

**Minnesota Evaluation Association (MNEA)  
2015 Annual Report**

**2015 Board Roster**

Rosemary White Shield, Past President	Catherine Biringer, Communications Chair
Ann Zukoski, President	Al Onkka and Elizabeth Scott, Program Chairs
Randi Nelson, President Elect	Gifty Amarteifio, Membership Chair
Harlan Luxenberg, Treasurer	Anna Rodell and Carrie Vogelsang, Student Representatives
Katina Mortenson, Secretary	

**Mission of the Minnesota Evaluation Association**

The MNEA 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.
5. Promote diversity and equity as essential for excellence in evaluation principle and practice.

**Strategic Vision**

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

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

The MNEA will pursue this vision through the four strategic action pathways developed 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 roles and responsibilities of each Board positions were initially outlined in a chart on November 15, 2011. In 2013, the MNEA Board members updated these duties to reflect new roles and responsibilities (See Appendix A for details).

In the 2015 election, the membership voted on a change in bylaws changing the position of Program Chair to include having up to two Program Co-chairs. In addition, the decision was made to refer to MNEA as a single set of letters instead of MN EA.

## **Membership**

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Gifty Amarteifio, MNEA Membership Chair reported member numbers.

**Table 1: 2009-2015 Membership Details**

<b>Member Options:</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Professional members	50	67	84	72	86	85
Student members	29	31	36	36	32	26
Organizational members	31	29	37	36	41	47
<b>TOTALS</b>	<b>110</b>	<b>127</b>	<b>157</b>	<b>144</b>	<b>159</b>	<b>158</b>

2015 ended with 158 Active Members including 26 student members, 85 professional members, and 47 organizational members.

## **Member Benefits**

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

- Free access to MNEA educational programs and social functions
- Free access to employment opportunities and RFPs posted on the MNEA website
- Vote on issues shaping MNEA direction and leadership
- Optional listing on MNEA website of organizational member's name and hot link to organizational website
- Optional Listing in the On-line Membership Directory
- Networking opportunities with students and colleagues with similar professional interests
- Access to the MNEA 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/>

## **Partnership and Affiliate Activities**

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The Board decided to sponsor scholarships for students to attend MESI in spring of 2015.

## **Finances**

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Harlan Luxenberg, MNEA Treasurer, reported a beginning balance for the fiscal year 2015 as \$6,640. Annual revenue from memberships, donations, and earned income (in 2015 this consisted of non-member event fees) was \$3,530, a .01% decrease from 2014. Expenses were also down, spending \$2,621 compared to \$3,198 in 2014. As of December 2015 the MNEA cash on hand totals \$7,549, up \$909 from the 2014 year-end balance of \$6,640. See Table 2 for expense and revenue detail.

**Table 2: MNEA Revenue and Expenses Detail, 2013-2015**

<b>Revenue</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Memberships	3065	3320	3260
Donations	0	1	0
Earned income	130	235	270
Reimbursed sign-up costs	0	0	0
<i>Total revenue</i>	<i>3195</i>	<i>3556</i>	<i>3530</i>
<b>Expenses</b>			
Programs, events	1232	1399	1604
Sponsored programs, donations	150	139	0
Sign-up fees—Online systems	99	111	128
Survey Monkey	48	26	0
Website hosting and development	550	571	833
Board administration, planning	27	22	0
Miscellaneous finance or legal costs	167	80	56
Communications	74	0	0
Logo Creation		850	0
<i>Total expenses</i>	<i>2347</i>	<i>3198</i>	<i>2621</i>
<i>Annual net (loss)</i>	<i>848</i>	<i>357</i>	<i>909</i>
<b><i>Closing balance—Cash on hand</i></b>	<b><i>6283</i></b>	<b><i>6640</i></b>	<b><i>7549</i></b>

### **Communications**

As the Communications Chair, Catherine Biringer maintained regular communications with the MNEA members through monthly newsletters that highlighted:

- Invitations to and updates on MNEA programs and events
- Job openings and request for proposals (RFP) posted on the website
- Conferences, seminars, and workshops related to evaluation practice and theory
- General membership news

To support the development of timely and relevant newsletters, she also oversaw and managed the email communication via [info@mneval.org](mailto:info@mneval.org). She has been the primary point of contact receiving news and updates related to evaluation jobs and other opportunities directly from MNEA members and evaluation community at large. Last but not least, the Communications Chair has continued to update the website as new information was available.

### **Programming**

Amy Grack Nelson led the Program Committee for part of 2015 and resigned. She was replaced by two co-chairs Al Onkka and Elizabeth Scott who continued to focus programming for increased networking and rich discussion in informal settings.

**Table 3: 2015 MNEA Programming**

<b>Date &amp; Time</b>	<b>Location</b>	<b>Topic &amp; Presenter(s)</b>	<b>Estimated # attending</b>
February 26th	Neighborhood House, Saint Paul	<b>Strategic Planning &amp; Evaluation Event</b> A presentation and discussion on the intersection of strategic planning and evaluation. Speakers included Jonathan Bucki from the Dendros Group and Dr. Amy Kerr from Professional Data Analysts, Inc. (PDA).	65
May 22 <sup>nd</sup>	Open Book Minneapolis, MN	<b>Evaluating Education: A Roundtable Discussion</b> How does evaluation intersect with education policy? What challenges do we face when evaluating education in schools? Roundtable discussion choices included evaluating the achievement gap, informal education programs, and early education settings. <ul style="list-style-type: none"> <li>• Johnna Rohmer-Hirt, Director of Research, Evaluation and Testing at Anoka-Hennepin Schools.</li> <li>• Amy Grack Nelson, Evaluation and Research Manager at the Science Museum of Minnesota.</li> <li>• Dr. Karen Storm, Research Associate at the Center for Early Education and Development, University of Minnesota.</li> </ul>	65
July 7th	Tin Whiskers, St Paul	<b>Summer Social</b>	60
October 13th	Edina Library, Edina	<b>Book Club Event: Mixed Methods</b> Hosted by: Anne Betzner & Heidi Gegax Our inaugural book club discussed an article that is freely available online: <i>Best Practices for Mixed Methods Research in the Health Sciences</i> (36 pages).	10
October 26th	Ginger Hop, Minneapolis	<b>FALL SOCIAL with Michael Quinn Patton</b> Michael Quinn Patton discussed his newest book on the topic of developmental evaluation, <i>Developmental Evaluation Exemplars: Principles in Practice</i> 1st Ed.	60
Nov 12th	Conference Hotel Chicago	<b>MNEA at AEA Social</b> Minnesota evaluators gathered at AEA in Chicago to mix and mingle	60

**Looking Forward to 2016**

The Board concluded its year with a ballot for new board members. Our board roster for 2015 will be:

President	Randi Nelson
President Elect	Sarah Cohn
Past President	Ann Zukoski
Secretary	Maira Rosas-Lee
Treasurer	Harlan Luxenberg
Communications Chair	Emily Subialka Nowariak
Program Chairs	Al Onkka and Elizabeth Scott
Membership Chair and At Large	Gifty Amarteifio
Student Representatives	Anna Rodell and Valerie Franz

MNEA would like to thank the following individuals for serving on the Board: Rosemary Whiteshield (outgoing Past President), Katina Mortenson (outgoing Secretary), Catherine Biringer (outgoing Communications Chair), Amy Grack Nelson, Program Chair and Carrie Voselsang (outgoing Student Representative).

## **In Conclusion**

MNEA continues to grow, to contribute to the Minnesota's evaluation community and to meet the needs of our members. In 2015, the MNEA board members moved forward work based on a strategic planning session, provided programming based on members' interests, expanded our communication strategies to support connection and growth in our evaluation community, amended bylaws to expand the program chair position to include co-chairs, and delivered high quality evaluation programs.

### Appendix A. MNEA Board and Committee Roles and Responsibilities

	President	Treasurer	Secretary	Members hip Chair	Program Chair	Communi cations Chair	Past president	President elect	Student Represent ative	Program committe e members
Take meeting notes	Consult		Lead							
Prepare and distribute board minutes	Consult		Lead							
Schedule board meetings	Lead		Contribute							
Reserve room for board meetings	Consult		Lead							
Prepare agendas	Lead	Consult	Consult/Inf orm	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	Contribute	Inform	Lead		Contribute				
Maintain website	Informed	Inform	Inform	Inform	Inform	Lead				
Partner with other 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			
Administer member survey	Consult	Inform	Inform	Lead		Contribute			Contribute	
Follow up to member survey	Informed	Inform	Inform	Lead		Contribute	Inform			
Account management	Informed	Lead	Inform	Inform	Lead (programs)	Inform	Inform			

	President	Treasurer	Secretary	Members hip Chair	Program Chair	Communi cations Chair	Past president	President elect	Student Represent ative	Program committe e members
Budget reporting	Informed	Lead	Inform	Inform	Inform	Inform	Inform			
Coordinate with AEA	Informed	Inform	Inform	Inform	Inform	Inform	Inform	Lead	Inform	
Link MNEA 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									
Stay abreast of federal/state reporting requirements (Annual Business Renewal and 990-N)	Contribute	Lead								
Prior to each board meeting review the AEA affiliate website for information, follow up on information that may pertain to MNEA , report at each board meeting on any developments	Contribute	Contribute						Lead		
Monthly Review membership information and follow up with those individuals requesting more information, offering to volunteer, and other.		Contribute		Lead		Contribute				