



Washington Evaluators Board Meeting 1/20/2021 – MINUTES

In attendance:

Beeta Tahmassebi, President
Emily Bango, President-Elect
Patricia Moore Shaffer, Past President
Melissa Chiu, Secretary
Esther Nolton, Program Chair
Katherine Braga, Communications Chair
Kantahyanee Murray, Community Engagement Chair
Bryce Leary, Mentor Minutes
Fanni Farago, Scholarship co-coordinator
Eric Keys, Scholarship co-coordinator
Val Caracelli, New Professional and Student Coordinator
Courtney Carr, Communications Coordinator
Kelly Feltault, Program Coordinator
Marie-Ellen Ehounou, Membership Coordinator

Guests:

Christian Gineste, DC Government
Jacqueline Singh, Indianapolis
Ivana Miranda, USPTO
Godfrey Senkaba, World Vision
Karyna Tafel

Not in attendance:

Jessica Pomerantz, Treasurer
Natalie Donohue, Membership Chair
Mindelyn Anderson, Evaluation Without Borders co-coordinator
Katie Pitts, Evaluation Without Borders co-coordinator
Danielle Lane, Program Coordinator

Agenda:

1. Welcome and Agenda Review

2021 Board introductions.

We do have a few board members who were unable to make it tonight. For anyone who hasn't checked out our flipgrid introductions you can "meet" our board members at: <https://flipgrid.com/589b63ee>.

Provide a word that summarizes how we felt about 2020. Then a word that summarizes what we hope for in 2021.

Next steps for February.

2. Governance:

- Approval of [December meeting minutes](#)

Melissa motioned to approve the minutes from December. Esther seconded. **VOTE: Approved, no nays.**

- Emails and Wild Apricot permissions.

Melissa changed the passwords on all the washingtonevaluators.org email addresses, upon request: added 3 emails for Evaluation Without Borders, Mentor Minutes, and Scholarships, updated permissions in Wild Apricot, restricted permissions for those no longer on the Board. If you have trouble logging in, **let Melissa know and she will coordinate with you** (secretary@washingtonevaluators.org). Melissa will send out links to the Transition SOP, onboarding quick guide, and Wild Apricot Guide for Events, all on the WE Google Drive.

There was a request for a Demo of Wild Apricot next month, from Melissa and Katherine for different parts of Wild Apricot. Melissa provided a demo at the end of this meeting. Katherine was able to do a cursory demo at the end of the meeting.

Beeta sent out a list of our email addresses- **do you feel comfortable** sharing your personal emails with other Board Members?

3. Existing business:

- Update on DEI consultancy and strategic planning process (Patricia)

(For any new folks here is our commitments to Embodying Antiracism Principles and Practices in Evaluation that we published in August. <https://washingtonevaluators.org/page-1816524>.)

The DEI consultants are Facilitating meetings with regional evaluators. Beeta, Emily, Natalie, and Patricia were on the Committee.

First event held last week January 13; 27 people attended. There was a semi-formal presentation on applying antiracism to evaluation. Then reflected on own work. Then how apply to WE's work as an organization. Meeting had small group breakout sessions as well.

Patricia offered feedback to the consultants. Guidance we gave: to use either a Google doc or similar to collect comments made in the small groups, which were not recorded. Better way to collect data.

Next session is Friday, 69 people registered. Melissa sent out email to AEA members in the region, that may have helped increase registration.

The consultants will come back in February to tell us what they learned to inform us on the strategic plan: 20-30 minutes for briefing and questions, if fuller discussion, will add another 15 minutes.

Next marker in strategic planning process is the June release of the strategic plan, but we're very early. We're collecting feedback from the community, then bring that to the Board, then the Board identifies objectives and then rolls out the plan. Early to mid-March still gives us time to come together as a Board.

Maybe do deep dives on specific topics, e.g., if we're getting comments on programs, maybe we do a deep dive on that.

There's a Programs committee meeting Jan 27 at 4 pm to recap and reflect on both sessions. We have representatives attending both sessions to talk about programming. Open to anyone, or email programs@.

Summary of the first session? Kelly- kept hearing programming ideas, how to embody these principles in the work we do, how to do equity focused evaluation, a particular paradigm. People are looking for practical ways to embody this and become more knowledgeable, how to apply to our work.

One attendee noted it was challenging for people to identify specific cases that were antiracist or racist. How to pinpoint, what does it look like? A case or clear story of what it looks like would be helpful.

There was silence in the Plenary. More discussion in the small group sessions. People appreciated creating space to talk about these issues, but people were in different places. What is this about? Others had a deeper understanding of the issues the profession is facing, etc.

Did the consultants adequately level-set? Provided definitions, framing of the conversation. One person thought it started well. At the end, however, opened up for specific questions for what should WE do? That was where there was silence. Not sure why.

The questions asked at the end were nebulous, so they may have been hard to answer, too broad. Maybe need to be more specific at the end. Small group: people talked about how to apply principles to practice and how WE can be more equitable in the programming. Not everyone was familiar with the programming so far. They knew what they wanted for their personal practice, then why doesn't WE offer workshops to learn this? Hard time translating.

It was wonderful to see new faces and people interested in joining the meeting and also interested in joining WE as a result. How do we reach new audiences with just what we do? Figure out how to get it out to more people more frequently.

4. Looking ahead:

- Getting to know the 2021 Board

- 2021 Planning

Have several events already planned for 2021: Strategic planning session 2 Jan. 22 at 12. [Identifying professional skills for new evaluators Jan. 26th at 5](#). [Presidential Dinner with Beeta on Feb 8](#).

Next meeting in February, we normally hear from each Committee chair and members to plan for the year, what they have in mind. **Beeta is happy to jump into any planning meetings**, if she can be helpful in brainstorming ideas, etc.

Budget update on the final 2020 numbers. Prior treasurer Josh Joseph put together the projections for the budget. We are projected to have a loss in 2020 because of the consultants, but we decided it was worth it.

Kantahyanee: Community Engagement Committee has met and the plans are underway. Will share more in February.

Next time: Framing, high level highlights, then 3 Coordinators would share. How much time for each Committee? Esther hopes for a long update, has a lot to share. Focus on the consultant report out and the briefing/report-outs from the Chairs.

Decided that we don't want DEI to be rushed. So keep the Wild Apricot Demo separate, since not everyone needs to see the demo.

Katherine: Appreciated the Board's contributions to the Weekly Digest. Natalie sometimes contributes all the jobs for that. If you see something that would be a good contribution, email her at Communications@. She gets contributions from members too. The best content comes from members and Board.

This past week, we linked to the next Board page—Shout out to Courtney for solving the technical problems to get it up. Read through your bio and make sure it's correct. **Send Katherine a note**.

Thanks to those who weighed in on the Letter from the President. It's ready to go out.

Bryce: Mentor Minutes is reupping the mentor bank. [Information on Mentor Minutes](#), and [Mentee Registration Form](#). ewb@washingtonevaluators.org.

Multiple people noted they appreciated the mentor program. Kantahyanee- share ideas on junior evaluators.

Esther, Programs: There's a huge wait list for the [new professionals event](#). The Google Form for self-assessment provides a record of their responses. We are not using it. There's an option if they don't want us to have any of the information.

- Skills Assessment (Forms): <https://forms.gle/wpLMKm3y79ofxa8j7>;
- Skills Assessment (PDF): https://drive.google.com/file/d/1b-kyVFAREHf7XVBjmj_2mjYajOztK3IP/view;
- Professional Skills Opportunities (Forms): <https://forms.gle/CPudpLBtAdrWGMvD8>

She used a similar assessment for GEDI, Rodney let Esther adapt it, based on this old assessment based on the old competencies. Adapted form to accommodate the new competencies format, e.g., methodology skills. It's perfectly aligned for this second workshop on evaluator competencies and skills. More for self-reflection and self-assessment.

Also have a resource repository. Have another form for intake and opportunities. Training opportunities. Could be a document, checklist. One-offs and evergreen. Where does it live? Would like it to be a **perk of membership**. Esther would like ideas on what it should look like. For now, we're just collecting the info and later deciding what to do with it. Help people recognize where they need to sharpen skills, then connect them to opportunities to sharpen their skills. One resource per submission. **Please contribute**. Want to use the session for some crowdsourcing as well.

Have 17 people registered for President's dinner, capped at 30.

Katherine prepares Digest on Thursday, if you want to get something in. Programs, don't have to send reminders. Announcements- information, send to communications@. Announcements on website- tell Katherine.

Thinking of doing a webinar in advance of recruitment for EWB. One of the challenges coming out of the first antiracism session was getting applicants for scholarships and then submit applications that allow them to be selected. **Do an introduction program event? This is how to apply, what it's about, the criteria we use, etc.**

Eval 101, capacity building. Then a train the trainer sessions for evaluators- if you were in the position to orient your clients towards evaluation, what would you do to help them?

Results of last year's survey on Communications from our members: people love the Digest a lot. It's where most people get their information. They didn't want to hear from us more than once a week. Could be burden on the members to have lots of reminders or surveys.

When we need to announce to non-members, make it an intentional announcement in addition to the Digest. **Filter communications through Katherine.**

How to reach out to people who have lapsed membership? Loop in Natalie and Marie-Ellen.

ADJOURN 7:30 pm.

Post-meeting demo of Wild Apricot- Melissa and Katherine

Kantahyanee asked about communications for Community Engagement events- talk with Katherine. In the past- mostly in the Digest, I don't think there were many standalone announcement type emails.

Ideas for content: Bryce suggested sharing experiences of past scholarship recipients, or EWB clients, or Mentors.

Also people love the digest because they can share it with their colleagues who are not members.