



**Annual General Meeting
December 14, 2020
Via Webinar, Broadcast from Ottawa**

MINUTES

1. Welcome and Call to Order

Katie Brown, President, called the meeting to order and welcomed the attendees to the meeting. She thanked the Board of Directors for their efforts over the past year. She mentioned that a Q&A session will take place at the end of meeting.

2. Approval of the 2020 Annual General Meeting (AGM) Agenda

MOVED by Katie Brown and seconded by Tom Wileman that the agenda be accepted as presented. Carried.

3. Approval of the 2019 AGM minutes held on April 24, 2019

MOVED by Katie Brown and seconded by Art Stewart that the minutes of the April 24, 2019 Annual General Meeting be approved. Carried.

4. Committee Reports

4.1 Communications, Engagement and Technology Committee – presented by Walter Zubrycky

The Committee was consolidated to include Communications, Engagement and Technology.

Completed

- CETC Terms of Reference
- CETC Plan (evergreen)

In Progress

- Validating PPX's current branding items
- Analyzing current membership, partnerships and collaborations and identify potential gap/opportunities
- Examining the current website and social media presence
- As activities are planned and implemented, ensuring that there is a CET consideration

Membership

- Website member growth – over 45% since last Symposium (2019) now consisting of:
 - 1,269 members currently
 - 93% Canada / 7% International...of Canadians: 75% NCR / 25% Outside NCR
 - 70% federal, 4% provincial, 3% municipal, 5% academia, 5% NFP, 6% private sector, 7% other
 - Membership strategy will be reconsidered at annual strategic planning session.

4.2 2019 Symposium Report – presented by Katie Brown

Final report on the 2019 Symposium - a great success!

- Over 280 participants
- 5 Pre-Symposium training courses
- Excellent keynote speakers and concurrent session presentations
- High ratings from participants surveyed
- Profit of \$42k overall

2020 Symposium – Due to pandemic it was postponed to 2021 – **presented by Christine Minas**

- PPX will hold its first VIRTUAL Symposium in 2021
- Another excellent roster of speakers – representation from all levels of government, non-profit, domestic, and international
- Presentations will include an update on KUUT Rating Tool – PPX Special Research Project
- More information coming soon

4.3 Collaborative Agreements – presented by Art Stewart

Strategic Objectives

- Increase PPX's reach and encourage more professionally diverse communities to participate in PPX activities.
- Establish and maintain strategic relationships (along continuum of collaboration activities) with organizations to mutually support each other's objectives.

Progress:

- Agreement established with the Canadian Evaluation Society NCC Chapter to participate in each other's Board (ex officio), cross promote each other's programs and events, as well as hold joint events (e.g. a KUUT webinar held in November 2020).
- Progress towards agreements with: the International Organization for Collaboration on Outcome Management (IOCOM) to support each others activities and events (potential also for PPX to publish articles in IOCOM's international journal); and with the Institute of Internal Auditors Canada that will see PPX and the IIA hold and cross promote joint events in subject areas of mutual interest
- Going forward with efforts to renew and sustain collaborative activities with the Financial Management Institute (FMI), Ethical Practitioners Association of Canada (EPAC), and the Institute for Public Administration of Canada (IPAC).

4.4 Learning Event Activities – presented by Nadine Cyr

Two events conducted between 2018 and 2019, with a range of 35-120 attendees (good):

1. Informing Decision-Making Following the Implementation of the Policy on Results
 2. Challenges in Implementing New Methodologies and Managing Data
- Evaluations: Overall satisfaction “very good” for both events
 - Overall financial position – it was decided to run the learning events at a lower cost making it harder to break even but resulting in higher uptake.

Possible Topics for Events in 2021:

- GBA+ and the Policy on Results
- Integrating Performance Measurement in Project Management
- Performance Reporting and the Policy on Results
- Annual Reports on Performance Measurement

4.5 Special Initiatives – presented by Steve Montague, Eric Champagne

- Knowledge Uptake and Use / Utilization Tool (KUUT)
- Communities of Practice (CoPs)
- Academic Collaboration

2019-2020 Knowledge Uptake + Use Tool

Goal:

Advancement of leading edge thinking and knowledge around the take-up and use of information.
Foster a Community of Interest + Practice across diverse sectors + users

Progress:

2019 PPX presentation

2020 Scoping study publication in peer reviewed journal – credit given to PPX for support

2020 November 25th webinar presentation, 240 registered 160 attended – coast to coast and international attendance, strongly positive reviews to date.

Comments:

- Thank you for the great session.
- It would be nice to hear or read more on examples of its use (case studies) so that business or organizations can use the examples as leverage when recommending the tool. I feel that if areas can relate to other area's success in using the tool they maybe more apt to buying into it.
- Excellent webinar. Content was presented very well.
- The tool, from my perspective, is quite innovative and attractive. I have encouraged those at the system level to review the materials and potentially to follow up.
- The addition of the users' perspective was very helpful to the presentation.
- Very impressive. We hope to integrate this into our work ..and this helped to reinforce and sell the idea to our key stakeholders. Thanks!
- Excellent presentation

Next Steps:

Continue to build community of practice, support KUUT refinement and continue pilot testing (cases) with knowledge producers + users – eventually establish a benchmarkable ‘tool’ for broad use.

Academic Collaboration. 2019-2020

- As part of the partnership agreement between PPX and the 3 universities (UOttawa, UCarleton and ENAP) the funding (15,000\$) were allocated as follow:
- A total of 4 students received research funding (3 doctoral and 1 master degree students).
 1. Mr. Cheick Alassane Traore Ph.D. Student in Public Administration at UOttawa: Research on a framework for monitoring and evaluating the performance of public-private partnerships (PPPs) in infrastructure projects.
 2. Ms. Ula Abu Rashed, Master Student in Public Administration at UOttawa: Research on New Structures and Tools to Communicate and Report Government Performance
 3. Mr. Jean-François Lévesque, Ph.D. student at ENAP: Research on thematic analysis of federal government evaluation reports.
 4. Mr. Ian Bron, a PhD student at UCarleton: Research on ethics research using program evaluation research methods.
- One learning event was organised Risk Management and decision making. The conference was held in French on November 25th, 2019: The talk was delivered by Marc Morin, Chief Risk Officer, and Olivier Choinière, Director of Performance and Risk Management at Innovation, Science and Economic Development Canada (ISED)

2020-2021

- Agreements have been signed between PPX, UCarleton and UOttawa. Since Prof. Isabelle Bourgeois is no longer a professor at ENAP we could not find a suitable replacement at ENAP’s Gatineau office. The board decided to renew the agreement with two universities of three maintaining the same funding (15,000\$) and the same arrangements and objectives.

Have some resources dedicated for Learning Events, one done on November 25, 2019 at the Ottawa University. Would like to feature two universities work at the next Symposium or do a separate event.

4.6 Treasurer’s Report – presented by Tom Wileman (Financials available at www.ppx.ca)

- Financial results are mixed. The successful 23rd Annual Symposium increased net revenues for 2018-19 by \$42K. However, the cancellation of the 2020 symposium due to the pandemic resulted in a loss of \$40K the next year. Looking ahead, the next in-person symposium is not expected until 2022, and PPX is well-positioned with \$247K in surplus from previous years.
- The 2018 change in fee structure for Willow services has worked well. PPX pays for services at agreed rates rather than monthly and event-based charges. Although 2020 is not

comparable because of the pandemic, actual fees for 2019 decreased by 9% from 2018. The agreement with Willow expires on June 30, 2021, and is subject to review before then.

- With the assistance of Willow financial staff and in particular the Vice-President, PPX undertook reforms in accounting, budgeting and reporting. The first full year of implementation, 2019-20, showed a low variance of actual over budget.
- The Board has undertaken significant projects, such as Academic Collaboration, Performance Reporting and KUUT, secure in the knowledge of a healthy financial position.
- The Treasurer leads financial governance and control activities with the support of the Board members chairing the active contributing committees. In addition, the Treasurer contributes to key financial decision making as a member of the Executive Committee and Symposium Planning Committee.

MOVED by Tom Wileman and seconded by Murray Kronick to approve the Financials as presented. Carried

MOVED by Tom Wileman and seconded by Steve Montague to approve Christian Asselin CPA as auditing firm for the fiscal year. Carried

4.7 2020-21 Upcoming Priorities – Presented by Katie Brown

In support of PPX's 4 goals:

1. Grow our membership and expand the diversity of PPX's community
 - Build on current partnership with the Canadian Evaluation Society, review opportunities for other partnership agreements
2. Enhance our core content and learning offerings to align with current and emerging needs with a focus on relevance, timeliness, and quality
 - Respond to new realities of pandemic environment:
 - Virtual learning event offerings
 - Pivot to virtual Symposium 2021
3. Support research and development that advances innovative thinking
 - Continuing to advance Strategic Initiatives –CoPs, KUUT, Academic Collaborations
4. Strengthen operational effectiveness and build capacity in delivering on PPX's mandate
 - Technology enhancements: PPX website revamp, social media and PPX brand

4.8 2020-2021 Slate of Officers

President Katie Brown provided the 2020-21 PPX Slate of Officers:

Returning Directors:

Melanie Winzer Canada Space Agency	Katie Brown Office of the Superintendent of Financial Institutions
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Directors for Election (or Re-Election)

Melanie Winzer Canada Space Agency	Katie Brown Office of the Superintendent of Financial Institutions
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Dragos Popa Health Canada	Bart Bilmer Canadian Forest Service, NRCan	Basil Orsini Consultant
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Returning Directors

Dana-Mae Grainger Retired, DFAIT	Murray Kronick BDO	Steve Montague Performance Management Network
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Art Stewart Retired, OCG	Tom Wileman Retired, OAG	Walter Zubrycky Facilitated Performance Solutions
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Nadine Cyr National Research Council	Christine Minas Treasury Board Secretariat	Sheri Ostridge Veterans Affairs Canada
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Eric Champagne
University of Ottawa

MOVED by Eric Champagne and 2nd by Dana Mae Granger to accept the Slate of Directors

Will be revisiting the Executive Committee in the future. Katie will be stepping down in September 2021.

5.0 Other Business

Melanie Winzer is moving into Vice President role.

MOVED by Nadine Cyr and seconded by Steve Montague to approve Melanie Winzer as Vice President.

BOD members are encouraged to let the Executive Committee know if they are interested in the Executive Committee in the future.

6.0 Adjournment

MOVED by Katie Brown, seconded by Melanie Winzer that the Annual General Meeting be adjourned.

Carried.