tangelder at [communications@evaluationontario.ca](mailto:communications@evaluationontario.ca)**

## **Appendix D**

### **Student Committee Report**

I would like to extend my apologies for being unable to attend today's meeting as I had a prior commitment at the Gerontological Society of America meeting in San Diego.

I took over the chair of the Student Committee in the spring. Unfortunately, the student committee has been only sporadically active throughout the past year. Due to difficulties arranging meeting times, the logistic barriers of face to face meetings for geographically diverse committee members, and changes in the committee chair position, the student committee has not been able to achieve its full potential.

Over the course of the year, the membership of the committee dropped to two very busy graduate students. In response, a contact list of current student members was compiled and canvassed asking for interested individuals to participate in the committee. Unfortunately, no replies were received. Clearly, there is a need to raise awareness of the CESO with both our current student members and evaluation students in general.

A number of challenges are before the student committee during the upcoming year. They include:

- Recruitment and retention of new members
- Promoting CESO and its events with students
- Developing guidelines for financial support of students by CESO
- Determining and promoting a role for students within CESO



I would like to extend my congratulations to the new Chair of the student committee and thank my fellow board members for an interesting and rewarding experience over the past few months.

Thank you,

Nancy Pearce

## Appendix F

### CES-ONTARIO ADVOCACY COMMITTEE REPORT

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NOVEMBER 24, 2003

**ADVOCACY COMMITTEE:** Charlotte Burkhardt, Philippa Holowaty, Keiko Kuji-Shikatani, Peter Venton, Jennifer Yessis

The Advocacy Committee has been involved in a number of tasks over the past year, primarily coordinating Breakfast Events, liaising with the National Advocacy Committee and planning our advocacy activities for the future.

#### COORDINATING BREAKFAST EVENTS

This year the advocacy committee planned and held two Breakfast Sessions. The purpose of Breakfast Sessions is to raise the profile of evaluation work in Ontario, to share evaluation case examples and to provide opportunities for members to network. The committee is currently working to plan another event for January.

- Continuous Improvement Performance Management System (CIPMS), Metro Hall, January 31, 2003
- **Research on the Impact of Distributed Learning Programs for Management in Workplace Settings**  
University of Waterloo, April 30, 2003

#### LIASING WITH THE NATIONAL ADVOCACY COMMITTEE

The committee worked with the National Advocacy Committee to ensure that its work complemented the work being done at the National level. The National Committee fully supports our work and is particularly interested in our development of a client survey for those who receive evaluations (done by consultants or internally). The purpose of the client survey is to better understand the benefits of evaluation and the barriers to acting on evaluations being conducted from the perspective of evaluation clients. This work will build on the Core Body of Knowledge project that better articulated the benefits of evaluation from the perspective of evaluators.

Over the next year, our committee will focus its efforts in developing a client survey to implement. The National Committee supports this initiative.

#### JOIN OUR COMMITTEE!

For 2004, the Advocacy Committee is seeking new members. The committee needs new volunteers who are interested in:

- Advocating for the evaluation profession
- Developing a client survey to better understand the benefits of evaluation from those who receive evaluation
- Coordinating Breakfast Sessions for members
- Liaising with the National Advocacy Committee of the CES

Being a committee member is a great way to network with some of your fellow members and to learn more about the CES-Ontario chapter. If you are interested and would like some more information, please contact **Jennifer Yessis at [advocacy@evaluationontario.ca](mailto:advocacy@evaluationontario.ca)**

**Appendix G**  
**Canadian Evaluation Society – Ontario Chapter**  
**Membership Committee Report for 2003**

This has been a rebuilding year for the Chapter's Membership Committee after beginning with a new Chair and new committee members. Following the Chair's term as co-chair for the Chapter's Annual Conference in April, the Committee turned its attention to some fundamental membership needs.

The objectives for the Committee for 2003 were to:

- Resolve membership and process issues with National;
- Prepare a common message promoting CES membership; and
- Documenting the membership process and protocols.

The Committee is pleased to report the following accomplishments for the year:

- Problems relating to some new paid-up CES members not receiving an acknowledgement of their membership and information on CES services were resolved with the CES National Office;
- The Committee now receives from National on a monthly basis more manageable information on Chapter members only. This replaces the cumbersome lists of members of all chapters.
- The Committee with assistance from other Board committees developed a common message about CES membership to be delivered as appropriate at Chapter events including annual conferences, breakfast sessions and any other opportunities to communicate with prospective members;
- To assist in communicating with members and prospective members at Chapter events, the Committee worked with National in designing a banner incorporating the CES logo consistent with the CES specifications;
- Two CESO banners have been produced in time for the Chapter's Annual Meeting and for use at the U.S. conference later this year and to assist in promoting the CES International Conference to be held in Toronto in 2005;
- Communicated this Fall with universities having evaluation-related academic programs to encourage and promote student membership in the Ontario Chapter of CES;
- Determined the extent of administrative assistance required to support the Membership Committee and have initiated transfer of some responsibilities to improve turn around time on enquiries from new and prospective members; and
- Worked with other Board committees to assist with membership related issues, for example, the Communication Committee in determining information of interest to members on a redesigned Chapter website.

I would like to thank the Committee members who helped address the numerous membership issues that surfaced during the year. Sandra Bozzo provided valuable information to the Committee as a continuing Board member and in her role as National Council Representative. Mary Tangelder, as Chair of Communications Committee and a member of the Membership Committee, helped the Committee focus on the communication needs of members. Nancy Pearce provided valuable input to the Membership Committee in her capacity as Student Representative

on the Chapter Board. I am grateful for the assistance I received from these energetic and committed CES members.

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

Respectively submitted,

Jim Cairncross  
Committee Chair

## Appendix H

### **CES Ontario Chapter AGM November 2003**

#### Report on National Council

CES National activities are carried out by representatives from across Canada – 7 Executive Council members and an Executive Secretary and 8 chapter representatives. Council meets twice a year face-to-face and once a year by teleconference.

For 2003-2004 National Council is being led by Gwen Keith from Saskatchewan as President and Frankie Jordan from Saskatchewan as Vice-President.

As National Council representative I bring Ontario Chapter concerns and issues to National, but also have responsibilities related to the functioning of CES as a National organization. All Council Representatives wear two hats – representing their Chapter on Council and representing Council in their local Chapter.

Since joining National Council in 2001, I have been a member of the Administration Committee. As a member of National Council's Administration Committee I have been responsible for mainly 2 projects – planning and undertaking the Student Paper Contest and revising the Councillor Manual and Resource Guide (a web-based resource for Council members). Part of revising the Councillor Manual has included clarification of the function, roles and responsibilities of CES Council representatives.

2003 saw National Council facing a number of challenges and issues that are not uncommon to years past and not uncommon to any growing, evolving organization. 2003 also saw interesting projects and opportunities unfolding for CES as a vital, well-supported and professional national organization.

Let me call your attention to some of the key activities this past year:

- National Membership Committee has developed a web-based membership needs assessment survey. Survey timelines to be determined.
- Under a new editor, *The Canadian Journal of Program Evaluation* has been branching out into new areas – Brad Cousins from the University of Ottawa has been actively networking with academics across Canada and the U.S. to bring new profile to the journal. The CJPE now has revised instructions to authors and has reconfigured the editorial board to include expert members of the evaluation community. CES National's webmaster will be posting pdf versions of all CJPE articles on the web, making them available at no cost to members.
- Responsibility of the national Student Paper Contest, which has been with Ontario Chapter for the past few years has now been given to National Council's Professional Development Committee, with Brad Cousins, CJPE editor, taking the lead.
- CES has representation on the International Organization for Cooperation in Evaluation (IOCE) which held its inaugural assembly meeting in March 2003 in Lima, Peru – where the IOCE was "officially" created. The CES representative to the IOCE is Nancy Porteous of Ottawa, also a past President of CES National and former Chair of CES NCC. Nancy serves as Treasurer on the Board of Trustees of IOCE and recently participated in a meeting in Brazil (at no cost to CES).

- A membership fee increase was made effective September 2003. Council has noted significant cost increases over a period of five years without any fee change. While costs have been increasing in significant ways over the past several years, revenue from all sources has not increased. The last fee increase was in 1998. Members will see an annual membership fee increase of \$15 in 2003/04 and a further increase of \$15 in 2004/05, effective September 1st of each year. Student fees will increase by \$5 in 2003/04, with a further \$6 increase in 2004/05.
- 2003 has seen Council experiencing stressful times concerning succession. National Council has recognized the need to be transparent in the succession process, the need to reach out to Chapters and to keep open lines of communication with both members and Chapters. In the year leading up to, and during, the 2003 annual conference in Vancouver, Council heard opposition to the proposed amendment to the succession process for National President and Vice-President. As a result, National set up an on-line mechanism (i.e., a web-based membership consultation) in June 2003 to hear the views of all members. The forum was moderated by two Council members: Francis Remedios (Alberta) and Jim Cullen (Quebec). Council is currently compiling the results of that consultation for sharing with CES members. In 2004, CES National will hold a general membership vote for the position of President.
- Overall, National Council is committed to cutting costs related to operating CES National and to continued support of local activities through training with the development of advanced courses – the first of these “Tier II” courses being on logic model development.
- In May 2003 the CES National Annual Conference was held in Vancouver. In 2004 the annual conference will be held in Saskatoon, in 2005 in Toronto (i.e., a joint conference with the American Evaluation Association) and the 2006 conference will be in PEI.
- I sit on the Executive Steering Committee for the 2005 AEA/CES Conference as the CES chapter liaison, along with Dr. Arnold Love (Conference Co-Chair) and Richard Rose (Treasurer). The foundation for the 2005 joint conference with the AEA is well in place. CES will take the lead on translation and a Canadian stream has been blocked and reserved. Activity will increase in the next few months.

Submitted by Sandra L. Bozzo, CES National Council Representative

**November 24, 2003**