

**MINNESOTA EVALUATION ASSOCIATION (MN EA)
2012 ANNUAL REPORT**

2012 Board Roster

Frank Schweigert, Past President	Susan Keskinen, Communications Chair
Leah Goldstein Moses, President	Sarah Sevcik, Program Chair
Gale Mason-Chagil, President Elect	Tom Bartholomay, Membership Chair
Emily Subialka Nowariak, Treasurer	Hanife Cakici, Student Representative
Sapna Swaroop, Secretary	

Mission of the Minnesota Evaluation Association

The MN EA exists to promote the theory, practice, understanding, and use of evaluation and its contribution to the community:

1. Promote evaluation as an integral component of human services, education, health, criminal justice, and other fields.
2. Promote the understanding, use, and benefit of evaluation results in organizational planning and program improvement.
3. Provide a regional, interdisciplinary forum for professional development, networking, and exchange of ideas related to evaluation and local evaluation issues.
4. Promote dialogue among evaluation stakeholders (evaluators, funders, consumers) about the benefits of evaluation research.

Strategic Vision

On November 29, 2010, the MN EA Board of Directors approved a strategic vision for the association comprised of four elements:

1. Regular, recurring programming generated by MN EA membership
2. Connecting membership electronically
3. Leveraging the affiliate relationship between MN EA and AEA
4. Partnering to advance the field of evaluation.

The MN EA will pursue this vision through the four strategic action pathways developed the previous year in the 2010 Strategic Plan:

1. Meeting member needs
2. Strengthening communication
3. Building strategic relationships
4. Diversifying funding sources.

Board Roles and Responsibilities

The Board continued to work under the roles and responsibilities developed on November 15, 2011 (See Appendix A for details).

Membership

Tom Bartholomay, MN EA Membership Chair reported 157 paid members in 2012. Membership is generally up.

Table 1: 2009-2012 Membership Detail

Member Options:	2009	2010	2011	2012
Professional members	40	50	67	84
Student members	12	29	31	36
Organizational members	41	31	29	37
TOTALS	93	110	127	157

In 2012, we transitioned to a new membership site and registration system hosted through Wild Apricot. Now, members register, renew and update their profile through the mneval.org website. This has greatly streamlined membership processes.

Member Benefits

As an affiliate of the American Evaluation Association (<http://www.eval.org/>) our goal is to provide Minnesota evaluators with information on local evaluation events, links to evaluation resources, jobs openings, and opportunities to connect with evaluators across the state. Our affiliate also serves as the convener and contact for AEA members in our five-state region.

Annual membership in the MN EA is rolling for one year following registration. Membership in the MN EA is open to anyone interested in the field of evaluation. Members are entitled to:

- Free access to MN EA educational programs and social functions;
- Free access to web postings of employment opportunities and RFPs;
- Vote on issues shaping Association direction, including officer elections;
- Optional listing on MN EA website of organizational member’s name and hot link to organizational website;
- Optional Listing in On-line Membership Directory;
- Networking opportunities with students and colleagues with similar professional interests;
- Access to the MN EA Peer Helping Network (potential internships, informational interviews, ad hoc consultation on thorny evaluation issues).

The Minnesota Evaluation Association provides a listing of members providing evaluation services in the Directory section of our website. See our website for this list at <http://www.mneval.org/>

Visits to our website have grown this last year. Consistent with our intention to increase online communications and member contacts, we will continue to monitor the activity on this site and improve member interaction.

Partnership and Affiliate Activities

A highlight for our affiliate in 2012 was support for the national AEA conference, which was held in Minneapolis in October. Our affiliate was involved in several aspects of the conference:

- Participating on a local arrangements committee, focused on ensuring participants felt welcomed and accommodated at the conference

- Supporting local attendees through scholarships
- Hosting a breakfast for other affiliates to share experiences and stories
- Inspiring some Minnesota-pride events

Other highlights from 2012 include: MN EA facilitated the involvement of members in the AEA365 tip a day in March and October 2012. Twelve MN EA members participated and provided valuable input for fellow evaluators around the world.

As in past years, MN EA partnered with the Minnesota Evaluation Studies Institute (MESI) and provided sponsor support for the event.

Finances

Emily Subialka Nowariak, MN EA Treasurer reported a beginning balance for the fiscal year 2012 as \$4,536. Annual revenue from memberships, donations, and earned income was \$2,660, a 5% increase from 2011. Expenses were up slightly, spending \$1,761 compared to \$1,543 in 2011. As of December 2012 the MN EA cash on hand totals \$5,435, up \$899 from the 2011 year-end balance of \$4,536. See Table 2 for expense and revenue detail.

Table 2: MN EA Revenue and Expenses Detail, 2010-2012

Revenue	2010	2011	2012
Memberships	2215	2290	2585
Donations	140	140	65
Earned income	260	73	10
Reimbursed sign-up costs	0	26	0
<i>Total revenue</i>	<i>2615</i>	<i>2529</i>	<i>2660</i>
Expenses			
Programs, events	416	559	588
Sponsored programs, donations	350	400	635
Sign-up fees—Online systems	170	101	91
Survey Monkey	200	200	0
Website hosting and development	221	227	395
Board administration, planning	230	14	0
Miscellaneous finance or legal costs	40	42	52
<i>Total expenses</i>	<i>1627</i>	<i>1543</i>	<i>1761</i>
<i>Annual net (loss)</i>	<i>988</i>	<i>986</i>	<i>899</i>
<i>Closing balance—Cash on hand</i>	<i>3550</i>	<i>4536</i>	<i>5435</i>

Programming

Sarah Sevcik and the Program Committee continued to focus programming for increased networking and rich discussion in informal settings. In addition, MN EA board members presented at the Annual Conference of the MN Council of Nonprofits in Saint Paul, MN, the MESI conference, and the Annual Conference of the American Evaluation Association in Minneapolis MN.

Table 3: 2012 MNEA programming

Date	Location	Topic	Number attending
2/9/2012	Brian Coyle Center, Minneapolis MN	GIS as an Evaluation Tool: Francis Harvey, Mark Herzfeld & Luther Krueger	23
4/4/2012	Roseville Public Library	International Monitoring and Evaluation: Donor Collaboration and Sustainable Results. Edna Ogwangi and Lizz Hutchinson, facilitators	25
7/12/2012	Neighborhood House/The Wellstone Center	Ricardo Millett keynote lecture and celebration (concluding the end of MESI's Summer Institute), with reception	?
10/27/2012	Mpls Convention Center, AEA Conference	Affiliate Breakfast at AEA Conference	34
11/15/2012	Pracna on Main	Social Happy Hour	18
12/6/2012	Green Mill on Grand Ave, St. Paul	Social Happy Hour	13

Communications

Susan Keskinen continued to lead as Communications Chair to strengthen MN EA's website visibility. In collaboration with Tom Bartholomay (Membership Chair) and Emily Subialka (Treasurer) the website for MNEA was completely revamped. Not only is new information easier to add, but it is also easier for members to navigate and access special services. Visitors were informed about the goals and activities of MN Evaluation Association, and were aware of resources for the evaluation community including job opportunities, conferences and programming opportunities. The website highlights the following:

- Mission and goals of MN EA
- Blog functionality
- Job openings and RFP
- A directory of evaluators listing members
- Postings of upcoming events of interest to the evaluation community

In Fall 2012, people were asked to affirm their interest in the MNEA and were added to the new website list. We discontinued use of the University's listserv once we added all interested people to the website list. Starting in 2013, all member communications will be managed through the website.

Looking Forward to 2013

The Board concluded its year with a ballot for new board members. Sixty-one members voted and we welcomed two new members at our annual meeting December 2012: Rosemary White Shield and Hanife Cakici (former student representative). Our board roster for 2013 will be:

President	Gale Mason-Chagil
President Elect	Rosemary White Shield
Past President	Leah Goldstein Moses
Secretary	Sapna Swaroop
Treasurer	Emily Subialka Nowariak
Communications Chair	Hanife Cakici

Program Chair
Membership Chair and At Large
Student Representatives

Sarah Sevcik
Tom Bartholomay
Gifty Amarteifio and Amy Grack Nelson

MN EA would like to thank the following individuals for serving on the Board: Frank Schweigert (outgoing Past President) and Sue Keskinen (outgoing Communications Chair).

In Conclusion

This has been an active, innovative and successful year. The board has worked diligently to expand membership, strengthen communication, build strategic alliances, recharge programming and diversify funding. We have also focused on developing a strong organization that listens to and meets the need of our members.

I would like to thank all the members of MN EA and especially the Board members for their tremendous devotion of time and energy to help MN EA improve and grow. As an all volunteer entity, it is only through the efforts of our elected Board, committees, and active members that we are able to provide services to our local evaluation community. It has been a tremendously rewarding experience working with so many wonderful and talented colleagues throughout the year. On behalf of MN EA, we look forward to the leadership of Gale Mason-Chagil as she moves into the MN EA President position.

Sincerely,



Leah Goldstein Moses
MN Evaluation Association President, 2012

Appendix A. MN EA Board and Committee Roles and Responsibilities

	President	Treasurer	Secretary	Membership Chair	Program Chair	Communications Chair	Past president	President elect	Student Representative	Program committee
Take meeting notes	Consult		Lead							
Bboard minutes	Consult		Lead							
Schedule board meetings	Lead		Contribute							
Reserve meeting room	Consult		Lead							
Prepare agendas	Lead	consult	Consult/Inform	consult	Lead (for committee)	consult	consult	consult		
Facilitate meetings	Lead				Lead (for committee)		Contribute (back-up)			
Recruit members	Contribute	Contribute	Inform	Lead	Lead (for committee)	Contribute	Contribute	Contribute	Lead (for students)	
Share news with members	Contribute	Contribute	Inform	Contribute	Contribute	Lead	Contribute		Contribute	
Manage membership registration	Informed	Lead	Inform	Contribute		Contribute				
Maintain website	Informed	Inform	Inform	Inform	Inform	Lead				
Partner with organizations	Consult	Consult	Contribute	Consult	Contribute	Consult	Consult	Lead	Inform	Contribute
Plan programs	Contribute	Inform	Inform	Inform	Lead	Inform	Contribute		Consult (Lead for students)	Contribute
Implement programs	Contribute	Inform	Inform	Inform	Lead	Inform	Contribute		Inform (Lead for Students)	Contribute
Evaluate programs	Contribute	Inform	Inform	Inform	Lead	Inform	Inform		Inform	Contribute
Recruit board members	Contribute	Inform	Inform	Contribute	Inform	Inform	Lead			
Survey members	Consult	Inform	Inform	Lead		Contribute			Contribute	
Member survey follow-up	Informed	Inform	Inform	Lead		Contribute	Inform			
Account management	Informed	Lead	Inform	Inform	Lead for programs	Inform	Inform			
Budget reporting	Informed	Lead	Inform	Inform	Inform	Inform	Inform			
Coordinate with AEA	Informed	Inform	Inform	Inform	Inform	Inform	Inform	Lead	Inform	
Link to national presence	Contribute	Inform	Inform	Inform	Inform	Inform	Inform	Lead	Inform	
Prepare annual report	Lead	Contribute	Contribute	Contribute	Contribute	Contribute	Contribute		Contribute	
Coordinate with MESI	Lead									