

**Washington Evaluators
Board Meeting
November 14, 2018**

Attendees: Stephanie Cabell, Martha Ann Carey, Giovanni Dazzo, Emily Eisenhower, Nick Hart, Kevin Jones, Patricia Moore Shaffer, Erin Murdock, Lisa Kisser, Val Caracelli, David Bernstein

Call to Order: The WE Board Meeting was called to order by Stephanie Cabell, Board President, at 6:04PM.

Board and Committee reports

President: Stephanie Cabell, Board President, shared the Membership Chair's report after making introductions. Relevant information is listed below under Membership Chair Committee Report.

President-Elect: Giovanni Dazzo, Board President-Elect, provided the following report:

AEA-Local Affiliates Collaborative Updates: The pre-conference events were well attended. Topics included: Board leadership, communication and marketing, and membership. Several affiliates discussed interest in the WE model and structure for their local affiliates. Boston went from \$0 to \$25 for memberships. Giovanni attended several workshops that he found helpful. Patricia and Giovanni attended the breakfast. There was some discussion on a scholarship and possibly pooling funds to send a student. There seems to be some interest by those attending. By pooling funds, WE could offer more than one scholarship. The next Local Affiliates Collaborative call will be listed on Wild Apricot.

Evaluation Without Borders: Emily Eisenhower is assisting Giovanni with Evaluation Without Borders. Emily discussed reaching out to people who expressed interest the last time, a form for new volunteers, doing additional promotion to advertise to the community for organizations that would like the services (around MLK day, since that is a day of service). Will launch by MLK, Jr. Weekend. To date, there are 29 volunteers.

Treasurer: Martha Ann Carey, WE Treasurer, shared the current financials. She also provided additional information on some of the challenges of setting up the accounts, which could be helpful for the next Treasurer. Accounts are currently tied to Martha's SSN, which could be a challenge for future Treasurers. Nick suggested that WE have two to three signatories on the account. David Bernstein suggested that we talk to Brian Yates (former Treasurer of AEA) on how to set up the account so that the organization is not held liable for any bad transactions. David also suggested that WE ask him to serve on a "transition committee" to help assist the new Treasurer.

Secretary: Kevin Jones, WE secretary provided updates on the minutes, and discussed a virtual process for approving past minutes. Regarding Election Planning and Schedule, Kevin will set up an email to advertise the elections to the full membership and provide requirements for being able to vote (must be a WE member). He will also send at least three reminders and monitor WE emails for member questions. He will also set up the ballot through BallotBin. Giovanni will set up the call line for members to meet the nominees.

Task Forces

Scholarship Task Force: Giovanni shared Tamarah Moss's report. WE funded 3 emerging evaluators last year. This year, since AEA was not local, WE was unable to support scholarships given the costs. Tamarah proposed that WE provides support during June 2019. Tamarah laid out a few options related to sponsoring emerging evaluators. Giovanni encouraged everyone to review the proposal and defer conversation to a future meeting. Stephanie shared her appreciation for the thoroughness of the proposal.

Student Conference: Val Caracelli shared additional information on the Student Conference, where students from local Universities come together to learn about evaluation activities. Conference also allows student to share their work. The first year the conference was at Howard University, second at George Mason, and the third will be at George Washington University. The next conference is in April 2019. WE has supported this endeavor by sponsoring food for the conference.

Communications: Patricia Moore Shaffer, Communications Chair, shared the following report: There are generally 15 Tweets on average. Hootsuite allows WE to pre-program tweets. Pretty busy during the AEA conference. Everyone on the program who was a WE member was promoted through Twitter. WE has a new volunteer on the Communications Committee. Dinner event last night: 8 people registered, 5 people attended. During dinner, asked what people look to us for. Attendees shared networking, wanting to meet other evaluators and the learning opportunities to see new evaluation techniques.

Program: Giovanni Dazzo provided the following report: WE will have about 13 events for the year, not including the Holiday Party. It continues to be difficult to find a call-in for live events. People have an expectation around being able to call-in. He will think through this more. The new purchased projector will allow WE to host in additional places, such as Shaw Library and others that don't have A/V capabilities. There are 2 events planned for December. Giovanni has asked David to reconvene the Independent Consultants dinners, which are great for networking. David will host in the next 30-45 days (probably in January), and reconvene the group quarterly.

Membership: Stephanie Cabell, Board President, shared the membership report for Curt Mueller, Membership Chair. There are currently 276 active members, as of October. WE will follow up with lapse members.

Holiday party planning: WE usually gets 60-70 people to register for the event. The Gordon Biersch in Chinatown has closed. The location in Navy Yard has a room that can accommodate approximately 40 people, given that we have people that come and go. It only costs \$750 (compared to \$1800 last year), which is the food and beverage minimum. WE will need volunteers for the welcome table. Giovanni took names of volunteers. The holiday party will be held on December 12, 2018 from 5:30-8:30, with discounted entry for members: \$5 for members, and \$15 for non-members.

Next Meeting: The next meeting be a virtual call on the 19th. We will focus on Committee structures and 2019 and considerations for the Action Plan for 2019.

The meeting adjourned at approximately 7:30pm.