



Washington Evaluators Board Meeting 11/18/2020 – MINUTES

In attendance:

Patricia Moore Shaffer, President
Beeta Tahmassebi, President-Elect
Giovanni Dazzo, Past President
Melissa Chiu, Secretary
Josh Joseph, Treasurer
Natalie Donohue, Membership Chair
Katherine Braga Communications Chair
Emily Bango, Community Engagement Chair
Bryce Leary, Mentor Minutes
Sue Cottrell, New Professional Scholarship Coordinator
Laura O'Brien, Evaluation Without Borders Coordinator
Val Caracelli, New Professional and Student Coordinator
Esther Nolton

Guests:

Fanni Farago
Courtney Carr – will volunteer with Katherine on Communications
Kelly Feltault

Not in attendance:

Katie Pitts, Program Chair
Erin Murrock, Deputy Program Chair
Charles Gilman, Deputy Membership Chair
Mindelyn Anderson, Special Initiatives Coordinator

Agenda:

1. Welcome & Agenda Review

2. Approval of October meeting minutes

Melissa motioned to approve the minutes. Natalie seconded: All in favor. **Approved. No Nay's.**

3. Guest presentation by Fanni Farago, 2020 New Professional Scholarship Recipient

Fanni Farago shared her experiences as a scholarship recipient.

She is a 2nd year Sociology Ph.D. student at George Mason University. Education and immigration evaluation. Born and raised in Budapest until 9, moved to U.S. in 1998.

The scholarship allowed for her to take a class on fundamentals of Monitoring and Evaluation, gave her access to knowledge not offered in the context of a traditional Sociology Ph.D. program. She had sought it before, so it made financial accessible.

Made community-engaged evaluation project: GM sociology student association and a local nonprofit. Since the pandemic- that project put on hold. Student organization still wants to pursue this type of engagement. The course was helpful for how to participate in future programs.

Mentor Minutes: she was matched with a helpful mentor who was generous with time and helpful in connecting her to professional development opportunities and other education-related evaluation. Her mentor worked with her on a practicum course next semester. It was amazing to get this type of mentorship through this scholarship. It was transformative support, especially for people who are new to the field and don't have an established network.

The best part was being initiated into a passionate community of evaluators. It encouraged her to be a more active WE member, how to give back, and connect to peers and others on this scholarship activity. She plans to volunteer on scholarship committee with Sue next year. Will relate personal experiences.

She is very grateful, and she thanked the board for making it available for her and others.

4. Old Business:

a. Update on Contract Award

Received 11 proposals, there was a wide range of \$2100-58,000. Beeta Natalie, Emily, Patricia were the reviewing panel and they had near-consensus on the winning proposal. Then there was an email vote from core board.

It was awarded to Paragon Education Consulting- Amaarah DeCuir, Ed.D. and Toks Fashola, Ph.D. Dr. DeCuir is at AMU and involved with CREA. Dr. Fashola is a research professor at AMU, and has 25 years of evaluation experience.

The panel did want to engage non-members. However, it was negotiated out to keep the cost down. We can think about for doing it on our own. Will have a special board meeting on that next week. Melissa reached out to Zachary Grays, AEA. He said we can send a survey or message to non-members in the DMV. We can utilize that for membership outreach, as well as getting critical feedback. Also there is a lot of enthusiasm amongst local affiliate leaders for supporting one another so that's another avenue we can use to reach out to non-members.

They will start in December with planning, and the first meetings in January.

b. Holiday Party – Natalie

Natalie, Beeta, Bryce and Sue are planning it. It will be on Tuesday Dec 15th for 1 hour. Will have small groups of meet n' greets 3-4 people in each. Will have a Board member in each breakout group to help stimulate discussion if we have quiet people in the group. Will work out a few questions, like what drew them to evaluation. There will be a plenary, share, what they appreciated, what they learned, then a raffle, then closeout to end the evening at an hour. After that it will be a free-for-all for another half an hour. Play by ear, could do one group or breakout groups.

We don't want to charge this year, and it is open to members and non-members alike. The raffles include items for members, and non-members, which will include a WE membership.

The Zoom limit is 100, so they will cap at 130, to account for attrition.

Indiana LAC – can make virtual business cards and backgrounds.

Beeta used Flip Grid to record a 2-3 minute message to introduce oneself. All Board members could do one and talk about their committees to drum up support for committees. Can mention it in the invitation and in the opening or closing.

There is no dress code. Ugly sweater optional!

Raffle Items:

Coffee Breaks with: Michael Quinn Patton, Chera Reid, Stephanie evergreen, Donna Mertens. (Beeta will reach out to MQP about donating some time, and ask Chera and Donna as well. Esther will ask Stephanie Evergreen, Ann Emery. Beeta can also ask Ann.)

1-year AEA membership, 1 WE membership, evaluation text book, TEI course, Stephanie's book. Uber eats or restaurant idea.

Another idea: 60 minutes of professional coaching. *Beeta will ask at the Wild Form. Melissa will ask her coach. We could get many more people who will offer- we will accept without vetting.

Need any other support for the event? No, Natalie will record the flip grid, and will give info to Patricia for the event in Wild Apricot, then work with Katherine to announce.

5. Committee Updates (time permitting)

a. Community Engagement

Laura: 4 teams working with clients. EWB. 7 teams matched and lost 3 teams, nonresponsive. 3 teams had great results, one was featured in the AEA 360 blog series.

A few months ago decided to take a pause (would normally do another round in the fall). We are thinking about how to structure the program for next year, in the process of finding someone to lead

the program next year. Idea: expand the team a bit more. It's challenging to do the network to attract clients and the background administrative work and being an evaluator.

Take time to look at feedback from clients, teams, years past, experience from Atlanta program. It's an exciting moment, this has been meaningful. It's time to take a pause.

Bryce: Mentor Minutes. Had 15 pairs, 2 in the works. Special challenge this year with pandemic. At least 1 match has flourished, Beeta and Bryce- that flourished. Another team was excitedly showing the logic models they got. One month ago, we revamped the mentor and mentee forms for registration, to be more helpful with new mentees. It's better to know what that person is looking for. It prompts folks to think about questions they have for a mentor, topics to explore. Mentors are asked what is a mentorship they've benefited from and how might they apply that to a mentee in this program. Will get the program running and promoted again, get mentors first.

Will plug it at the Holiday party.

Katherine also supported us in a great website revamp for Mentor Minutes:
www.washingtonevaluators.org/Mentor-Mnutes

b. Membership

Volunteer of the Year award. Since 2017. Nominate someone who's been active, at the committee level or other volunteer, can be a Board member, but not President or President-Elect. Beeta and Patricia will make the decision. The deadline is Dec 1. We will recognize the volunteer at the Holiday party. There's no active application form-- the emails all go to Communications. Information needed/Criteria: Name, Description of how the nominee meets the award criteria, Summary of the nominee's leadership roles and service, Description of the benefits to the evaluation community of the nominee's contributions. *Melissa will make a form tonight so that it can be announced on the WE Member Digest on Friday.

Membership – 379 members, 17 in arrears. May backfill with 3 organizational members, in the works.

c. BOARD TRANSITION- 2021 Board.

Beeta is enthusiastic about the next year. Patricia will work out when to introduce board members in their new positions.

Standard Operating Procedures (SOPs): a page or two of tips and guidance, for those stepping into your role. They are all on the Google drive. Please work on it- SOPs are important- write anything and everything you know. Your musings. What you thought worked well and what didn't- that tends to get lost. So we don't want to lose the institutional knowledge. For board members with access to the WE Board Google Drive, you can find the SOPs folder here:

https://drive.google.com/drive/folders/1pZjd1oHrQJlxPXMiiKYAiMD_TP0mr3Ud?usp=sharing

Transition Process: will create a new 2021 webpage for the Board members. Refreshed bios- please send updates.

Will have Board meeting in December, with new Board members invited. If transitioning off- please meet with incoming counterpart. Important for passing on the knowledge- meet and the SOPs in the last few weeks of December and first week of January. Have meetings in coffee or lunch, keep it light. Don't feel the need to download everything in one meeting.

Program and membership- most useful to plan an event in January as a gift to incoming board members, to start the year off right and there's no gap in events.

d. Upcoming Programs - Esther

Talking about a series for new and emerging evaluators, because the last one was so successful. Discovering your Evaluator identity. Use the competencies released by AEA in 2018. Professional practice as a large group- 3 breakouts, let people choose which one, then come back and do the interpersonal piece as a group- it's cross cutting and ties everything together. Dec 10 from 12-1:30. Esther and Mindelyn are facilitating 2 of the breakouts, need one more facilitator Planning & Management. Esther is doing Methodology and Mindelyn is doing Context. Email Esther esther.nolton@gmail.com. She and Mindelyn are talking mid-next week. Would appreciate your time!

Beeta can ask Kelly who has offered to help with programs next year if she can help Esther and Mindelyn.

AEA Competencies: <https://www.eval.org/page/competencies>

January 26- finalizing event- an assessment activity for attendees to fill out on skills and competencies. Did this in GEDI program to see how we're growing in our professional skills. Rodney sent the assessment and we can adapt to our needs. People will do it ahead of time, then they can go into breakouts to learn more about the areas they need developing.

Then how to tailor and develop the next session. Don't know if doing something for each domain or not. If you have ideas, we want them to develop these topics and workshops.

Veronica Thomas- Deep Dive, Val did the e-intro. Val will be co-facilitator on this program for Veronica's new book.

e. Communications

If you have any fresh reads for AEA conference, send along to Katherine.

f. Treasurer

Data piece of Professional Liability Insurance? There is no update. Josh is still getting the billing started up, and he hasn't had a chance- He sent a note, but need to send again.

g. Secretary

Election results- Emily Bango was elected as President-Elect 2021 and President 2022. Jessica Pomerantz was elected as Treasurer 2021-2022. Katherine will write a blurb for the Digest. Will use candidate statements that are on the website rather than bios.

h. Other

Sue: people who presented at AEA- can we have them do an evening presentation for a Board meeting? Also, Posters- should we put on our website and tell people and draw people to our website? We have done this in the past.

6. Adjournment

7:30 pm.