

Annual Report 2017-18

FISCAL YEAR 2017

Our Vision: The recognition of evaluation as a valued and respected profession necessary for the well-being of all Canadians.



ANNUAL REPORT 2017-18

Contents

PRESIDENT'S REPORT	3
TREASURER & FINANCE COMMITTEE REPORT	5
SUMMARY	5
KEY ACHIEVEMENTS	6
ANNUAL FINANCIAL AUDIT	6
PLANS FOR 2018-2019.....	6
ACKNOWLEDGEMENTS.....	6
PROFESSIONAL DEVELOPMENT COMMITTEE REPORT	7
SUMMARY	7
KEY ACHIEVEMENTS	7
PLANS FOR 2018-19	7
ACKNOWLEDGEMENTS.....	8
MEMBERSHIP COMMITTEE REPORT	9
SUMMARY	9
KEY ACHIEVEMENTS	9
PLANS FOR 2018-19	9
ACKNOWLEDGEMENTS.....	9
NATIONAL BOARD REPRESENTATIVE REPORT	10
SUMMARY	10
KEY ACHIEVEMENTS	10
PLANS FOR 2018-19	10
ACKNOWLEDGEMENTS.....	10
NOMINATING COMMITTEE REPORT	11
SUMMARY	11
KEY ACHIEVEMENTS	11
PLANS FOR 2018-2019.....	11
ACKNOWLEDGEMENTS.....	11
THE TEAM	12



President's Report

This past year, the Ontario Chapter continued its focus on three strategic areas.

1. Engaging, growing and diversifying membership
2. Providing greater value and learning opportunities for members
3. Strengthening internal controls and processes

While the details of initiatives and activities within each of these strategic areas will be shared by the Committee Chairs, I'd like to share some highlights of the year with you.

The Chapter maintained our membership at 390 members. We have an average of 1-3 inquiries per month for the New Practitioner pilot category, including from evaluators in other jurisdictions as well as overseas. An increasing number of New Practitioners are taking advantage of our discounts for professional development courses offered by the Chapter, and Kelsey Chawla has been representing the NPS interests to the Chapter and National. We hope that this category will be rolled out nationally. Under the leadership of Paul Bakker, the Membership Committee negotiated a Memorandum of Understanding with regards to a joint collaborative event with the Ontario Trillium Foundation, the first of its kind in the Chapter's history.

This year was very productive in terms of providing professional development and learning opportunities for members and the public. The Professional Development Committee, under the leadership of Nick Petten and Natalie Sibille, and subsequently Marci Pernica and Katharina Wolff delivered several Essential Skills Series workshops as well as the Intermediate/Advanced workshops in strategic project management and developmental evaluation. The Ontario Chapter is unique in that it has launched its own third-party courses and we intend to expand our offerings and enhance quality control in the coming year.

Fiscal management is a core component of the work of a nonprofit Board of Directors. The Treasurer is responsible for the association's finances, and we should congratulate Tin Vo, Treasurer, as both our Financial Consultant and Auditors are very satisfied with the financial management of our association. Our budgeting process is detailed and at a level far exceeding the size of our association. To mitigate bookkeeping inconsistencies, we have added in a number of processes to verify certain processes prior to reconciliation, updated the Budget with GL accounts to ensure consistency and eliminate duplication. This year the Chapter has achieved a surplus of \$22,534 that will be reinvested into the association in 2019 and beyond based on the recommendations from our 2018-2023 strategic planning process, which is currently underway.

The strategic planning process began with collection of data via a Chapter membership survey in 2016. After several internal Board conversations in 2017, a Request for Proposals was released in January 2018. A detailed evidence-based process, chaired by Roxana Vernescu, Vice-President, was developed to screen, rank and interview the top candidates from over a dozen high-quality proposals. In April 2018 the contract for the Integrated Strategic-Operational Plan was awarded to SN Management, a firm with deep expertise in the non-profit and public sectors, in collaboration with Gravity Partners, a brand strategy, marketing and communications planning firm. The process is expected to be completed by September 2018.

The Board's vision is that an integrated strategic and tactical approach will provide the necessary rigour and flexibility that will ensure CES Ontario is positioned for success in the next 5 years and beyond in a landscape that is constantly evolving. Our engagement with members and other

stakeholders that started two years ago will continue over the next little while to ensure that we have heard your voices and benefited from your guidance. Stay tuned for more information.

CES Ontario is the second largest Chapter at CES and we have a strong voice speaking for us at the National Board. We thank Sid Ali and Patricia King for representing us at the National Board and being involved at both Chapter and National level – a double commitment.

Every year, we recognize the volunteers who serve on our Board of Directors and Committees. Directors spend hundreds of hours running this association like a proper non-profit, all without the benefit of full-time staff. With the support of our Contractors, our unincorporated Chapter undertakes all the operational tasks of an incorporated entity such as filing taxes, an annual audit, having a budgeting process in place, setting up policies and procedures to deal with the numerous operational issues that arise in the course of doing business. Internal review teams are set-up to hire and measure the performance of contractors, engage with the CRA in matters relating to bookkeeping, accounting, and human resources, and the Executive Committee jointly represented by the President and Vice-President fulfill an Executive Director/ CEO role.

Our Committee Chairs recruit new facilitators, ensure that courses are delivered to the quality expected by our attendees, and try to meet the needs of evaluators by providing incentives and discounts on Chapter trainings, in addition to membership fees. We draw up and negotiate contracts and standing agreements, are working on establishing a professional development training evaluation framework and negotiate with public sector clients to deliver custom trainings to those who request it. The Chapter is working on an accessibility framework for the association with the help of a volunteer. Increasingly, CES Ontario is being asked to partner on, or support the work of others, in the evaluation community. We do all this, most of it, out of a love of evaluation and passion for serving our community. And there's so much more we would like to do.

For a Board that is entirely voluntary, we have professionalized this association over the past few years into a nonprofit that is essentially fully functioning. Our hope with the ISOP is that it will lay out the operational planning that we need to be able to take our association to the next level, and set it up as a sustainable, well-resourced organization. As we go through this journey, I'd like to ask our members to ask themselves how they would like to help to move this association forward. Whether it's championing the CES Ontario vision, mission and mandate within your networks, volunteering to sit on committees or special task forces, or promoting our events and trainings to your community, I want each member here to think about how you'd like to contribute to building CES Ontario.

I'll say it again – CES Ontario runs on tens of thousands of hours of volunteer power. If we were to try to quantify the value that volunteers bring to us, I would conservatively estimate that we would be looking at the upwards of \$100,000 of in-kind donated time, or at least the equivalent of a couple of full-time staff. That is a significant contribution.

We have two directors retiring today – Sid Ali and Natalie Sibille – both of whom have devoted six years (2 terms each) to CES Ontario. We would like to honour them both today with an Award of Dedicated Service. To the rest of the team that is in-term – Roxana, Tin, Nick, Patricia, Marci, Kelsey and Paul – we all owe you a debt of gratitude for your commitment to CES Ontario. Thank you for your volunteerism. I'd like to thank our Administrative Coordinator, Kaitlyn Kochany, for her fantastic work with the Chapter over the past year. Kaitlyn is the glue that keeps us together. I'd also like to thank all the other committee volunteers who share their skills with this association. We appreciate the support we receive from CES National.

Respectfully submitted by: ***Nikhat Rasheed, President***

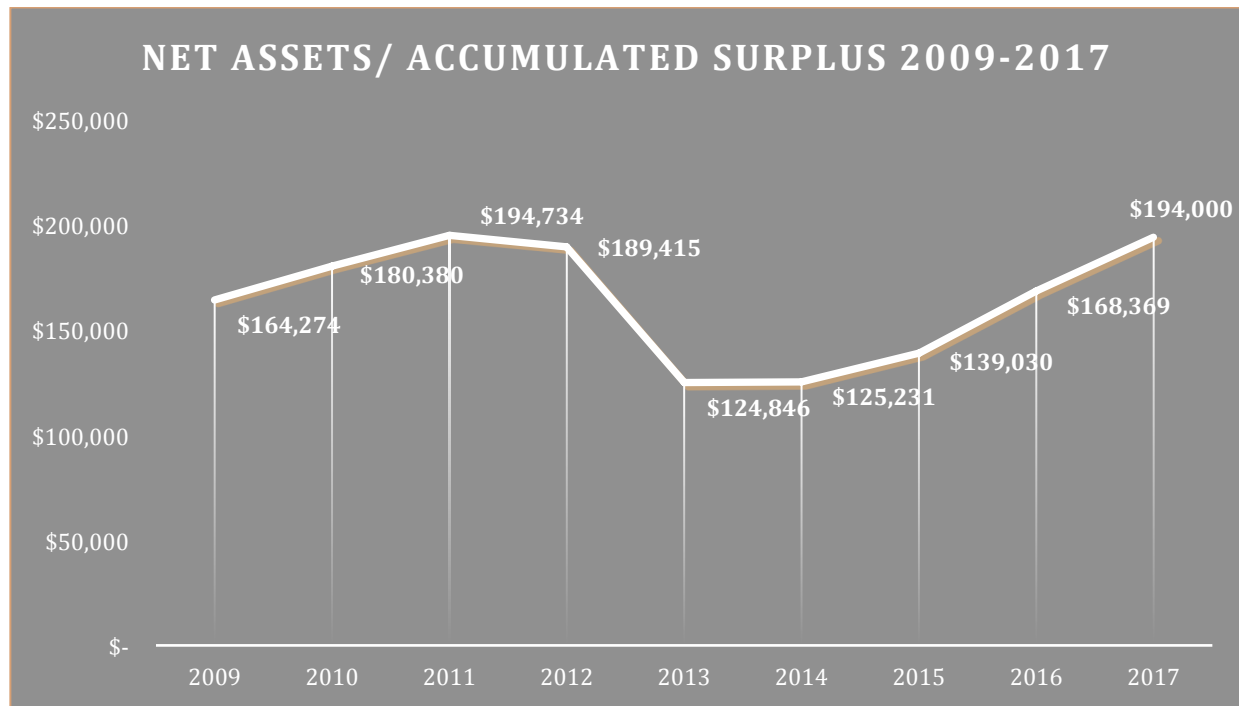
Treasurer & Finance Committee Report



SUMMARY

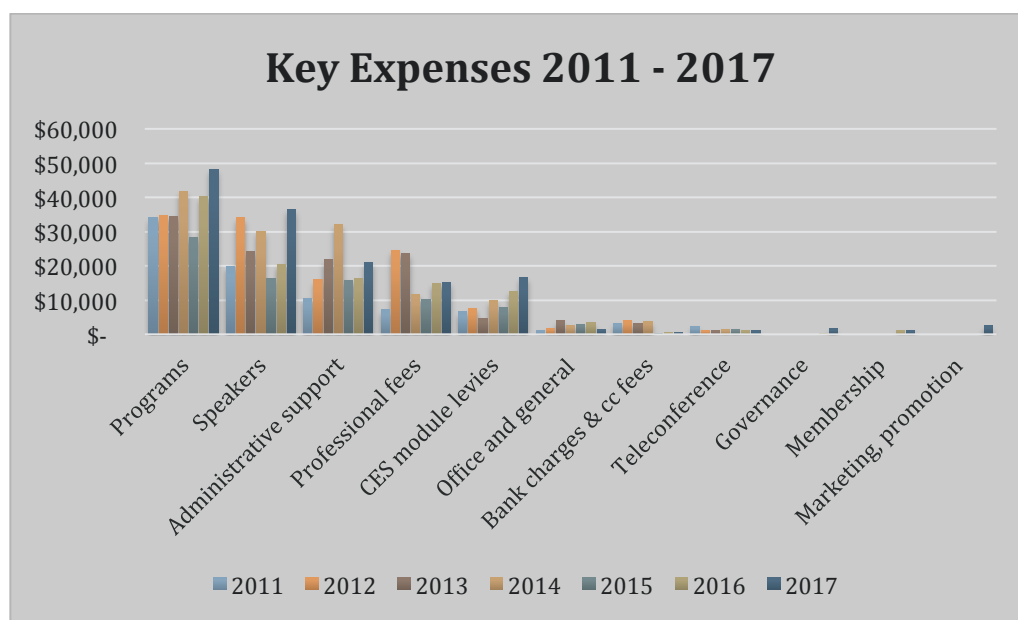
The Chapter's finances are overseen by the Treasurer, who is responsible for the fiscal monitoring of the Chapter. The Board appointed Tin Vo as the Treasurer in January 2017. The Treasurer also chairs the Board's Finance and Audit Committee.

The Chapter ended FY 2017 on a positive note with a surplus of \$22,534, recovering from the losses of the 2013 National Conference with a healthy addition to our net assets, bringing the accumulated surplus for the Chapter to a total of \$194,000. The Chapter has exceeded the accumulated surplus it lost in 2013, which is an achievement worth celebrating. The Chapter is also working towards an investment policy as traditionally assets have been classed as unrestricted, that is they could be used for any designated expense. Developing an investment policy is a recommended best practice.



The Chapter increased program activities in 2017, including both ESS and third-party workshops, which contributed to an increase in both revenue (by 18%) and expenses (by 32%) between 2016 and 2017. Increased process efficiencies and reduced administrative costs helped keep the expenses low in order to contribute to the accumulated surplus for the Chapter.

In FY 2017, the Chapter initiated its third-party workshops, which contributed to the overall revenue. Further details are available in the Audited Financials for FY 2017.



KEY ACHIEVEMENTS

This year, the Finance and Audit Committee undertook the following:

- Developed and approved the 2018 Budget.
- Completed the Annual Financial Audit for FY2017 successfully.
- Regularly monitored financial statements and conditions.
- Approved new policies: Board Development.
- Recommended process improvements for book keeping, including monitoring variances and recommending corrective actions as appropriate.
- Organized finance and budget training for the Board.

ANNUAL FINANCIAL AUDIT

The Chapter is very satisfied with the auditing services of Hogg, Shain & Scheck Professional Corporation. They were competent, thorough and professional. We recommend appointing Hogg, Shain & Scheck Professional Corporation as the auditors for FY 2018.

PLANS FOR 2018-2019

The Finance & Audit Committee will continue to focus its efforts to strengthening the internal financial controls (processes and policies) for the association; providing planning, budgetary and policy support to other committees; and overseeing the bookkeeping, accounting and audit to ensure best practices are being implemented.

ACKNOWLEDGEMENTS

I would like to acknowledge the contributions of: Nikhat Rasheed, Roxana Vernescu and Patricia King for their participation in the Finance & Audit Committee.

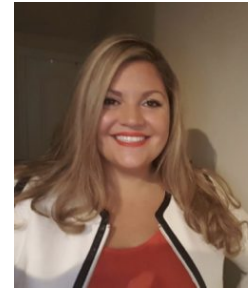
Respectfully submitted by:

Tin Vo, Treasurer

Professional Development Committee Report

SUMMARY

The Professional Development Committee is a standing committee of the CES Ontario Board. The mandate of the PD Committee is to plan, develop and implement professional development for evaluators across Ontario. With many changes and new initiatives being spearheaded at the National level, the PD Committee of the Ontario Chapter is excited to be expanding its offerings of professional development opportunities to CES members and new practitioners to the field through multiple delivery options.



KEY ACHIEVEMENTS

- From January 2017, the Professional Development Committee (PDC) consisted of five Board Directors (including two experienced co-chairs) and a core group of dedicated volunteers.
- This year the PDC focus was on delivery of additional workshops beyond our signature Essential Skills Series workshops to meet the growing need of the membership to qualify for and/or maintain the Credentialed Evaluator designation. Three additional workshops on intermediate to advanced evaluation skills were offered to the members and general public throughout 2017.
- The intermediate/advanced workshops offered by the Chapter were piloted in March 2017 (Theory of Change), April 2017 (Strategic Project Management for Evaluators) and in December 2017 (Developmental Evaluation) and are being evaluated.
- Five public Essential Skills Series (ESS) workshops were run in January, March, May, July, and September 2017 with 20 people on average in attendance, representing a wide interest in evaluation across multiple sectors.
- Interest in CES ESS workshop is growing among organizations in Ontario. The Professional Development Committee successfully facilitated the delivery of the ESS workshop in April 2017 on site of a provincial government organization in the correctional services sector, demonstrating that the CES-ON instructors have expertise to deliver ESS workshops that are of high quality and customized.
- The CES-ON Request for Qualifications (RFQ) has been attracting experienced instructors/facilitators to join our team of adult educators to meet the increasing demand in our signature ESS workshops, as a result of building partnerships and partnership capacity across Ontario. We have expanded our roster of qualified ESS instructors in addition to expanding our roster of facilitators for intermediate and advanced workshops.
- This past year we also actively built our partnership capacity by developing new policies, establishing cross-promotional communication channels, and supporting other evaluation groups in Ontario.

PLANS FOR 2018-19

- We will continue to further advance the field of evaluation and provide intermediate to advanced learning opportunities for evaluators that are based on feedback from our members and align with the Credentialed Evaluator Designation program. We are working

with our national partners to strategize and plan for professional development that reflects the growing need for evaluation competencies, including focusing on truth and reconciliation with Indigenous people in Canada and other ethical and cultural competencies.

- We will also continue to advance evaluation competency within organizations by diversifying our marketing strategies to offer customized Essential Skills Series workshops.
- We will be working closely with the other committees of CES-ON to promote professional development at the various other events including student networking and mentoring events, socials during ESS courses and the AGM learning event.

ACKNOWLEDGEMENTS

Professional Development Committee members for 2017: Roxana Vernescu (Director), Allison Meserve, Carrie Tanasichuk, Donna Howard, Aziza Virani, Arubah Nadeem, Kimia Ghomeshi, Priya Kekre, Virginia Kanyogonya, Kristin Beaton, Hiroyoshi Hiratsuka, Marion Trent-Kratz and Katharine Neale. We would like to thank the volunteers of past and present for their time and commitment to the field of evaluation and CES Ontario.

Respectfully submitted by:

Nick Petten (2017 Co-Chair, Professional Development Committee) and Marci Pernica (2018 Chair, Professional Development Committee)

Membership Committee Report



SUMMARY

The Membership Committee is a standing committee of the CES Ontario Board. This committee provides leadership in member relations and ensures that the Chapter's membership policy and related activities are in alignment with its mission, vision and values. The goals of the Membership Committee are to:

- Promote membership and effective services to members;
- Engage, grow, and diversify membership;
- Respond promptly to the needs and concerns of members.

KEY ACHIEVEMENTS

- The Chapter maintained a membership of 390 members for 2017-18;
- Hosted two networking socials: one specifically for new practitioners and students and a second to facilitate sharing across multiple sectors;
- Updated the Membership Committee's Work Plan and participated in the annual budgeting process; and
- Organized the 2018 Annual General Meeting and Member Consultation.

PLANS FOR 2018-19

Membership will continue in 2018 to implement the committee's Work Plan (2018-19) which includes:

- Focused work to support evaluation within the non-profit sector;
- Enhanced outreach to students and new practitioners in evaluation;
- Increasing access to CES-Ontario events and activities to members outside the Greater Toronto Area;
- Face to face networking for members;
- Analyzing membership data to inform CES Ontario planning to best meet member needs and interests.

ACKNOWLEDGEMENTS

Membership Committee members for 2017: Xu Fei, Veronica Zapotoczny, Farzana Khan, Kelsey Chawla, Amanda Mongeon, and Paul Bakker. We would like to thank the volunteers of past and present for their time and commitment to the field of evaluation and CES Ontario. We also want to thank all the tremendous support provided to the Membership Committee by Kaitlyn Kochany, Administrative Coordinator, CES-ON.

Respectfully submitted by:

Paul Bakker, Chair, Membership Committee

National Board Representative Report



SUMMARY

The National Board Representative serves as the voice for the Ontario Chapter at the National level. During monthly National Board Meetings, as well as at the two in-person meetings, the representative ensures that Ontario's interests are brought to the table and reports back to the chapter on National initiatives that will impact the chapter. The National Board Representative also sits on committees at the National level, of which the Ontario Representative sits as a member of the Communications and Marketing Committee (C&M).

This year our Board had a transition as Sid Ali's term as National Rep came to a close on December 31, 2017, and Patricia King taking over the role as of January 1, 2018.

KEY ACHIEVEMENTS

- Sid in his role of National Representative provided his Infographics workshop at the fall National Meetings in Winnipeg. His session, like the others offered by National Board members, was sold out and well-received. The proceeds from the PD event went to help the Manitoba Chapter, as per the National Meetings PD model.
- As part of the C&M Committee, Patricia has taken on a role to lead the Canadian Government Executive Partnership Proposal over the next 2 years.
- At the 2018 CES Annual Conference, Patricia will present the results of the Ontario Chapter's New Practitioner pilot project.

PLANS FOR 2018-19

- The beginning of 2018-2019 has been used to ensure a smooth transfer of knowledge between the outgoing and incoming National Representative.
- We will continue to focus and support the implementation of our New Practitioner category and compile data to support the ongoing evaluation and report back to the National Board.
- We will also continue to support C&M Committee at the National level, with the main priority being moving ahead the Government Executive Partnership Proposal.

ACKNOWLEDGEMENTS

As the new National Representative, I would like to thank Sid Ali for his effort in supporting, and continuing to support, my transition into a new role. I would also like to thank Kaitlyn Kochany, Paul Bakker, Kelsey Chawla for their support in implementing the New Practitioner Pilot. Lastly, I would also like to extend my gratitude to Nikhat Rasheed for her ongoing leadership of the Chapter and for her voice at the National level via the Chapter Presidents' council.

Respectfully submitted by:

Patricia King, CE, CES National Board Representative



Nominating Committee Report

SUMMARY

The Nominating Committee is a Standing Committee of the Board of Directors, tasked with preparing and implementing a Nominations Process to ensure the continuity and succession of the Board. The Nominating Committee prepares the Call for Nominations, screens members for application to the Board of Directors, undertakes communications related to the Call for Nominations and implements a reliable process to select and recommend names of directors willing to serve in Board Officer capacity, in adhering to procedures set out in the by-laws.

KEY ACHIEVEMENTS

- Identified the number vacancies (5) for the full board complement (13), and desired skills and competencies.
- The Committee developed a detailed the Call for Nominations, outlining the expectations, roles and responsibilities, and organizational and volunteer values in more detail. This was specifically done to recruit the best volunteer possible for the roles required.
- Committee members reviewed independently and collectively all nominations/ applications to the Board for eligibility and applicability. The committee also interviewed nominees where feasible.
- The Committee presented a Slate of Nominees to be put forth to the CES Ontario membership at the AGM for approval including (5) new nominees and (8) continuing in-term directors.
- In-term directors are: Nikhat Rasheed, Roxana Vernescu, Tin Vo, Nick Petten, Patricia King, Marci Pernica, Paul Bakker and Kelsey Chawla.

PLANS FOR 2018-2019

- Since 2014 the Board has followed a systematic process for identifying key skills and competencies the association requires to optimally implement its strategic and operational plans. We are going to explore amending Article 7 of the Bylaw regarding Nominations and Elections to reflect the current process.
- In addition, we are going to explore amending Article 6 Section 2 specifically the number of the Board of Directors including adding a category for Directors at Large.

ACKNOWLEDGEMENTS

The members of the Nominating Committee included: Roxana Vernescu, Nikhat Rasheed, and Tin Vo.

Respectfully submitted by:

Roxana Vernescu & Nikhat Rasheed, Co-Chairs, Nominating Committee

The Team

The CES Ontario Chapter Board of Directors were elected at the Ontario Chapter Annual General Meeting on June 22, 2017 and served in the following capacities for FY 2017-18. Please note that Officer terms for the Ontario Chapter run as per the fiscal year (January – December) for internal transition purposes, hence names may be repeated if directors have changed roles since the last Annual Report.

Board of Directors

President	Nikhat Rasheed
Vice-President	Roxana Vernescu
Treasurer	Tin Vo
Secretary	Nick Petten
Past President	Vacant
CES Board of Directors Representative	A. Sidiq (Sid) Ali, CE (2017) Patricia King, CE (2018)
Professional Development Committee Co-Chairs	Natalie Sibille & Nick Petten (2017) Marci Pernica & Katharina Wolff* (2018)
Membership Committee Co-Chairs	Paul Bakker & Amanda Mongeon, CE*
Directors	Kelsey Chawla, Natalie Ceccato*

Contractors

Administrative Support	Kaitlyn Kochany
Information Technology Support	Shiraz Khan
Auditors	Hogg, Shain & Scheck Professional Corporation
Bookkeeping & Accounting	Raghurai Inc.

Asterisk indicates resignation during 2017-18*

