Annual Report 2021

Atlanta-area Evaluation Association

Prepared by 2021 Treasurer  
Michelle Roth  

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https://all-eval.wildapricot.org
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Reflections from the President

Friends and colleagues, 2021 was another year of challenges and successes couched in difficult times for all of us. The affiliate adapted and continued to be a model of success among the American Evaluation Association (AEA) affiliates. We took the lessons learned from 2020 and did amazing work to provide professional development opportunities to our members and evaluators around the world while also giving back through another successful year of pro bono work. We began the year with our 5th annual Evaluation Support Program Showcase and ended with an in-person winter social. In that regard, it mimicked previous years. However, 2021 saw the deaths of at least 446,197 of our fellow Americans from SARS-CoV-2. The disproportionate impact of the pandemic on underserved communities once again brought to light the glaring inequalities that permeate our society and was a clarion call to continue to ensure we are applying the AEA guiding principles to our work.

Despite all this, AaEA offered over two dozen incredible professional development and networking events. Our partnership with FedEval, AEA's Government Evaluation TIG, and the Washington Evaluators affiliate brought together evaluation leaders from six federal agencies to discuss learning agendas. The non-profit evaluation capacity-building series continued its strong tradition of supporting members' and non-profits' growth in evaluation skills. Although it was personally sad that the AaEA journal club came to an end after 27 consecutive months, I am proud that we provided a venue for our members to talk about their publications and that we brought in such incredible speakers as Donna Mertens, Hazel Symonette, and Michael Quinn Patton to name a few. After almost two years, members came together in person to celebrate our accomplishments and finally see dear friends in the light of day rather than through the glow of our computer screens at the winter social.

With all the trials that 2021 offered to us, we managed to not only endure but also shine as what I believe to be the best affiliate. Our members selflessly gave their time and expertise to help us all grow. Our committee chairs ensured we continued to organize and deliver all the things that make us great. Finally, our elected officials provided the support and guidance that ensured we would follow our mission. Although I write this with a heavy heart knowing my time has come to an end, I am so excited to see all the wonderful things planned for 2022. Linda Baffo's leadership has always been and will continue to be a model for excellence for us all. Thank you everyone for an incredible run. It was an honor to serve as your president, and I look forward to what will undoubtedly be an exciting future for AaEA.

Christopher Voegeli
Executive Summary

The Atlanta-area Evaluation Association (AaEA) was formed in 2000 to support the broad and diverse group of evaluators in the Atlanta area as a local affiliate of the American Evaluation Association. AaEA provides networking and professional development opportunities, promotes evaluation practices, and engages in a wide range of activities, including providing pro bono evaluation to community organizations. This report provides a comprehensive overview of the organization’s activities and finances from January 1, 2021 to December 31, 2021.

2021 AaEA Leadership Team

President – Chris Voegeli
Secretary – Emily Hays
Treasurer – Michelle Roth
President-Elect – Linda Baffo
Past President – Gizelle Gopez
Communications Committee Chair – Linda Baffo
Pro Bono Committee Chairs – Raekiela Taylor & Marie Kumerow
Program Committee Chairs – Eva Trihn & Xin Li

Committee Reports

AaEA comprises four committees: communications, pro bono, program, and finance. The following reports describe key accomplishments and activities for each committee.
Communications Committee

In 2021, the Membership and Communications Committee was led by Linda A. Baffo. She was responsible for publishing the monthly AaEA email newsletter, where evaluation-related events and resources are shared with newsletter subscribers. She also engaged our constituency through posts on AaEA’s social media pages (i.e., Instagram, Facebook, and LinkedIn). This year, AaEA President, Chris Voegeli, wrote brief introductory messages for some of the monthly newsletters. A priority goal for 2021 was to identify a Membership & Communications Committee Chair (and possibly co-chair). Linda transitioned out of this role in 2021. By December 2021, AaEA identified a new Communications co-chair, Addison Mickens.

For 2022, AaEA’s Membership & Communications Committee goal is to identify an additional co-chair to support specifically Membership activities. Furthermore, it is recommended that additional committee members be brought on to help with social media content creation and posting. Another goal for 2022 is to continue to increase AaEA’s presence on Facebook, Instagram, and LinkedIn.
Pro Bono Committee

In 2021, the Pro Bono Committee offered two community programs, around which the committee work revolved: the Pro Bono Evaluation Support Program (ESP) and the Pro Bono Evaluation Capacity Building (CB) Series. Due to the COVID-19 pandemic, both of these programs and all underlying committee planning efforts were conducted remotely. The Pro Bono Committee holds the responsibility to plan, implement, and evaluate these two programs through the committee and subcommittee work.

**Overarching Committee Roles:**
- **Pro Bono Committee Co-Chairs:** develop timeline and subcommittees, oversee all subcommittee tasks and overall functioning of committee.
- **Pro Bono Committee Members:** attend full committee meetings and serve as either:
  - **Subcommittee Leads:** lead their specific subcommittee, overseeing subcommittee tasks and serving as point person to Co-Chairs.
  - **Subcommittee Members:** work with Subcommittee Lead(s) to divide and accomplish tasks.

**Subcommittee Details**
The majority of the work done in planning, conducting, and evaluating the ESP and CB series is done within subcommittees. The table below outlines the 2021 subcommittees’ responsibilities and leadership.

Note: Similar to the previous year, it was challenging to identify new volunteers and maintain engagement in the subcommittees. There was a dearth of volunteers interested in serving as a Subcommittee Lead, so most subcommittee meetings were organized by the Pro Bono Co-chairs.

**Accomplishments**
**CB Series:** Successfully held the fourth annual evaluation capacity building series for nonprofits (see details below).

**ESP:** Served 7 nonprofits with approximately 35 volunteers in the 6th annual Evaluation Support Program (see details below). Volunteers donated over $100,000 in in-kind consultative support.

**Subcommittee structure:** As in past years, our committee is divided into subcommittees to break the work into smaller chunks. Previously, subcommittee leads were available to provide a point of contact and ensure that the tasks were accomplished. Aside from the Evaluation Capacity Building subcommittee, which was led by Robyn Borgman and Monique Farone, the Co-chairs ended up doing more of the planning and organizing for the Evaluation Support Program this year. Instead of holding a quarterly meeting each quarter, a volunteer kick-off meeting was held in late March and no additional Committee-wide meetings were scheduled.
**Planning:** Several lessons learned were identified through the evaluation survey of the Evaluation Support Program participants that can help to plan the next iteration. While succession documents are available from previous years, there were no succession documents drafted this year due to a lack of volunteer engagement.

Marie Kumerow and Raekiela Taylor led the committee as the Pro Bono Co-chairs in 2021. Robyn Borgman is stepping us as a Co-chair for 2022. We are still looking for a second Co-chair.

<table>
<thead>
<tr>
<th>Subcommittees and Tasks (&amp; general timeline)</th>
<th>ESP</th>
<th>CB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evaluation</strong> (Ongoing, but primarily active Nov-February)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Meetings were organized by the Pro-Bono Co-chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Key Responsibilities:</strong> Plan, revise, and implement evaluation of the ESP and CB Series. This includes updating surveys, conducting data collection and analysis, and writing an annual evaluation report with recommendations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outreach and Marketing Subcommittee</strong> (Feb-July)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Meetings were organized by the Pro-Bono Co-chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Key Responsibilities:</strong> Create marketing materials, identify communication channels, and coordinate with the AaEA Communications committee to promote programs to non-profits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applications and Matching</strong> (April - July)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Meetings were organized by the Pro-Bono Co-chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Key Responsibilities:</strong> Revise applications based on lessons learned and evaluation report findings. Review completed applications and match evaluators to nonprofit organizations for the ESP.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Events</strong> (July - August; November - January)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Meetings were organized by the Pro-Bono Co-chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Key Responsibilities:</strong> Plan and coordinate the ESP Orientation, Kickoff meeting, and Showcase</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capacity Building</strong> (Feb-August)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Subcommittee Leads: Monique Farone &amp; Robyn Borgman</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Key Responsibilities:</strong> Plan and implement the Capacity Building Series for nonprofits</td>
<td></td>
<td></td>
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</tbody>
</table>
2021 Evaluation Support Program

Overview
The Evaluation Support Program is our flagship program that was first piloted in 2016. It is a 3-month program in which teams of volunteer evaluators are matched with selected nonprofit organizations to identify their evaluation needs, build their evaluation capacity, and collaborate on an evaluation-related deliverable. In 2021 this program ran from August-November.

Roles & Responsibilities
This program is planned and implemented at the broader committee level as well as through the Outreach, Applications, Events, and Evaluation subcommittees. Within the ESP itself, there were three participant roles, outlined below.

Overarching Evaluation Support Program Roles:
Teams consist of several Team Members and a Team Lead. This year Team Leads were offered the option to be assigned a mentor, and five of seven requested this support. An explanation of each role is below.

- **Volunteer Evaluators**
  - **Team member:** Evaluators with varying levels of experience in evaluation, including both qualitative or quantitative methodologies, who want to build skills in evaluation and/or give back to their communities through engagement with local nonprofits. Team members contribute their ideas to the work plan, complete tasks assigned by team leads, attend team meetings, and collaborate on the development of deliverables.
  - **Team lead:** Evaluators with experience in project management and client relationships. Team leads provide leadership during client meetings, manage expectations of both clients and volunteers, develop the work plan, timelines and task lists, and delegate tasks to team members. They consult the Mentor if necessary on work plans, evaluation design, instrument development, and project management.
  - **Mentor:** Evaluators with significant professional experience in evaluation design, methodology and program management who would prefer less commitment than the team lead role. Mentors provide advisory help to team lead(s) to scope the evaluation project and to provide guidance on project management. They may also assist the team by reviewing the work plan and drafts of deliverables, as necessary. Mentors are assigned to team(s) at the start of the project, but their role may change based on the needs of their Team.

Activity Summary
In 2021, seven nonprofits participated in the ESP, served by 35 volunteers (team members, team leads, and mentors).
Accomplishments
Seven non-profits (six in the Atlanta-area or in Georgia, and one in Texas) participated in the Evaluation Support Program. As in prior years, nonprofits were vetted prior to selection using a rubric where they were prioritized for matching. One organization who applied was not selected to participate in this year’s program. In the past, volunteer evaluators were provided summaries of each nonprofit and invited to express their top three preferences in their application. Due to the chaos created by the COVID-19 pandemic, we chose to have the nonprofit and volunteer applications open concurrently. Thus, evaluators were not given the option to express their preference based on descriptions of the nonprofits. All volunteer applicants were matched to a team. Similar to 2019 and 2020, we held a standalone event to celebrate the work conducted during the ESP. While we would have preferred to hold this event in-person, due to COVID-19 it was a virtual event held via Zoom instead. We began with networking breakout rooms, followed by brief presentations by each team. This was followed by an open Q&A period, and a raffle.

2021 Evaluation Capacity Building Series

Overview
The Capacity Building Series was launched in 2018 to serve as a precursor to the ESP. The CB Series is a set of online webinars and in-person workshops for organizations seeking to build their knowledge and skills in evaluation. The 2021 series ran from May to July and included the following topics: introduction to monitoring & evaluation, logic models, developing evaluation questions, and conducting data collection. Typically, this series includes two in-person sessions - a logic model workshop and a “Pulling it all together” workshop at the beginning and end of the series, respectively. Due to COVID-19, we did not have any in-person events and reduced the number of sessions to four.

Roles & Responsibilities
This program is largely planned and run by the Evaluation Capacity Building Subcommittee, with support from the Outreach Subcommittee and the Evaluation Subcommittee.

Overarching Capacity Building Series Roles:
- **Volunteer Presenter/Trainer:** Skilled evaluators who build and deliver the training session around the assigned topic.
- **Volunteer Coordinator:** Each webinar has a “coordinator” who liaises with the speaker, hosts the Zoom meeting (or provides onsite logistics), and sends out survey afterward.

Activity Summary
Four training sessions were held - all webinars - from May to August.

<table>
<thead>
<tr>
<th>Session Name</th>
<th># Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Evaluation &amp; Logic Models webinar (May 7)</td>
<td>11</td>
</tr>
<tr>
<td>Intro to Evaluation Questions webinar (June 4)</td>
<td>6</td>
</tr>
<tr>
<td>Intro to Data Collection webinar (June 25)</td>
<td>7</td>
</tr>
<tr>
<td>Pulling it All Together webinar (July 16)</td>
<td>11</td>
</tr>
</tbody>
</table>
# Detailed Activity Summary - ESP & CB Series

<table>
<thead>
<tr>
<th>Month</th>
<th>Evaluation Support Program</th>
<th>Training Program</th>
<th>Subcommittees involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar/Apr</td>
<td>- Revise applications&lt;br&gt;- Promote program&lt;br&gt;- Recruit volunteers</td>
<td>- Develop/revise training content&lt;br&gt;- Plan logistics (trainers and volunteers, outreach, evaluations)&lt;br&gt;- Develop training evaluation&lt;br&gt;- Develop outreach materials/social media posts&lt;br&gt;- Promote capacity building webinars</td>
<td>Co-chairs in collaboration w Sub-committee&lt;br&gt;CB: Capacity Building; Outreach and Marketing Evaluation</td>
</tr>
<tr>
<td>May</td>
<td>- Revise applications&lt;br&gt;- Promote program&lt;br&gt;- Recruit volunteers</td>
<td>- Intro to Evaluation &amp; Logic Models Webinar&lt;br&gt;- Collect survey data&lt;br&gt;- Promote capacity building webinars</td>
<td>ESP: Applications and Matching&lt;br&gt;CB Program: Capacity Building; Outreach and Marketing Evaluation</td>
</tr>
<tr>
<td>Jun</td>
<td>- Nonprofit + Volunteer applications open and close mid June&lt;br&gt;- Matching completed end of June</td>
<td>- Evaluation Questions Webinar&lt;br&gt;- Data Collection Webinar&lt;br&gt;- Collect survey data&lt;br&gt;- Promote capacity building webinars</td>
<td>ESP: Applications and Matching&lt;br&gt;CB Program: Capacity Building; Outreach and Marketing Evaluation</td>
</tr>
<tr>
<td>Jul</td>
<td>- Teams announced</td>
<td>- Pulling It All Together Webinar&lt;br&gt;- Collect survey data</td>
<td>ESP: Applications and Matching&lt;br&gt;CB Program: Capacity Building; Outreach and Marketing Evaluation</td>
</tr>
<tr>
<td>Aug</td>
<td>- Team Orientation&lt;br&gt;- Kick-off event&lt;br&gt;- Project launch</td>
<td>- Evaluation analysis and reporting</td>
<td>Co-chairs in collaboration w Sub-committees&lt;br&gt;ESP: Events&lt;br&gt;CB Program: Capacity Building; Evaluation</td>
</tr>
<tr>
<td>Sep/Oct</td>
<td>- Project period&lt;br&gt;- Mid-point check in with teams and team leads</td>
<td></td>
<td>ESP: Co-chairs&lt;br&gt;- Co-chairs&lt;br&gt;- Evaluation</td>
</tr>
<tr>
<td>Nov</td>
<td>Project period&lt;br&gt;- Preparing/revising evaluation forms</td>
<td></td>
<td>ESP: Co-chairs&lt;br&gt;- Evaluation</td>
</tr>
<tr>
<td>Dec</td>
<td>- Collecting evaluation data from volunteers and nonprofits</td>
<td></td>
<td>ESP: Evaluation</td>
</tr>
<tr>
<td>Jan (2022)</td>
<td>- Evaluation analysis&lt;br&gt;- Showcase event</td>
<td>- Program Revisions based on eval</td>
<td>ESP: Events; Evaluation&lt;br&gt;CB Program: Capacity Building</td>
</tr>
<tr>
<td>Feb/Mar (2022)</td>
<td>Preliminary eval results shared <em>(planned)</em></td>
<td>- Planning for 2020 CB</td>
<td>ESP: Evaluation&lt;br&gt;CB Program: Capacity Building</td>
</tr>
</tbody>
</table>

*AaEA ANNUAL REPORT 2021*
Recommendations for 2022 and Beyond

Overall committee functions & operations:
- Work to recruit new volunteers! A lot of folks fell off during COVID and it would be great to have a larger volunteer pool to reach out to.
- Identify strategies to identify future co-chairs and help get them involved in the Pro Bono Committee early. It has been challenging to find people willing to volunteer for these roles.

Capacity Building:
- Create a resource repository to house recordings of webinars, slides, and examples of materials that can be shared with nonprofits.
- For any live events held this year, think proactively about how to evaluate these sessions. Most of the webinars and in-person events in this series have had a poor response rate to evaluation surveys.

Outreach and Marketing:
- Identify strategies to reach out to nonprofits! Many participants hear about our program by word of mouth, so new organizations may need someone who is familiar with the program to recommend it to them.
- For future CB series registrations, it may be helpful to add a question, regarding how registrants heard about the webinar series to inform what outreach mechanisms were most effective.
- Having liaisons working between the outreach and marketing subcommittee and the capacity building subcommittee was an effective approach to streamline marketing efforts (not duplicating efforts). Liaisons were always knowledgeable of the needs of CB series and were poised to relay this information to outreach and marketing.

Applications and Matching:
- Recruitment of strong team leads for ESP continues to be a challenge.
  - Team leads may need additional training before beginning the ESP
  - Identify strategies to recruit volunteers who are willing to be team leads. In the past, we have had to ask folks to do it, but it would be nice if people were interested. Maybe suggest that it is not that big of a time commitment
- Continue to refine application to meet matching and evaluation needs
  - Ensure all applicants (volunteers and nonprofits) are in metro Atlanta area - unless it is virtual, and you decide to accept out-of-state applicants (as in 2020)
  - Prioritize AaEA members for volunteer teams
  - Add “how did you find out about ESP” to nonprofit app to improve outreach
- Ensure that data is cleaned and ready for matching meeting

Events:

Orientation & Kickoff Planning
- Create one-pager with team roles, providing concrete tasks that can be done by mentor
- Encourage all teams to set up a meeting with the nonprofit at midpoint and end
● Get confirmation from all nonprofits before kickoff—no shows will be disqualified. Have a way to quickly redistribute teams.

**Showcase**

● Continue having a standalone showcase event; consider options for a larger venue to allow more interested AaEA members to attend an in-person event in the future.
● The 2019 ESP Showcase - display board idea was good, but could have been prepped ahead of time or perhaps included more team input (i.e. have Events create the basic board or slide deck, but then allow teams to add if they want before the Showcase). If doing virtual again, the networking break-out groups were good to generate the “networking feel” despite being virtual.

**Evaluation Subcommittee**

● Institute hard deadlines for sharing preliminary evaluation results (Q1 meeting for CB, Q2 meeting for ESP) that will allow results to be discussed with the full committee and used for planning the next cycle.
● Each year, the evaluation subcommittee should meet with Pro Bono Committee co-chairs to discuss expectations, goals, and timelines. Ensure ongoing communication about timelines and needs by meeting with co-chairs and the training support program subcommittee lead early in the process.
● For volunteer recruitment and retention, clearly outline tasks, skills, and time commitment
● Build from existing documents and resources rather than reinventing the wheel
● Getting the surveys out immediately following the wrap of the projects is essential to getting a higher response rate.

**Useful Resources**

● Probonoaaea@gmail.com email address
● Zoom - can use the institutional AaEA account for committee meetings and CB webinars
● Google Drive - Docs, Sheets, Forms
● WildApricot AaEA website - for outreach, links to interest forms, as well as registration for CB series and showcase event
● Subcommittee transition documents (stored in the Pro Bono Committee folder) are integral to maintaining and transferring knowledge over time.
● Evaluation resources for ESP teams - put a copy this folder of resources into each team’s private folder
● Outreach templates for CB series and ESP within the Pro Bono Google Drive (Outreach subcommittee folder)
● Evaluation Reports for CB series and ESP
Program Committee

Roles & Responsibilities
Xin Li (July 2020-June 2021), Eva Trinh (January 2021-December 2021), and Cherrelle Dorleans (September 2021-Current) served as co-chairs for the 2020 program committee with council support from President and President Elect, Chris Voegeli and Linda Baffo. The committee co-chairs were responsible for organizing and promoting AaEA virtual programming and supporting the executive board and other committees in social networking and member engagement.

Activity Summary
With the continuation of the global COVID-19 pandemic, programming continued with remote-only events in 2021. The end of year winter social was an in-person event with limited attendees. We held events for members at least once a month. With support from dedicated AaEA members, the Program Committee successfully launched General Body Meetings for membership, offered a variety of professional development topics, and increased offerings to engage independent consultants. Attendance at events fluctuated, possibly due to fatigue in attending online events. However, member discussions were highly engaging and involved critical thinking. Further, members have asked that a recording of the event would be shared with registered attendees. A list of different events supported by the committee this year is shown below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 09, 2021</td>
<td>The Winter Social/Elections</td>
</tr>
<tr>
<td>November 18, 2021</td>
<td>Reflections on &quot;Value&quot; within E-valuation: A Book Talk by Authors Thomas Schwandt and Emily Gates</td>
</tr>
<tr>
<td>August 19, 2021</td>
<td>Program Evaluations in Conflict/Fragile Environments</td>
</tr>
<tr>
<td>July 29, 2021</td>
<td>Methods and measures for monitoring changes in racial and ethnic disparities in HIV and other STIs in the United States</td>
</tr>
<tr>
<td>June 24, 2021</td>
<td>AaEA June 2021 General Body Meeting</td>
</tr>
<tr>
<td>May 27, 2021</td>
<td>Using and Adapting the Consolidated Framework for Implementation Research for Program and Outcomes Evaluation</td>
</tr>
<tr>
<td>April 22, 2021</td>
<td>Emergent Learning with Kelci Price</td>
</tr>
<tr>
<td>March 25, 2021</td>
<td>Mind Mapping for Evaluators: Facilitate Stakeholder Engagement, Brainstorm, Organize, and Visualize Data and Planning Processes</td>
</tr>
<tr>
<td>February 25, 2021</td>
<td>AaEA Feb 2021 General Body Meeting</td>
</tr>
</tbody>
</table>
Accomplishments

Provide opportunities for evaluators to grow professionally through a large variety of programming events.

The 2021 committee hosted virtual events for knowledge sharing and discussions including monthly journal clubs, a wide variety of remote expert lectures, and activity-based skill building or demonstrations. Some professional development events suffered in attendance, likely due to burnout on remote events, however all registered members received a recording of live sessions.

Enhance the peer training model for program committee co-chairs

Beginning in 2020, a peer training model was established for program co-chairs, in which co-chairs serve for one year on an alternating 6-month schedule. This allowed a new co-chair to receive training and transition to lead during their first 6 months from an incumbent co-chair, and subsequently to then lead and train a new co-chair their final 6 months. This model helped to create a smooth and less overwhelming transition for new co-chairs and was continued in 2021. To enhance a smooth transition for each co-chair, standard protocols with links to saved password documents, links to websites, and detailed instructions to edit the AaEA website were written and saved in the AaEA Google Drive. This provided a standard protocol for each new co-chair to use and edit for improvements.

Recommendations for Next Year

1. Focus on ways to increase consistent participation in the program committee
   Attendance at the monthly program committee meetings continued to be very low. The program committee can make sure to plan events that are of interest, host non-traditional virtual sessions (breakout rooms, easy icebreakers, intermittent quizzes or learning checks, other), and cover a wide range of evaluation-related topics to engage members.

2. Recruit committee co-chairs and subcommittee chairs throughout the year
   When safe for social gatherings, the committee may host social events throughout the year where ongoing recruitment for the co-chair positions and subcommittees positions are made.

3. Engage subcommittees to lead their own events or accomplish professional development related goals.
   Due to the COVID-19 pandemic, the subcommittees were not convened. When there is interest again, re-engaging the subcommittees and having them identify goals and strategic plans to maintain member engagement and achievement of AaEA goals.

Useful Resources for future committees

- Google Drive - AaEA Program Committee folder which has past co-chair, subcommittee, and committee notes, as well as templates, PowerPoints, additional resources from the professional development activities, and the newly written standard operating procedures.
- Continue partnering and co-hosting programs with other evaluation-focused organizations and affiliates.
- Ask the program presenters for recommendations of other potential topics and presenters.
Finance Committee

In 2021, the Finance Committee comprised the Treasurer, Michelle Roth. The functions of this committee are essentially the same as those of the treasurer. These functions include overseeing the budget by maintaining a record of expenses and advising spending, and providing periodic updates on expenditures to the council members. Other functions include collecting membership dues and fees for AaEA event attendance, managing reimbursement requests, and paying annual expenses to maintain AaEA’s operations.

Details regarding the 2021 finances of AaEA are included in the Financial Report below.

Financial Report

This section of the report details the financial activity from January 1, 2021 to December 31, 2021. AaEA’s income totaled 4,501.16 and $5,469.44 was incurred in expenses.

AaEA’s income in 2021 consisted of the following types:

- New memberships and membership renewals
- Event attendance fees
- Interest

<table>
<thead>
<tr>
<th>Income 2021</th>
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<tbody>
<tr>
<td>Memberships</td>
</tr>
<tr>
<td>4,426</td>
</tr>
</tbody>
</table>

*Total reflects PayPal fee deducted from membership and event payments
AaEA's expenses in 2021 include the following types:

- Zoom
- PO Box
- Taxes
- Donations
- Wild Apricot
- Paypal Fees

### Expenses 2021

<table>
<thead>
<tr>
<th></th>
<th>Zoom</th>
<th>PO Box</th>
<th>Taxes</th>
<th>Donations</th>
<th>Wild Apricot</th>
<th>Paypal Fees</th>
<th>Misc.</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>224</td>
<td>146</td>
<td>40</td>
<td>1000</td>
<td>1,036.80</td>
<td>189.40</td>
<td>46.50</td>
<td>5,705.34</td>
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</table>


**Anticipated Expenses in 2022**

Following internal council discussions and input requested by polling the general body of AaEA, a portion of AaEA’s unspent, budgeted funds was approved for donation to Campaign Zero. In January 2021, AaEA donated $1,000 to Campaign Zero, a project of the nonprofit organization, WeTheProtesters. This donation supports “the analysis of policing practices across the country, research to identify effective solutions to end police violence, technical assistance to organizers leading police accountability campaigns and the development of model legislation and advocacy to end police violence nationwide.”¹ This donation is the first of donations that will recur annually to support anti-racist work, particularly such work that utilizes approaches involving evaluation-related skills. This donation is just one part of AaEA’s ongoing commitment to social justice.

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¹ Campaign Zero, January 2021, [https://www.joincampaignzero.org/#vision](https://www.joincampaignzero.org/#vision).