



Indiana Evaluation Association
2019 Annual Business Meeting Minutes

December 6, 2019

<p>1. Welcome & Meeting Overview: Jennifer Bellville</p>	<ul style="list-style-type: none"> • Thank you to those who continue to support IEA through your membership and attendance at our events. • Thank you to those who have provided financial and in-kind support to IEA: Foellinger Foundation and Lumina Foundation. <ul style="list-style-type: none"> ○ Foellinger has provided financial support to the organization since its inception and has provided many of our keynote speakers and special presentations over the years. ○ Lumina supports us through the use of their space and other in-kind contributions. While many other affiliates struggle to find meeting spaces, our partnership with Lumina has provided us with a great amenities for our quarterly meetings and conferences. • Here with us today are members of the 2019 and 2020 IEA Board of Directors. Moving into 2020 much of the board will be the same, but we have several new members that we are very excited to announce to you today. <ul style="list-style-type: none"> ○ Jackie Singh ○ Kate Bathon Shufeldt ○ We will now take a few minutes for our new board members to tell you a little about themselves. • Introduction of Board Members: Jennifer Bellville, President; Tessa Skidmore, Vice President; Elaine Klemesrud, Treasurer; Carolyn Higginbotham, Secretary; and new members Jackie Singh At-Large Member, and Kate Bathon Shufeldt. • I would like to recognize Lynn Lukins who has served the board as an At-large Member.
<p>2. The Status of IEA: Sam Crecelius</p>	<p>2019 was another successful year for IEA. The organization continues to grow and provide opportunities for our members to network, share resources, and enhance knowledge and skills through professional development. Moreover, we continue our efforts to increase the visibility of evaluation to those outside of the field. In October, we hosted IEA’s third biennial conference. This was our largest conference to date, with 82 attendees. I believe this was a great success and also provided lessons for the board as we continue to expand what we offer our members.</p> <p>Building on the leadership of Mindy King and Nicole Dunn, my tenure as a board member and, specifically, president has focused strongly on operations and infrastructure. Going into 2020, I believe that IEA has the operational and financial stability to provide a great springboard for the next board of directors to put their vision to action. In 2017, the board choose to move away from contracted administrative services to a working board model. This model has saved IEA thousands of dollars during the last two years, and as you will hear from Elaine later today our financial position is among the strongest that the organization has had. While it has creates additional work for board members, this approach has also placed those of us selected by you, the membership to lead IEA directly in the day-to-day operations of the organization. This has allowed greater accountability, stronger governance, and increased efficiencies. To support this work, the board has employed various technological solutions over the years. Building on the functionality provided through our last website, IEA transitioned to the Wild Apricot Membership Management System in Spring 2019. Through Wild Apricot, IEA manages events, membership, communication, and finances through a single system. This has eliminated redundancies, cutting costs and allowed board members to use their time more efficiently. With critical organizational tasks managed by the system, the board will now have a greater</p>

	<p>opportunity to pursue new initiatives and grow the organization. Given the strong infrastructure in place, I look forward to seeing where future boards take the organization.</p> <p>It has been an honor serving IEA as president. Thank you again to everyone who has been a part of IEA during 2019. I want to say a special thank you to my colleagues on the board. We have a wonderful group of talented people who generously volunteer their time keep IEA up and running and most importantly growing. I encourage you to contact any board member if you want to get involved. Everyone’s contact info is on the website.</p> <p>I will now turn the meeting over to our new IEA president Jennifer Bellville.</p>
<p>3. Membership Committee Update: Carolyn Higginbotham - IEA Secretary and Membership & Communication Committee Co-Chair</p>	<p>Current IEA membership is 72 members.</p> <ul style="list-style-type: none"> • 7 Organizational Members (Lumina Foundation and Transform Consulting Group) • 57 Regular Members • 8 Student Members <p>3 Regular Memberships lapsed in September and were not renewed.</p> <p>A priority of the coming year will be to follow up with the lapsed members as well as the 29 non-members who attended the Conference to see if they are interested in joining.</p>
<p>4. Communications Update: Tessa Skidmore – Membership & Communication Committee Co-Chair</p>	<p>As Sam mentioned, the shift to Wild Apricot has streamlined many areas of IEA’s operations, including communications, in the past year. In addition to simplifying management of the organization’s members and other contacts, the system has facilitated more frequent and targeted communication around events.</p> <p>We feel this functionality, as well as board and committee members’ personal outreach to AEA affiliates and other groups, contributed to the record 2019 conference attendance that Sam also mentioned. Although the program committee’s efforts to assemble an impressive line up of attractive speakers and sessions should not be overlooked.</p> <p>Much of the Membership and Communication Committee’s recent work has centered on marketing the conference, and we cannot thank committee members enough for their contributions. Jennifer will recognize these individuals during her programming update.</p> <p>In 2020, having operationalized day-to-day communication and contact management through Wild Apricot, we are excited to be able to shift our focus to exploring new channels and audiences for member and event outreach. We look forward to leveraging the networks and ideas of our new board members in this endeavor.</p>
<p>5. Program Committee Update: Jennifer Bellville - IEA Vice-President and Program Committee Chair</p>	<p>During the last year, the Program Committee has organized 3 Quarterly Meetings:</p> <ul style="list-style-type: none"> • January 18 – <i>Learnings & Resources from AEA</i> with Robert Hoke, Claire Quimby, Jackie Singh, and Jennifer Bellville • April 12 – <i>Indiana Foundations & Evaluation</i> with our foundation panel: Alex Cohen, Ashlee Guthrie, and Dawn Martz, which was moderated by Robert Hoke • July 19 – <i>Lifetime Lessons on Evaluation and Leadership</i> with Mary Williams and Terri Jump <p>Additionally, our Conference Planning Committees – including Programming, Marketing, and Logistics – organized the 2019 IEA Conference on <i>Quality Evaluation</i>, held on October 18th.</p> <ul style="list-style-type: none"> • Keynote speaker <i>Leslie Goodyear</i> shared reflections from her year as AEA President and discussed important issues in evaluation practice in her keynote address – Evaluation Essentials: Evidence, Ethics, and Equity • Concurrent sessions covered a range of evaluation best practices, approaches to communicating findings, data collection and metrics, data visualization, stakeholder engagement strategies, and quantitative and qualitative methodologies.

- Thank you to all our volunteers, presenters, and attendees!

Resources from these meetings and our conference are available to members through our IEA website. Log in > click on “Member-Only Resources” > click on “Event Resources”

We have also continued to increase our collaboration with other **American Evaluation Affiliates** by bringing in speakers for our conference from the Colorado Evaluation Network (Elena Harman) and the Chicagoland Evaluation Association (Asma Ali). And we have sent Jackie Singh as an IEA speaker to the Chicagoland Evaluation Association and the Evaluation Association of St. Louis.

This coming year, the Program Committee will be organizing 4 Quarterly Meetings. We look forward to seeing you on:

- January 17 – *Intermediate Consulting Skills* with Matt Feldmann
- April 17
- July 17
- October 16

In addition to planning and organizing the sessions, the Program Committee reviews each session’s evaluation data to incorporate the needs and ideas of IEA attendees into our programming. To better guide our work, we are planning to send an electronic survey at the start of the year to ask for additional feedback around session and presenter ideas. Thank you in advance for your help guiding our professional development programming!

A big **thank you to the 2019 IEA Program Committee**, which included: Tessa Skidmore, Jackie Singh, Jeremy Foutz, Kathy Fuller, Linda Pearson, Claire Quimby, Mindy King, and Jennifer Bellville.

And **thank you to our Conference Planning Committee** members and day-of volunteers! These included our board members and:

- Programming – Sarah Mihich, Kate Bathon Shufeldt, Jeremy Foutz
- Marketing – Claire Quimby, Angela Smith, Judi Magaldi, Jomo W. Mutegi
- Volunteers – Jenn Taylor, Jackie Singh, Melissa Wilkinson-Ritter, Jennifer Borland, Lisa Robinson

6. Treasurer's Report: Elaine Klemesrud - IEA Treasurer	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">FY2019</th> <th style="width: 35%; text-align: center;">FY2018</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Checking</td> <td style="text-align: right;">\$17,838.76</td> <td style="text-align: right;">\$11,990.48</td> </tr> <tr> <td style="text-align: center;">PayPal</td> <td style="text-align: right;">\$717.90</td> <td style="text-align: right;">\$507.66</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">\$18,556.66</td> <td style="text-align: right;">\$12,498.14</td> </tr> </tbody> </table>				FY2019	FY2018	Checking	\$17,838.76	\$11,990.48	PayPal	\$717.90	\$507.66	TOTAL	\$18,556.66	\$12,498.14
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<p>Financial health of the organization is strong. This year's 3rd Biannual Conference helped increase our balance. Conference Profit - \$3743.09 Income (thanks to Sam's calculations) - \$7,910 note this includes a \$2,500 grant from the Foellinger Foundation Expenses - \$4166.91 – Food & beverages Keynote speaker Book giveaways We are putting dollars back toward the members –</p> <p style="padding-left: 40px;">Online: Investing in Wild Apricot our new online vehicle Meetings/Conference: Book giveaways at January, April and July Meetings plus October Conference</p>															
<p>EXPENSES: PayPal transaction fees MARKETING:</p> <ul style="list-style-type: none"> • Wild Apricot Inc. - web-based software for small associations and non-profits; helps manage membership, website, events and other activities. It is cloud software, meaning it runs through a web browser without needing to install anything on your local computer. \$510 • Namecheap - ICANN-accredited domain registrar and technology company. With over 10 million domains under management, Namecheap is among the top domain registrars and web hosting providers in the world. \$132.84 <p>MEETINGS: Book giveaways, snacks & beverages: \$204.97 USPS PO Box and Postage: \$156</p>															
<p>INCOME: FOELLINGER FOUNDATION – Programming Support Contribution (\$2,500) – <i>THANK YOU!</i> Memberships (Regular/Student) Pay-as-you-go Meeting Attendees</p> <p><i>Soft Income:</i> LUMINA FOUNDATION – Donation of the use of their space for IEA Quarterly Meetings Kite Reality Group and their security staff for their contribution of time and talents to our 3rd Biannual Conference Boys & Girls Clubs of Indianapolis for the use of their conference room and phone for IEA Board Meetings – <i>THANK YOU!</i></p>															
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