

22nd Annual General Meeting 2018

Tuesday June 19, 2018 | Li Ka Shing Knowledge Institute, Toronto

Meeting Minutes

1. WELCOME

Nick Petten opens with a land acknowledgement

2. CALL TO ORDER, QUORUM & APOLOGIES

Ms. Rasheed (President) called the Annual General Meeting to order at 9:09 am. Quorum was present with 32 Chapter members present.

Ms. Rasheed read out the names of board members who had served during the 2017-18 year. All current board members except Natalie Sibille, Sid Ali, Kelsey Chawla were present. Ms. Rasheed also acknowledges and thanks directors who served though the 2017-2018 year.

3. ACCEPTANCE OF PROXIES BY SECRETARY

No proxies received.

4. REVIEW AND ADOPTION OF AGM 2018 AGENDA

Motion to approve the agenda as presented made by Ms. Marci Pernica and seconded by Mr. Richard Dackam-Ngatchou. No discussion. Motion passed by unanimous consent.

5. REVIEW AND ADOPTION OF 2017 AGM MINUTES

Motion to approve the minutes of June 22, 2017 made by Mr Paul Bakker and seconded by Ms Judit Alcade. No discussion. Motion passed by unanimous consent.

6. PRESENTATION OF THE ANNUAL REPORT

6A. PRESIDENT'S REPORT

Ms. Rasheed outlined three key activities and accomplishments of the Chapter for 2017-2018: engaging, growing, and diversifying membership; providing greater value and learning opportunities; and strengthening internal controls (policies) and processes. These pillars support the National Strategic Plan. Retained just under 400 members in the past year. The Ontario chapter continued the New Practitioner Pilot, which provides a new membership category in Ontario, and will be making a recommendation to CES National about the pilot this year; piloted three new intermediate/advanced PD workshops; and continued the fiscal management of the chapter, which exceed external expectations for an organization of our size; and we have launched an Integrated Strategic-Operational Plan process to guide the next several years of chapter goals and activities. These and other chapter activities are referred to in more detail in the Annual Report for 2017-2018. Ms. Rasheed acknowledges the thousands of hours of volunteer commitment from the directors and committee volunteers that are fundamental to the chapter's health. Ms. Rasheed thanks Ms. Sid Ali and Ms. Natalie Sibille for their two terms (six years) of service to the CES Ontario board. Ms. Rasheed acknowledges the support of CES National.

6B. TREASURER'S REPORT & AUDITED FINANCIALS FOR YEAR ENDING IN DECEMBER 31, 2017

Mr. Tin Vo (Treasurer) presented the 2017 Audited Financial Statements. CES Ontario underwent an audit process in the spring and came out with an unqualified statement from the auditors. The chapter is currently investigating an investment policy for the chapter. The 2017 surplus will be reinvested into chapter activities. Revenue has increased 18%, while expensed have increased by 30%. Chapter expenses are generally applied to professional development workshop costs, such as venue rentals and catering. The chapter's financial controls (policies) have been reviewed and improved, and the chapter is looking at increased support for the Treasurer and Finance Committee.

The chapter ended 2017 with an accumulated surplus of roughly \$22,500. More details can be found in the Annual Report for 2017-2018.

Mr. Vo also reviewed the Audited Financial Statements for year ending in December 31, 2017.

Motion to approve the Audited Financial Statements 2017 moved by Mr. Paul Bakker, and seconded by Mr. Richard Dackam-Ngatchou. No discussion. Motion passed by unanimous consent.

Mr. Vo recommended the appointment of Hogg, Shain & Scheck as the Independent Auditors for the fiscal year 2018.

Motion to appoint Hogg, Shain & Scheck as the Independent Auditor moved by Mr. Tin Vo and seconded by Ms. Janet Murray. No discussion. Motion passed by unanimous consent.

6C. COMMITTEE REPORTS

Professional Development Committee: Ms. Marci Pernica (Co-Chair, PD Committee) presented the Professional Development Committee report for 2017, and thanks Mr. Nick Petten, Ms. Natalie Sibille, and the committee volunteers for their work with the committee. Ms. Pernica highlights the specific activities conducted by this committee, including: the expanded delivery of three intermediate/advanced workshops (especially in support of CE designations); the delivery of five public; launched a Request for Qualifications to build our roster of qualified facilitators for the Essential Skills Series; strengthened our partnerships with external organizations to build capacity to deliver and promote CES PD; and strengthened our competencies around TRC and Indigenous topics. Please refer to the 2017-2018 Annual Report for more details.

Questions/Discussion:

- *Mr. Richard Dackam-Ngatchou inquires if the 2018-2019 schedule will be expanded to other PD topics*
 - *Ms. Pernica affirms that future courses will align with topics that the membership identifies as part of its surveys.*

Membership Committee: Mr. Paul Bakker (Co-Chair, Membership Committee) presented the Membership Committee report for 2017, highlighting the specific activities conducted by this committee, including: maintaining membership levels at just under 400 members; two networking events and the 2017 AGM; the implementation of the 2017-18 workplan; outreach to students and New Practitioners; and supporting external events such as the Toronto Evaluation Café. 2018 priorities include partnership with the Ontario Trillium Foundation, and outreach to non-GTA members by hosting events outside of Toronto, and improving online access to membership content. Please refer to the 2017-2018 Annual Report for more details.

Questions/Discussion:

- *Ms. Michelle Vine asks how are students being reached, and are instructors in Program Evaluation being engaged?*
 - *Mr. Paul Bakker outlines a targeted outreach plan that engages with instructors who aren't already aware of or promoting CES Ontario.*

- *Ms. Paulette Blais asks if the updated list of Program Evaluation has been posted to our website?*
 - *Mr. Paul Bakker says that the current list of Program Evaluation offerings is currently internal.*
- *Mr. Daniel Thompson asks how the chapter is embedding itself in the evaluation community, as a funder/fundee.*
 - *Ms. Nikhat Rasheed says that the chapter has capacity limitations and does not have non-profit status, but we engage with as many stakeholders as we can.*
- *Ms. Keiko Kuji-Shikatani mentions that the Ontario government has a community of practice, and that the government values the CE designation in its internal structures; and that the chapter could do some outreach and support to Indigenous evaluators and practices.*
- *Ms. Marion Trent-Katz suggests that the National Diversity Working Group needs to bring in Indigenous evaluators.*
- *Ms. Kimberly Silk mentions that her work in library and similar cultural memory institutions have been called out by the TRC; has further reading to share with the committee.*
- *Ms. Paulette Blais raises the possibility of creating a bursary to support Indigenous evaluators to being credentialed or attending PD.*
- *Ms. Sandra Cuning brings up her work in mental health at Health Quality Ontario and how QI and evaluation as a whole can be leveraged into the mental-health community and conference.*
- *Ms. Eden Amare brings up the New Practitioner and connections to be made with that group through job fairs, etc.*
- *Ms. Prabha Kosla suggests that Ms. Paulette Blais make a motion regarding the support of Indigenous evaluators, and identify the appropriate type of support.*
- *Ms. Marion Trent-Kratz asks about casual opportunities for evaluators outside the GTA to connect. Mr. Paul Bakker says that there is a community in Guelph looking for organizers, and that the chapter can support non-GTA groups that are starting up.*
 - *Ms. Nikhat Rasheed talks about previous attempts to launch PD and Membership initiatives outside the GTA*

Motion that CES Ontario support Indigenous inclusion and capacity building through the development of financial and other support, and that appropriate Indigenous leaders are engaged to determine appropriate strategies, moved by Ms. Paulette Blais, and seconded by Mr Yasser Ismail. No discussion. Motion passed by unanimous consent.

National Board Representative: On behalf of Ms. Patricia King (National Board Representative), Mr. Nick Petten (Secretary) presented the National Board report for 2017-18, highlighting the specific activities conducted by this Board, including Ms. Patricia King sitting on the National Marketing committee; Mr. Sid Ali (the former Ontario

chapter National representative) presented an Infographic workshop to the Manitoba members during the National meetings; a smooth transfer between the outgoing and incoming representatives, and further discussion and analysis of the New Practitioner category. Future initiatives include moving ahead with the Government Executive Partnership Proposal. CES National is reviewing how to best engage with the TRC and diverse evaluators. Please refer to the 2016-2017 Annual Report for more details.

Nominations Committee: Ms. Nikhat Rasheed presented the Nominations Committee report for 2017, highlighting the specific activities conducted by this committee, including the call for nominations to fill five (5) vacancies on the 2018-2019 Board of Directors; the identification of key skills for incoming directors; and the potential to amend Article 7 in the By-Laws to reflect current Nominations and Elections processes at the 2019 AGM; and Article 6, Section 2, which outlines the number of directors (currently 13); and perhaps creating Directors-At-Large roles. Ms. Rasheed also outlines the nomination process for the committee. Please refer to the 2017-2018 Annual Report for more details.

Paulette Blais/Sandra

Motion to accept the 2017-2018 Annual Report, moved by Ms. Erika McDiarmid, and seconded by Ms. Arubah Nadeem. No discussion. Motion passed by unanimous consent.

7. ELECTION OF BOARD OF DIRECTORS

Motion to elect the 2018 Slate of Nominees as presented by the Board, moved by Paulette Blais and seconded by Ms. Sandra Cinning. Motion passed by unanimous consent.

8. OLD BUSINESS— ONTARIO CHAPTER NEW PRACTITIONER PILOT

Mr. Nick Petten (Secretary) presents three strategies to engage New Practitioners: targeted online communications (including website and e-blasts); discounts on membership and PD fees; networking events. Communications and implementation challenges have affected the uptake. There is greater awareness of the pilot outside the chapter, rather than within the student members who may be eligible.

Question/Discussion:

- *Ms. Janet Murray asks what the profile of the New Practitioner members.*
 - *Ms. Nikhat Rasheed says that we have a general sense that they are receiving Masters and PhD, but further analysis is forthcoming.*
- *Ms. Keiko Kuji-Shikatani asks where non-Canadian residents who become a CES member are assigned.*
 - *Ms. Nikhat Rasheed says that the final assignment rests with CES National.*

- *Ms. Marion Trent-Kratz says that she had be previously “undesigned” and had to self-designate at one point.*

9. OLD BUSINESS—INTEGRATED STRATEGIC AND OPERATIONAL PLAN

To be reviewed during the presentation from SN Management.

10. OTHER BUSINESS (IF ADDED AT MEETING COMMENCEMENT)

None.

11. ADJOURNMENT

Motion to adjourn the meeting at 10:28 am by Mr Tin Vo. and seconded by Ms. Michelle Vine. No discussion. Motion passed by unanimous consent.

Approved by:

Date: *June 22, 2017*

Attested to by:

Date: *June 22, 2017*