

# **Canadian Evaluation Society- Ontario Chapter (CES-ON)**

## **2010 ANNUAL GENERAL MEETING**

**October 4, 2010**

## Report From the Chair

By  
**Scott Cholewa**

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 finalizing out 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.

As a Chapter of the larger Canadian Evaluation Society we entered uncharted territory and launched the CE Designation Program. Currently many individuals are embarking on the road to obtaining their Credentialed Evaluator Designation and we'd like to wish everyone success. The Chapter has also indicated an interest to the broader Society of our interest to host the 2013 CES National Conference.

In the interest of being succinct I will provide you with a brief summary of key activities of our various committees as we will be hearing more from the respective Chairs shortly.

The Advocacy Committee, co-chaired by Terry Spencer and Mina Singh, was charged with conducting a variety of initiatives to raise the awareness of evaluation and CES-Ontario at various events. The committee is also responsible for the facilitation of the Evaluator of Excellence Awards.

The Board Development Committee, co-chaired by Nancy Russell and Natalie Sibille, made great strides in organizing the in-person meetings and the development of the Board Manual, Operational Plan, Strategic Plan and new policies and procedures. We look forward to additional Board activities in 2011.

The Communications Committee, chaired by Andrea Johnston, took the lead on updating the website, disseminating newsletters, and in 2011 will begin to overhaul the CES-Ontario Website ensuring its relevance to our membership.

The Conference Committee, chaired by Shirley Von Sychowski, has put on yet another wonderful conference. Shirley and her committee strive to ensure that each conference builds on the successes of previous conferences and improves on challenges experienced. We hope you are enjoying this year's conference. Shirley's expertise will be instrumental when planning the 2013 National Conference.

The Finance Committee, chaired by our Treasurer Seema Opal, has initiated an audit as well as developed processes and procedures to ensure that our accounts are in a stable financial position and

we are accurately monitoring expenses. Seema also spearheaded a change in our banking from two financial institutions to one resulting in cost-savings for the Chapter.

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 Nominations Committee, chaired by Terry Spencer underwent some changes and is now a subcommittee of the Board Development committee. Terry successfully recruited our 13 Board member this year, France Gagon.

The Professional Development Committee, co-chaired by Megan Borner & Sue Behari has been busy as ever with a variety of professional development opportunities for our membership. Current offerings include the essential skills series, survey design, qualitative methods, logic models and... Megan and Sue are always keeping an eye out for the next learning opportunity that would benefit our membership.

The Student Committee, chaired by Brenton Faubert has been busy recruiting and maintaining a roster of students on his committee. Brenton and his committee are in the process of developing an internship service on the website that would partner students with organizations offering internships in evaluation.

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.

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 2011 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,

Scott Cholewa  
Chair  
Canadian Evaluation Society – Ontario Chapter Board of Directors

## Advocacy Committee Report

By

**Mina Singh & Terry Spencer**

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 2010 included: Eunice Chong, France Gagnon, Kate Powadiuk, Pina Pejovic, Natalie Sibille, and Trish Woehrle. The Advocacy committee was co-chaired by Mina Singh and Terry Spencer. The contributions of all these individuals to the work of the Advocacy committee and to the Ontario chapter are greatly appreciated and valued. The committee met six times in 2010 via teleconference. Mina will be stepping down from the CES-ON Board this year, on behalf of the Advocacy committee I would like to extend to Mina our thanks and appreciation for all her contributions to the CES-ON Board and especially her leadership over the past few years as Chair and Co-Chair of the Advocacy committee.

A few of the highlights and accomplishments of the Advocacy committee from 2010 are listed below:

- The terms of reference for the Advocacy committee were reviewed and refined;
- An operational work plan 2010-2013 was developed in which planned strategies and activities related to increasing the profile and influence of CES-ON and advocating the value of evaluation were articulated;
- Conducted an environmental scan of advocacy initiatives undertaken by other provincial chapters;
- Began to explore advocacy via on-line networking and marketing platforms (e.g., LinkedIn);
- The Evaluators Excellence Award (EEA) application was revised and disseminated
- Three nominations were received for the 2010 EEA and the award winner is being acknowledged at the CES-ON Annual 2010 Conference

[If you have a question or an issue you want 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](mailto:advocacy@evaluationontario.ca)

Respectfully Submitted,

Mina Singh  
Co-Chair, CES-ON Advocacy Committee

Terry Spencer  
Co-Chair, CES-ON Advocacy Committee

# Board Development Committee Report

By  
**Natalie Sibille**

The purpose of the Board Development (BD) Committee is to support effective board functioning in order to carry out the CES-Ontario mission.

In 2010 the BD Committee underwent a structural change adding Board Nominations to the list of its responsibilities with co-chair being in charge of this committee function and change in chair position. Also Vice-Chair seated on the committee. Therefore, a good portion of this year has been spent developing our roles, responsibilities and deliverables.

This year the BD Committee focused on a few key areas. These included: planning and executing a full day operation planning session; reviewing Board structures and practices, facilitating expansion of Board capacity and succession planning.

The BD Committee was successful due to the engagement of CES-ON Board members in operation planning session, merge of the BD and Nominations Committees and upgrade of Board policies and procedures. As well, the BD Committee benefited from its unique composition and hard work of committee members: Natalie Sibille (Chair), Terry Spencer (Co-Chair, Nominations) who is also National Council Representative, Nancy Russell, Board Vice-Chair and Jim McTavish, Membership Committee Chair. Natalie developed mentorship framework which became the Board working document. Natalie also previously developed the mentorship program for new board members which will continue to be used in future years to help new board members ease into their roles. Nancy was instrumental in helping Board to start up capacity building process. We also would like to thank our committee member, Jim McTavish and the CES-ON Board Past Chair Terry Spencer for their help in ensuring the operation planning session was a success.

Key priorities that were discussed and worked on include **Operation Planning and Board Capacity Increase**. The BD Committee played a key role in assisting Board with development of an operation and action plan that will help to implement the CES-ON strategies for the next three to five years. To ensure high quality of the operation plan, the operation planning process was facilitated by the committee in such a way that would allow collaborative input and contributions from all CES-ON Board directors and staff. This process included: strategic planning session, review of a draft operational plan by Board and development of a step-by-step annual plan of activities with corresponding costs by each Board committee reflecting the agreed upon operation plan. This session helped to consolidate the Board and also to demonstrate how each committee work is interconnected with the work of every other committee and how each committee deliverables contribute to the strong functioning of the board.

As a result of the strategic and operation planning the Board Development Committee introduced an initiative of increasing Board capacity. Upgraded Board logic model, a CES membership engagement activities proposal, a membership needs assessment survey and the newly developed Board mentorship framework are starting points of Board capacity building. The BD Committee is looking forward to the next year to carry on its leadership in facilitation of Board capacity enhancement.

Respectfully Submitted by:

**Natalie Sibille**  
**Board Development Committee Chair**

## Membership Committee Report

By  
Jim McTavish

**Membership Data:** As of August, 2010 CES-ON had 374 members. In July 2009 membership was 337. This year has been a year of sporadic growth in active members. There has been an increase in the percentage of members employed by private firms, not for profit organizations and in healthcare since March, 2009. The percentage employed by governments or their agencies has declined. The percentage who reported involvement in program evaluation as a primary or major focus of their work has increased to 80% from just under 75%. The greatest number of members are involved in research.

### Activities:

In March, 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 members. To date the response has been good with 10 listings currently on the site. This is a non-endorsed public listing service for Ontario Chapter members.

The Membership Profile was updated in April 2010.

The Logic Model for CES-ON was updated by the Board of Directors.

The Membership Committee components of the CES-ON Strategic Plan 2010-2012 were developed.

**Priorities:** The priorities for activities of the Membership Committee through 2011 include:

- Piloting innovative regional networking events
- Researching electronic networking opportunities
- Surveying the membership as to how to best enhance their CES-ON experience
- Enhancing membership services as appropriate
- Increasing membership numbers, particularly outside of Southern Ontario

### Membership Committee for 2010:

Jim McTavish – Chair

Nancy Russell – Board Vice-Chair

Shirley Von Sychowski – Conference Committee Co-Chair

The Committee meets 3 or 4 times a year by teleconference and would welcome volunteers from the membership who would like to contribute to the work of this committee. If interested, contact the Chair at [membership@evaluationontario.ca](mailto:membership@evaluationontario.ca).

Submitted by Jim McTavish –Membership Chair

# Professional Development Committee Report

By

**Megan Börner and Sue Behari McGinty (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 2010 included: Christine Frank, Melanie Jameson, Keiko Kuji-Shikatani, Erin McKenney, Carol Townsend, Mina Singh and Terry Spencer. The committee met six times via teleconference from November 2009 to date.

## Accomplishments 2010

### 1. Professional Development Activities:

This past year the PD committee organized:

1. Qualitative Methods April 6<sup>th</sup> and 7<sup>th</sup>
2. Performance Measurement April 9<sup>th</sup>
3. Logic Models April 19<sup>th</sup>
4. Essential Skills Series July 5 – 8<sup>th</sup>
5. Essential Skills Series October 18, 19, 25 and 26<sup>th</sup>
6. Survey Methods – plans are underway for a November workshop.

The PD sessions delivered so far were attended at capacity.

### 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
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](mailto:pd@evaluationontario.ca)



## Student Committee Report

By  
**Brenton Faubert**

### **Activities for the 2009/10 period:**

The Student Committee dedicated the majority of its efforts to developing the Connecting Companies and Evaluation Students Project. The project aims to connect students with companies or institutions that conduct evaluations with the ultimate goal of findings volunteer or internship positions for students within these organizations. Students have been invited to participate in the project through professional student networks or via email to students and professors listed in the CES-Ontario membership list. Companies have been recruited using existing contacts already established within the Student Committee and also by contacting organizations known for their work in evaluation. Several companies have already agreed to list postings on the CES-Ontario website.

In addition, the Chair of the Student Committee attended the Canadian Evaluation Society annual general meeting in Victoria, British Columbia. The event was a wonderful opportunity to learn about evaluation activities across the country, network with colleagues and advocate for student interests.

### **Proposed activities for the 2010/11 period:**

The Student Committee aims to maintain current initiatives in the coming period. These initiatives include:

1. Continue building on the Connecting Companies and Evaluation Students Project, in terms of increased number of postings and student traffic to the website;
2. A marketing campaign aimed at raising student awareness of the existing scholarships for the Essential Skills Workshops, guest speakers, the annual general meeting and the student case competition; and
3. Continue to act as a liaison between CES-Ontario student members wanting to pair with a CES-Ontario professional member for a mentorship opportunity.

The 2010/11 period will also be one of transition. The current Student Committee Chair will be stepping down and the position of Student Chair will be available. A transition plan is in place to recruit candidates for the position.

As a committee we will continue to work towards meeting the needs of our student membership and serve the needs of the CES-Ontario board whenever we can.

Respectfully submitted by:  
Brenton Faubert, Chair CES-Ontario Student Committee

## Report from the CES-ON Chapter Representative to National Council

By  
**Terry Spencer**

This has been my first year as CES-ON chapter representative to National Council and it has been my pleasure and privilege to represent the Ontario chapter on National Council. National Council which is made up of representatives from each province and territory meets in-person on two separate occasions with each in-person meeting session generally spanning the course of a weekend. In the interim between in-person sessions, National Council meets via teleconference and extensive work is also accomplished throughout the year via committee and project work. The National Council representative as part of their role and responsibilities updates the CES-ON Board on emergent national issues and developments during chapter board meetings.

Effective on July 1<sup>st</sup>, 2010 I became the Chair of the Professional Development (PD) Committee for National Council and in collaboration with other National Council PD committee members, as well as the rest of Council will be striving to enhance the value of CES membership especially as it pertains to professional learning opportunities and e-learning initiatives for CES members.

Over the past year National Council has been extremely busy and many accomplishments have been attained under the leadership of CES Past-President Francois Dumaine. Several pivotal initiatives for our organization were pursued in 2010, one of which, the Professional Designation Program (PDP), I would like to highlight. The PDP which became fully operational in May at the CES 2010 Annual Conference in Victoria, British Columbia is truly an innovative and leading edge initiative for CES, in large part due to the tireless efforts of Keiko Kuji-Shikatani, Vice-President of the PDP and her team, as well as the countless CES volunteers who have contributed so much of their time, consultation and efforts to this pioneering undertaking. Other evaluation jurisdictions from different countries are watching to see how the PDP unfolds. CES members are invited to apply for the Credentialed Evaluator (CE) designation, if they are interested. Information and application details regarding the PDP can be obtained on the National Council website.

Under the leadership of newly elected National Council President Martha McGuire the next few years holds much promise for CES and for the profession of evaluation across the country. As many of CES-ON members already know Martha through her many talents and capacities has contributed so immensely to the Ontario chapter over the past years.

In closing I would like to sincerely thank all of CES members for their support and participation in the CES and I would also like to express my respect and appreciation for the CES-ON Board members for their individual and collective expertise, commitment and dedication to the advancement of the profession of evaluation in Ontario.

If you have a question or an issue you want to discuss regarding National Council please contact me at [councilrep@evaluationontario.ca](mailto:councilrep@evaluationontario.ca)



Respectfully Submitted  
Terry Spencer,  
CES-ON Chapter Representative to National Council