

BC TEAL Annual General Meeting

The BC TEAL AGM will be from 2:00 - 3:00 on Saturday, May 5, 2018
UBC Vantage College
ORCH 1001 | 6363 Agronomy Road | Vancouver, BC

ALL ARE WELCOME!

N.B., only BC TEAL Members are eligible to vote.

1. Greetings and Introductions
2. Announcement of Quorum
3. Appointment of Recording Secretary
4. Approval of Agenda
5. Approval of Minutes of May 5, 2017 Annual General Meeting
6. Reports of Officers, Executive Director, and Standing Committees
 - 6.1 President Joe Dobson
 - 6.2 Executive Director Brenda Lohrenz

See written reports:

Treasurer	Tanya Ploquin
1 st Vice-President / Chair PAAC	Currently vacant
2 nd Vice-President / Co-chair Annual Conference	Currently vacant
Secretary / Chair Membership Committee	Fiona Shaw
Past President	Shawna Williams
Chair PD Committee	Cathy Ebert
Chair Website Committee	Ken Beatty
Chair Social Media	Nathan Hall
Newsletter Editor	Natalia Balyasnikova
Chair Regional Representatives	Karen Densky
Chair Outreach Committee	Michael Wicks
Chair TCF Representative	Jennifer Pearson Terell
LINC Representative	Ryan Drew
Private School Representative	Michelle Ronback
Post-Secondary Representative	Lisa Robertson
7. Adoption of Financial Statements Tanya Ploquin
8. Election of Directors
 - 8.1 Nominating Committee Shawna Williams
 - Election of Secretary
 - Newly Acclaimed BC TEAL Board of Directors 2018-2019
9. Other Business
10. Next Meeting
To be held at the 2019 Annual Conference, Langara College, April 13, 2019.
11. Adjournment

BC TEAL 2017 Annual General Meeting | Minutes

Friday, May 5, 2017 | 3:15 – 4:15 pm | Auditorium
VCC Broadway Campus | 1155 E Broadway | Vancouver, BC

1. **MEETING CALLED TO ORDER** at 3:20 pm by Joe Dobson, President.
2. **ANNOUNCEMENT OF QUORUM.** Quorum is 20 members. There were 38 members present. Welcome to the 2017 AGM.
3. **MOTION** by Tanya Ploquin that Sandra Boehm (Administrative Manager) be appointed Recording Secretary for the Annual General Meeting. **SECONDED** by Alison Whitmore. **CARRIED**
4. **MOTION** by Michael Wicks to approve the agenda. **SECONDED** by Ian Buchanan. **CARRIED**
 - The AGM package was posted on the website and distributed to the membership via email.
5. **MOTION** by Dave Levine to approve the minutes of the April 29, 2016 Annual General Meeting. **SECONDED** by Alison Whitmore. **CARRIED**
6. **MOTION** by Eilidh Singh to accept the reports of the officers and standing committees. **SECONDED** by Chris Buchner. **CARRIED**
 - Any questions or comments regarding the reports? ...You are doing a great job.
7. **MOTION** by Michael Galli to adopt the Financial Statements. **SECONDED** by Michelle Ronback. **CARRIED**
 - Due to good financial management over many years as well as the transfer of funds from LISTN, BC TEAL is in a good financial position.
8. **Election of Directors**
 - 8.1 Nominating Committee – Shawna Williams
 - The call for nominees was put out several weeks ago.
 - There were five positions open for nominations. Most positions had single nominations – those nominees are acclaimed.
 - One position, Website Chair, remained vacant. The board may choose to appoint someone until the next AGM.

Election of Member-at-Large, Private Sector Representative

 - We received two nominations for the Private Sector Representative position, Cindi Jones and Michelle Ronback, requiring an election.
 - The nominees' bios were sent out prior to the meeting and projected at the meeting.
 - Ballots were handed out to members.
 - Thank you to both of the nominees! Regardless of the outcome, we thank you and we'll gladly involve both of you!
 - Ballots were collected by Chris Papple and Brenda Lohrenz.
 - Lesley Hemsworth and Ryan Drew volunteered to count the ballots.
 - **MOTION** by Tanya Ploquin to appoint Lesley Hemsworth and Ryan Drew to count the ballots. **SECONDED** by Cathy Ebert. **CARRIED**
 - Nominees have the right to appoint scrutineers to oversee the count. Michael Wicks and Shawna Williams were selected.
 - Counters and scrutineers left the room.

 - Other business while scrutineers counted:
 - Thank you to the board for your help and contributions during the past year.
 - Each board member was named and thanked.

- Scrutineers/counters returned.
- Michelle Ronback is the successful candidate for the Private Sector Representative position.
- Many thanks to Cindi Jones for running.
- **MOTION** by Michael Wicks to destroy the ballots. **SECONDED** by Nathan Hall. **CARRIED**
- Ballots were destroyed.

Newly Acclaimed BC TEAL Board of Directors

- See page 17 of the AGM package. The list of directors was read.
- Please note: Cathy Ebert should be PD Committee Chair, not Co-chair.
- Website Committee – let us know if you have any suggestions for someone to fill this role. We need a new website, so this will be an important role for the coming term.
- The Private Sector Representative and Public Post-Secondary Representative positions are new.
- Need to change the dates noted in the AGM package for the new positions as well as for Regional Representatives Chair. The dates for the three positions should be 2017-2019.
- If you are not on the board, please talk to us to find out ways to be involved.

9. Other Business

9.1 Ordinary Resolution – BC TEAL Bylaw Changes

- Bylaws were posted online and emailed to members – changes were noted within the document (track changes).
- Most of the changes were done to bring the bylaws up to date with the new Societies Act.
- Unalterable clauses that were previously listed under the Constitution have become alterable and placed at the end of the bylaws document.
 - **RESOLVED AS ORDINARY RESOLUTION THAT: THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN ADDITIONAL LANGUAGE IS UPDATING ITS CONSTITUTION AND BYLAWS AS PROVIDED BELOW AND IN ACCORDANCE WITH BC'S NEW SOCIETY ACT. NOTES**
 - 1. A simple majority (more in favour than opposed) of the members present at the meeting must vote in favour of the resolutions for them to pass, and a quorum must be present. Only members in good standing may vote.
 - 2. The resolution, if it passes, does not take effect until filed with the Registrar in Victoria
 - **MOTION By Joe Dobson / SECONDED by Michael Wicks**
- A lawyer reviewed and suggested revisions to the bylaws.
- There is more flexibility in the new Societies Act.
- The financial section has been simplified to align with the new Societies Act.
- Unalterable clauses have become alterable and we have the option to remove them at next year's AGM. **CARRIED**

10. Next AGM

At UBC Vantage College, Vancouver | May 4, 2018

- Please speak with us if you have any ideas/comments.
- Shared some of the initiatives taking place in the private sector.
 - Became evident that institutions need some onsite PD, not connected to conferences.
 - Some other thoughts have been to:
 - Train the Trainer – Invite institutions to recommend some of their teachers who may be interested in learning how to submit proposals or present.
 - Establish a mentorship program.
 - Many people don't realize how large this sector is and how much of a contribution it makes to the whole.
- We're filming some videos this weekend to recognize and appreciate various areas in EAL.

- The focus is to encourage/build connections/bridges in all areas of the EAL sector, including economic and social contributions.
- Major accomplishments last year:
 - The BC TEAL Refugee Project – provided English lessons for those without access to LINC classes.
 - The BC TEAL Journal was huge!
 - PD webinars were started, and more are coming up.
 - Two regional conferences were held (Kamloops and Vancouver Island).
 - The TCF has raised about \$860 thousand dollars over the years. All these funds go toward establishing endowments for various awards. The TCF currently awards over \$19,000 annually. According to Nick Collins, one of the TCF's founding members, BC TEAL was the first EAL association to establish a charitable foundation worldwide.
 - Building of a new website is planned this year.
 - Some videos will be shot this weekend to promote and highlight the profession.
 - Collaboration with TESOL International Association is beginning on a pre-conference symposium prior to the 2018 conference. It will be similar to the PCI that we have held the past couple of years but on a grander scale.
 - The symposium speakers will be provided by TESOL. These same speakers will be invited to be the keynote speakers at the conference.
 - A possible collaboration with New York State TESOL is in the works. The connection to NYS TESOL started with a BC TEAL member, Liet Hellwig.
- Award presented to Sandra Boehm for her service to BC TEAL.

11. **MOTION to Adjourn** by Michael Wicks. **SECONDED** by Cathy Ebert. **CARRIED**

- Meeting adjourned at 4:00 pm.

Board Officer Reports | 2013-2014

BC TEAL President's Annual Report Submitted by Joe Dobson

I am pleased to offer this report to the membership. The past 12 months have passed incredibly quickly and I am honored to have been able to serve in this role the past two years. I will support the incoming president and help as called on to ensure that we have a smooth transition and that BC TEAL is able to continue to be a leader in the profession.

This past March, I attended the TESOL International Affiliates Workshops and Meetings in Chicago. Those meetings bring together leaders of TESOL International Affiliates from around the world. It is a wonderful opportunity to learn from other associations and understand how they are working to serve their respective memberships and the profession. We are a volunteer-driven association so while we have wonderful staff support, we also require many hands working together to accomplish things. In these meetings, one thing was clear – BC TEAL is at the forefront in terms of the range of programs and initiatives that it offers and the ways we connect with members and beyond. We can always find ways to improve and to implement new ideas, but I am proud that BC TEAL is a leader in the profession. I will let our board speak for themselves in their respective reports, but would like to highlight a few things from the past year.

- Ed Tech Summit – this joint event with ATESL took place in October and was hosted by ATESL as part of its annual conference. It was a wonderful event rich in collaboration, and as part of the agreement with ATESL, BC TEAL will reciprocate and host the next Ed Tech Summit at a time/date to be determined.
- BC TEAL 50th Anniversary – 2017 was BC TEAL's 50th anniversary and this was highlighted in many ways through the year.
- TESOL International Symposium – the symposium, held the day prior to the 2018 BC TEAL conference highlights ways that BC TEAL has been able to collaborate with other associations. In recent years these collaborations have also included those for the Tri-TESOL conference, most recently in 2015 and the above-noted Ed Tech Summit.
- BC TEAL continues to network with associations across Canada and internationally both through the Interprovincial EAL Leader's Network and through sister-association Memorandums of Understanding.

In the past several months we have signed formal agreements with several associations including: WAESOL (Washington State), ORTESOL (Oregon State), New York TESOL and TESL Saskatchewan, and anticipate having others in the coming months. This can lead to other opportunities to collaborate with those partner associations, something that benefits members and the profession. In the background, BC TEAL continues to work on a variety of things to further advance the profession.

- When possible I have participated in the Interprovincial Association Network meetings as a way of learning and sharing from EAL associations across Canada.

In the BC TEAL office, we have been fortunate to have such caring and dedicated staff. Brenda Lohrenz, whom many of you know personally, has continued to provide wonderful leadership. This is the second year of her appointment as part of our agreement with LISTN, and BC TEAL has gained tremendously from her experience and expertise. In late 2017, Sandra Boehm, who served as Office Manager for many years, left BC TEAL to pursue other opportunities, but in the time since has continued to help transitioning for TEAL. Her dedication to BC TEAL was legendary. New to BC TEAL is Jaimie Evoy who joined as office manager in March and she has quickly proven to be a quick study and juggler of multiple balls.

Last, on behalf of BC TEAL I would like to thank the 2017-2018 board of directors for their work and commitment. Several board members are completing their terms and we have benefited greatly from their contributions. Alphabetically these are: Ryan Drew (LINC representative), Nathan Hall (Social Media Chair), Tanya Ploquin (Treasurer), Fiona Shaw (Secretary), Michael Wicks (Outreach Chair) and Shawna Williams (Past President). This last year, two other board members had to resign mid-term for personal reasons, but their contributions were also significant and I thank Heather Barclay (2nd Vice-President) and Alison Whitmore (1st Vice-President). BC TEAL is indebted to the service of these outgoing board members.

Last, it has been my honor to serve as the President of BC TEAL and I look forward to working with the new board and President as called on to support them in continuing to serve the membership and profession in BC.

Executive Director Report **Submitted by Brenda Lohrenz**

The breadth and outreach of BC TEAL as a professional association is perhaps most evident at our conferences. It is here we reconnect and share our stories in person. I am enthused to say that there is so much more to BC TEAL – with evidence provided in the reports that follow. The board, contributing time and effort behind the scenes, have been hard at work on your behalf. BC TEAL encompasses a broad spectrum of services, outreach, communication, and professional supports – which could not be done without committed and passionate volunteers.

For me, highlights of the past year included the #EALaction initiative for Refugee Rights Day, a comprehensive professional development plan offering webinars and a range of face to face events, as well as a renewed website allowing us to more effectively reach out to our valued community and broad range of stakeholders. You'll also see a revamped logo and these carefully crafted assertions –

Vision: BC TEAL is committed to lead and support excellence in English language education.

Mission: BC TEAL supports English language education by raising awareness, providing professional development, and sharing expertise.

Board discussion was passionate as we arrived at key concepts: committed, excellence, support, awareness, expertise, and of course, professional development. We invite you as members to continue to get involved and provide feedback on what we do. You are the focal point of our efforts, and I have greatly appreciated the opportunity to work on your behalf.

To close, I would like to salute Sandra Boehm for all her years of service, and welcome Jaimie Evoy to the office as BC TEAL moves into its 51st year. 2018 has been a year of celebration, discovery and creative endeavors driven by the importance of working together professionally – inevitably resulting in a strong and compelling EAL sector for BC.

Treasurer Annual Report **Submitted by Tanya Ploquin**

It is my pleasure to submit this, my final report as Treasurer, to the Membership. My two-year term has flown by, and I would like to thank the Membership and the Board for the honour of allowing me to serve.

Thanks to another wonderful year with very well-attended conferences / workshops / webinars, and our Membership. We are in a fiscally healthy position again this year, and invested for a fiscally healthy future. You may note that all

of BC TEAL's investments are not only secured at great rates, they are also now all ethical and benefit the BC economy.

Our only major expense this year has been the design and implementation of our new website. The website looks great, and the benefits to the Membership are numerous.

A secondary expense incurred this year, which we haven't had in some years, was a financial Review Engagement. A review engagement is less rigorous than an audit, but it does look at our financial mechanisms and procedures to ensure we are performing to accepted accounting standards.

I leave the board with the knowledge that the investments and financial decisions made this year, and in my first year, will continue to secure the ongoing success of BC TEAL. Again, I would like to express both my gratitude and heartfelt thanks to BC TEAL for this amazing opportunity. The volunteers and staff bring amazing professionalism and dedication in support of EAL and professional development of the field. It has been an honour to sit on the Board for the past two years. I look forward to being an active member and seeing what the new Board brings us in the upcoming year.

For financial statements, see Appendix A.

Secretary and Membership Chair Report **Submitted by Fiona Shaw**

It has been my privilege to serve on the BC TEAL Board over the past year. Unfortunately, due to increasing work responsibilities and conflicting priorities, I will step down at the AGM.

During my time on the board, the membership has remained steady. It is my hope the future board undertakes some of the wonderful initiatives that have been proposed to grow our membership such as offering international and national BC TEAL memberships to out-of-province instructors.

In September, I had the opportunity to attend the TESL Ontario conference on behalf of our organization. This gave BC TEAL the chance to connect face-to-face with other provincial organizations' members in the wake of the unexpected announcement limiting the scope and activities of TESL Canada. Through meetings with our provincial counterparts we are further able to share ideas and concerns about the profession at a national level. Being in Toronto allowed me to be part of a serious push for the future of teacher and program accreditation in Canada through potential funding from the federal government. Though the financial support did not come to fruition, these

important inter-provincial discussions are ongoing at the national level. It has been my privilege to partake in some of these follow-up conversations via Tutela's online forum.

Looking back on this year I was also pleased to be able to sit on the LINC/ Settlement Language committee and the newly formed research group. During EAL week in BC, I facilitated an Open Space event for LINC teachers and administrators hosted at Douglas College in New Westminster. This was well attended and generated lots of food for thought for both participants and our wider committee.

As part of the research group at BC TEAL, I had the opportunity to vet proposals to distribute researcher surveys to our membership. A number of thoughtful applications were made and calls for participants were sent out to the wider membership. This vetting process examined the value of the research to our members, the rigor of the academic standard applied to the research, and the prior endorsement or approval of respective post-secondary research ethics boards. In this regard, it is important that the risk to participants—whether instructors or students—was minimal and mitigated. Encouraging all researchers to share their findings through our organization (e.g., *TEAL News* or *the BC TEAL Journal*) is also important; we want our members to have access to new knowledge and pertinent findings which apply to our profession.

As my term comes to an end I would like to strongly endorse that the new board undergoes outside board training at the beginning of their term. Unfortunately, over the past year there have been diverging ideas about appropriate board conduct and communication, which have impacted the cohesion and volunteer activities of our group. BC TEAL is a large organization and without a connected and collaborative effort it will become even more challenging for our board to lead us forward in our profession.

That being said, I am overwhelmingly optimistic about the future of our new board, our organization, and our profession in British Columbia. Though I am stepping down from the board, my commitment to BC TEAL remains strong; I am looking forward to contributing to our collective efforts in new ways going forward.

Conference Report

Submitted by Shawna Williams

The conference committee team has been working towards making BC TEAL's 50th Annual Conference at UBC Vantage College a memorable event. We are honoured to continue the tradition of providing professional development and

networking opportunities to our community via our yearly capstone event.

Planning for the conference began more than 12 months ago, with Brian Wilson and Sandra Zappa-Hollman serving as conference co-chairs in a non-board capacity. I stepped in as conference manager (after the 2nd Vice President position became available in the fall). Brenda Lohrenz, BC TEAL's Executive Director; provided instrumental assistance, particularly during the transition time in the hiring of BC TEALs administrative manager.

The conference committee extends utmost appreciation to the volunteers who have helped with, for example, the PechaKucha presentations, catering, proposal reviews, poster design, and volunteer coordination. As always, we appreciate the volunteer team comprised of TESOL students helping us with the conference: we welcome them to the profession.

When UBC Vantage College stepped up to host, Brian Wilson suggested the theme: Space and Pedagogy. It is exciting for BC TEAL to enter into our next 50 years of conferences in this state-of-the-art facility provided by UBC Vantage College. We are also honoured to have partnered with TESOL International Association to offer a pre-conference symposium centred on the theme of The Global Citizen and New Technologies.

We are delighted to have Nicky Hockly, Greg Kessler, and Ahmar Mahboob as our keynote speakers this year. These three high profile speakers hail from three separate parts of the world and will not only give plenary presentations, but will also lead Symposium workshops and breakout sessions. In addition, we have invited guest speakers from within and beyond our profession to present on two guest panels: "Imagining Space and its Impact on Learning" and "Navigating the Spaces of Academia: The Trajectories of Three Recent PhD Graduates".

We have continued with popular innovations from the past few years: 45-minute sessions, the Ed Tech Jam, PechaKucha presentations, and the Wine & Cheese reception. New this year are the Discussion Salons, introduced as a way to increase the networking aspects of our annual provincial event.

It is always exciting to work on organizing the annual conference, but it has to be mentioned that it is an inordinate amount of work; TEAL staff and the conference volunteers go above and beyond in order to give members a valuable conference experience. It remains a challenge to find ways that both rely not too heavily on volunteer capacity and pay for conference support that is financially responsible to our membership. This will remain a key challenge in the years to come.

Past President

Submitted by Shawna Williams

A few years ago, it was decided that the Past President would serve as a board liaison with other associations. This year, I participated in a handful of interprovincial EAL/ESL association discussions. I was unable to attend the TESOL Convention, though BC TEAL was well represented by Joe Dobson, Nathan Hall, and Natalia Balyasnikova. Lisa Robertson is handling communication for IATEFL. Unfortunately, we were unable to have a BC TEAL representative participate in the associate events at this year's IATEFL conference.

Board Nominations

It is my responsibility as Past President to chair the Nominations Committee. This year, while there were no changes to particular board roles, many current board members are ending their board terms and not running for a second term. It has been a challenging year for the current TEAL board, but, for the most part, the directors have seen the challenges through with professionalism and grace. I am confident that the next iteration of the TEAL board will forge ahead with enthusiasm, continuing our vision as we move into the next 50 years while honouring the past half century.

PD Chair Report

Submitted by Cindi Jones (on behalf of Cathy Ebert)

I am pleased to stand in for Cathy Ebert and present some of what the PD Committee has been busy with this past year. As an active PD Committee member, I can honestly say that this has been a great experience – hats off to all who have contributed to the many PD initiatives coming out of BC TEAL for 2017-18.

Highlights have included:

- A BC TEAL Tutela-based webinar series that featured: Amy Abe, Taslim Damji, Amnesty International Canada, the Canadian Council for Refugees, Jennifer Walsh Marr, Tanya Ploquin, Ken Beatty, and most recently, Jane Forward.
- A Lower Mainland 'Rethinking Communication: Trends, Tools, and Strategies' Conference that was held on Nov. 18, 2017 at Columbia College in Vancouver. This was a very well received undertaking that celebrated EAL week and featured Dr. Maite Taboada speaking on Language and Social Media.
- A Vancouver Island 'EAL in Action: Perspectives, Experience, and Practice' Conference that was held on

Feb. 17, 2018 at Global Village Victoria. A resounding success, we welcomed 55 enthusiastic participants.

- In partnership with Language Canada, a special professional development opportunity for private sector organizations held on Nov. 17, 2017 at EC Vancouver. Over 50 individuals participated in this afternoon PD that featured brain-based learning facilitator Gary Anaka.
- BC TEAL Workshops that included Practical Intercultural Strategies for the EAL Classroom, Inclusive Learning Environments, and a LINC Primer course.

Our committee has great comradery, and we welcome participants from all over the province to provide input and get involved. If you are interested in this committee, please let Jaimie know at admin@bctéal.org and she will pass on your contact information to Cindi and Cathy.

Social Media Report

Submitted by Nathan Hall

This has been another year of growth for BC TEAL on Twitter, Facebook, and on our blog. I would like to thank everyone for their input on the BC TEAL social media accounts including all of those who shared through blog posts, twitter chats; and recording video interviews. I would especially like to thank Jennifer Chow and Bonnie Nicholas for their work on the #LINCchat summaries for the BC TEAL blog. I would remiss if I didn't also thank Michelle Ronback for all her work in recording interviews at the 2017 conference for our well-received Byte-Sized PD videos.

Regarding our numbers, we have seen a growth of around 31% in the past year on Twitter and a small growth of around 15% on Facebook. The blog is now just over one year old and our numbers are encouraging. We have had 4575 views from 2603 visitors. Some of our post popular posts have been articles shared from previous newsletters which have now made their rounds on social media, reaching even more people. It is wonderful to see all of that hard work from members getting new life through a new channel.

While I haven't been able to continue as co-moderator of #LINCchat, some of our members have taken up the mantle and have done a wonderful job. I would like to thank Augusta Avram, Jennifer Chow, Bonnie Nicholas, and Svetlana Lupasco for all of their work on connecting LINC instructors across Canada through the bi-weekly twitter chat.

As I step away from my role as Social Media Chair, I would like to thank those who have encouraged me and helped

me in reaching our membership through Twitter, Facebook, and the BC TEAL Blog.

We encourage each of you to connect with each other online through any of these channels and we look forward to more growth in the year ahead!

Twitter: @bctéal

Facebook: facebook.com/bctéal.org/

BC TEAL Blog: blog.bctéal.com

Chair Regional Representatives Committee Submitted by Jennifer Peachy

This committee had a very productive year. The highlights are as follows:

- ✓ Filled volunteer positions to represent all six regions of the province
- ✓ Finalized guidelines for procedures for the regional reps, including roles and expectations, budgets and reimbursement
- ✓ Created a Padlet page for representatives where they could share documents, as well as past and present ideas for events
- ✓ Organized meetings on Tutela where reps could discuss past events and brainstorm ideas for the future
- ✓ Celebrated EAL Week 2017 with events in every region:

Min Li for the **Fraser Valley Region** had a Networking Event on Wednesday, November 22 at the Clearbrook Library. There were a variety of activities throughout the evening, including a presentation by Kerry Johnson, and a group discussion on the importance of sociocultural competence for EAL learners. There were various publishers, and a draw prize at the end of the evening.

Cari-Ann Gotta for the **Kootenay Region** had a lunch at the CBAL's new Nelson location on Friday, November 24. All attendees were entered in a draw for a free registration to the mainland conference in May.

Khaula Shehzad for the **Northern Region** had a Networking Social on Thursday, November 23 at Tandoori Nation for an evening with colleagues to learn more about each other and share their ideas and experiences over a cup of chai tea and delicious snacks.

Julie Schiller-Birch for the **Okanagan Region** had a Mini Conference on Saturday, November 25 at Okanagan College. Participants were able to network with their colleagues and take part in the activities, which included TESL Student Poster Presentations, EAL Professional "Take-away Table Share" (practical EAL activities), "SELL or Swap"

(second-hand print materials to sell or swap), and information on how BC TEAL can support members.

Vera Wu for the **Thompson Region** had an event on Friday, November 3 at Thompson Rivers University where participants were treated to mini presentations, information, networking, professional development and refreshments.

John Morgan for the **Vancouver Island Region** had a Professional Development Event on Friday, November 24 at the University of Victoria. Mini conference presentations were followed by snacks and coffee, as well as a short talk about the benefits of joining BC TEAL.

- ✓ Regional Representatives are currently planning more events for their regions in the spring:

Vera Wu for the **Thompson Region** had an event on the Refugee Rights Day (April 4) at Thompson Rivers University. All funds raised went directly to support the refugee students. The event included a presentation by Romans Garang (a refugee student), a discussion of the contemporary significance of refugee rights, and a silent auction.

On behalf of the board, I would like to thank all the representatives for their time, and for volunteering to bring events to people in all the regions. Without these dedicated volunteer members, we wouldn't have had these wonderful opportunities. I encourage everyone to take advantage of these regional opportunities when they are planned!

If any members would like to be a regional rep, or work with the current rep, please let me know.
peachey.jennifer@gmail.com

Outreach Committee Submitted by Michael Wicks

Since 2014, I have:

- Attended and assisted at all conferences and most workshops.
- Worked with the Selkirk College regional representative.
- Contacted private language sector supporting institutions to ensure they knew of the benefits of membership and were utilizing them.
- Discussed with private sector how BC TEAL could assist in enhancing the availability of professional development. As a result of further organization by the Executive Director, a very productive private sector initiative, with ongoing connection, was launched.

- Assisted other committee chairs by vetting conference proposals and all e-mail correspondence for member mail outs.
- Assisted in the development and execution of the video series and the renewal of the website, as well as in developing our approach to TESL Canada.

As the outreach chair position had no specified role due to the development of the membership chair, and subsequently the formation of sector representatives, I assisted in all and every aspect of board work.

It has been a distinct honour to work with such dedicated people on a volunteer board that delivers stellar service to its members.

As I will be stepping down at the end of my second 2-year term, and the position is being dissolved, I wish the next board even more success.

TEAL Charitable Foundation Report Submitted by Jennifer Pearson Terell and Michael Galli

This past year has been another excellent year for the TEAL Charitable Foundation. Fundraising efforts have continued to grow and bring additional funds for refugee awards (which are so greatly needed by the recipients). In keeping with the past 6-7 years, the TCF organized 2 annual fundraising events:

1. The Climb for the Cause - Grouse Grind 2017
A very successful event with over 40 climbers who raised over \$10,000 for refugee education, and helped raise awareness for Refugee Students in British Columbia.
2. Tears to Smiles – Wine & Cheese Event
Another successful Wine & Cheese event that raised over \$6,000 towards the TCF Refugee Awards, the TCF planning committee did a wonderful job coordinating all aspects of this very exciting evening, and the remarkably inspiring address by Musqueam Elder, Shane Pointe, made this a most memorable evening.

The TEAL Charitable Foundation looks forward to another year of successful fundraising, but also to awarding the bursaries to all recipients of the 10 TCF Awards. We encourage all BC TEAL Members to consider applying.

LINC Representative Report Submitted by Ryan Drew

This year we offered a range of activities for BC TEAL LINC members and those interested in the sector. In October 2017, we organized the first Primer for New or Prospective LINC Teachers training session. It was hosted by

S.U.C.C.E.S.S. with Lisa Herrera facilitating the training session. The primer covered three modules: Introduction to Settlement Language, Introduction to the CLBs, and an Overview of Portfolio-based Language Assessment. It was well attended and provided much needed information for those looking to join or had just joined the settlement language sector.

During TEAL Week in November 2017, the LINC Committee hosted an Open Space event at Douglas College in New Westminster. This was a well-attended event that generated really productive discussions around teacher training, PBLA, and preparation time, etc.

The second LISTN TCF Award was awarded to Taslim Damji from MOSAIC to develop teaching resources for Promoting Healthy Communities. We are very excited to have these resources on belonging that promote inclusion and civic engagement available to the LINC teaching community to be able to utilize in their teaching environments.

Through the efforts of Brenda Lohrenz, BC TEAL applied for IRCC's Service Delivery Improvement Funding. Emphasis was placed on building capacity within the sector through training and professional development activities. Areas of focus included PBLA, supporting diversity in the classroom (ie, LGBTQS+ and those with varying abilities), employment language, and LINC *in* the workplace. Although we did not secure this funding, there is motivation to ensure supports and continued professional development remain a priority.

This year's annual conference is promising to be a fantastic opportunity for networking, developing professionally, and celebrating. Conferences at TEAL continue to offer the LINC community a way to jump start our professional growth and learning – I encourage you all to join and contribute!

Private Sector Report Submitted by Michelle Ronback

The new Private Sector Representative position was created to determine the current private sector lens and priorities, and also to better recognize the massive impact this area has on the BC economy.

In April of 2017 we started with a private sector specific meeting to understand how BC TEAL was perceived in this branch of the EAL industry and how we could better serve and support our private sector institutions and members.

One area of focus identified was developing capacity to support professional development for those working in private language schools. Ideas which also garnered strong support related to helping create a more positive presence in the media and building the profile of the private sector

by potentially collaborating with Languages Canada for future events or shared meetings.

In July 2017, a survey was sent out to Languages Canada accredited schools querying whether they would be interested in a joint Languages Canada/BC TEAL PD event. A joint meeting was held in August where we discussed the strong response we received from the survey. Many schools indicated they would support their staff to attend and several offered up space to accommodate the sessions.

In September 2017, a memorandum of understanding was signed between BC TEAL and Languages Canada to collaborate to provide professional development. The result was an incredibly successful “Afternoon of EAL Professional Development” held in November 2017.

Teachers and administrators from 10 different schools participated in several engaging sessions and workshops, but most importantly, were able to connect directly and personally with their professional peers in the private language sector.

While this was a successful start, there are still many challenges to conquer in supporting this section of our industry. Feedback was extremely positive regarding further collaborations, but logistics and conflicting schedules have proved challenging in bringing things to fruition. We need your continued ideas, opinions and support! I strongly encourage anyone who is interested in discussing initiatives, collaborating on potential opportunities or helping build the profile of the private language sector to reach out to the Private Sector Representative (mronback@gmail.com) so we can work together to support our colleagues.

Post-Secondary Report **Submitted by Lisa Robertson**

BC TEAL created the Post-Secondary Sector Representative position to bring trends and issues in the sector to the BC TEAL board and to encourage instructors in the sector to join BC TEAL and participate in PD activities.

The election of the new BC government in 2017 brought big changes to the post- secondary ESL sector. Tuition- free ESL was reinstated for eligible students just in time for the fall 2017 term, and institutions were busy through the fall and winter 2018 terms implementing the new system. The Ministry of Advanced Education has committed to reimbursing institutions through to March 2019 for the lost tuition revenues. Waitlists for LINC programs combined with the tuition- free ESL announcement created higher demand at some institutions and resulted in a challenge to recruit qualified instructors at the last minute.

Another trend is towards more open communication directly between the sector and the Ministry of Advanced Education. Old communication channels are being re-established between the Ministry, the BC ESL Articulation Committee and Chairs of post-secondary ESL programs. It is anticipated that at the next ESL Articulation Committee May 9/10, we will formalize these communication links with BC TEAL. Another goal is to share more information with the broader BC TEAL membership about the post-secondary system and options for learners.

With the changes in the sector, it is not yet completely clear which issues BC TEAL might most effectively bring awareness to. One item is the reinstatement of the annual Ministry of Advanced Education Developmental Student Outcomes survey, which was cut in 2015. Former upper-level ABE and ESL students evaluated their educational experiences and reported on their transitions to the labour market and further education. This data is invaluable for program review and planning. Another area to monitor is the eligibility criteria for tuition- free ESL. Currently the Ministry is looking at eligibility for Provincial Nominees. Yet another area that needs monitoring is the funding for Occupational Language Training, both at the provincial and federal levels.

For the second year of my term, watch for a sector survey from BC TEAL to find out more about the impact on the system of the new funding regime, the issues and challenges arising, and professional development needs of this sector. The information collected will help BC TEAL further determine how we can support the needs of instructors and students in this sector. And please don't hesitate to contact me with your ideas and suggestions: Lisa Robertson, robertsonL@camosun.bc.ca, 250-370-4952.

**THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
ADDITIONAL LANGUAGE**

FINANCIAL STATEMENTS

(UNAUDITED)

DECEMBER 31, 2017

BRUYNEEL & CO.
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To: **The Members**
THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
ADDITIONAL LANGUAGE

We have reviewed the accompanying financial statements of The Association of British Columbia Teachers of English as an Additional Language that comprise the balance sheet as at December 31, 2017 and the statement of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The Association of British Columbia Teachers of English as an Additional Language as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Bruyneel & Co

Chartered Professional Accountants

**THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
ADDITIONAL LANGUAGE
STATEMENT OF FINANCIAL POSITION
(UNAUDITED)**

As at December 31, 2017

	<u>2017</u>	<u>2016</u>
ASSETS		
Current		
Cash and cash equivalents	\$ 263,584	\$ 205,247
Accrued interest receivable	402	-
GST receivable	-	300
Prepaid expenses	<u>1,340</u>	<u>-</u>
	<u>265,326</u>	<u>\$ 205,547</u>
Investments (<i>Note 3</i>)	<u>186,006</u>	<u>183,449</u>
	<u>\$ 451,332</u>	<u>\$ 388,996</u>
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	\$ 4,000	\$ -
Employee deductions payable	1,977	2,196
GST payable	565	-
Unearned membership fees	4,233	-
Unearned conference registration	<u>5,180</u>	<u>-</u>
	<u>15,955</u>	<u>2,196</u>
NET ASSETS		
Unrestricted	<u>435,377</u>	<u>386,800</u>
	<u>\$ 451,332</u>	<u>\$ 388,996</u>
Commitments (<i>Note 5</i>)		

Approved on behalf of the Board:

_____ Director

_____ Director

BRUYNEEL & CO.

**THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
ADDITIONAL LANGUAGE**

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

(UNAUDITED)

Year Ended December 31, 2017

	<u>2017</u>	<u>2016</u>
Revenues		
Conference (Schedule)	\$ 86,610	\$ 57,432
Memberships	38,200	40,079
Workshop	2,570	1,031
Interest income	2,962	2,159
Regional conference	15,346	21,500
Rental sub-lease	1,200	1,200
Advertising	1,419	700
Newsletter	-	90
Language Instruction Support and Training Network <i>(Note 4)</i>	<u>147,280</u>	<u>205,165</u>
	<u>295,587</u>	<u>329,356</u>
Expenses		
Accounting and legal	4,000	-
Advertising and promotion	1,241	3,020
Bank charges	2,387	1,941
TCF endowment and expenses	17,500	27,500
Conference (Schedule)	47,679	30,748
Consultants	2,852	6,239
Workshop	2,909	941
Sector networking	1,009	-
Insurance	1,935	2,421
Memberships	664	732
Bursaries	1,781	-
Miscellaneous	1,357	661
Office expenses	3,217	2,028
Regional conference expenses	11,793	5,388
Rent	7,304	7,034
Salary and benefits	107,916	59,526
PD fund	1,500	500
Telephone	1,945	774
Projects - Video, website and others	16,982	349
Travel	3,934	3,833
Board meetings	4,267	-
Website	<u>2,838</u>	<u>4,194</u>
	<u>247,010</u>	<u>157,828</u>
Excess of revenues over expenses for the year	<u>48,577</u>	<u>171,528</u>
Net Assets - beginning of year		
As previously reported	386,800	203,929
Prior period adjustment <i>(Note 7)</i>	<u>-</u>	<u>11,343</u>
As restated	<u>386,800</u>	<u>215,272</u>
Net Assets - end of year	<u>\$ 435,377</u>	<u>\$ 386,800</u>

BRUYNEEL & CO.

**THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
ADDITIONAL LANGUAGE
STATEMENT OF CASH FLOWS
(UNAUDITED)**

Year Ended December 31, 2017

	<u>2017</u>	<u>2016</u>
Operating Activities		
Excess of revenues over expenses for the year	\$ <u>48,577</u>	\$ <u>171,528</u>
Add: non-cash items affecting operations		
Accrued interest receivable	(402)	-
GST payable	863	(225)
Prepaid expenses	(1,340)	-
Accounts payable and accrued liabilities	4,000	-
Employee deductions payable	(217)	2,194
Unearned membership fees	4,233	-
Unearned conference registration	<u>5,180</u>	<u>-</u>
Cash from operations	<u>60,894</u>	<u>173,497</u>
Investing Activities		
Increase in Investments	<u>(2,557)</u>	<u>(87,056)</u>
Net Increase in Cash and cash equivalents	58,337	86,441
Cash and cash equivalents - beginning of year	<u>205,247</u>	<u>118,806</u>
Cash and cash equivalents - ending of year	<u>\$ 263,584</u>	<u>\$ 205,247</u>

BRUYNEEL & CO.

**THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
ADDITIONAL LANGUAGE**

NOTES TO FINANCIAL STATEMENTS

(UNAUDITED)

December 31, 2017

1. Purpose of Organization

The Association of British Columbia Teachers of English as an Additional Language (the "Association") was incorporated without share capital under the Company Act (British Columbia) as a not-for-profit organization. It is an association of members interested in the promotion and teaching of English as an additional language.

2. Summary of Significant Accounting Principles

The financial statements of the Association have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations. Those policies that are considered to be particularly significant are outlined below:

a) Fund accounting

In order to ensure observance of limitations and restrictions placed on the use of resources available to the Association, the accounts of the Association are maintained in accordance with the principles of "fund accounting". Under these principles, resources are classified for accounting and reporting purposes into funds that are in accordance with specified activities or objectives.

The operating fund of the Association accounts for assets, liabilities, revenue and expenses related to the ongoing operations of the Association. The general fund accounts for the Association's program delivery and administration activities. The fund reports unrestricted resources.

b) Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Membership and conference revenues are recognized when performance has been achieved and collection is reasonably assured.

Interest revenues are recognized when earned, on a time proportionate basis.

**THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
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NOTES TO FINANCIAL STATEMENTS

(UNAUDITED)

December 31, 2017

c) Contributed goods and services

The Association does not recognize donations of goods or services in its financial statements.

d) Cash and cash equivalents

Cash and cash equivalents consist of cash on deposit and short-term investments with maturity dates of less than 90 days. These cash equivalents consist of term deposits.

e) Capital assets

Office equipment purchases are not capitalized, but are recorded as an expense in the year of acquisition. Website development costs are also recorded as an expense during the year.

f) Use of estimates

The preparation of the financial statements of the Association, in conformity with Canadian accounting standards for not-for-profit organizations, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the statement of financial position, and the reported amounts of the revenues and expenditures during the reporting period. Actual results could differ from these estimates. Estimates for the year include accrued liabilities.

g) Financial instruments

The Association's financial instruments consist of cash, goods and services refund and accounts payable and accrued liabilities. The Association recognizes all of its financial instruments at fair value initially, and subsequently measures all of its financial instruments at amortized cost.

3. Investments

Investments consist of term deposits with maturity dates ranging from November 2019 to October 2020. The term deposits bear interest at rates ranging from 1.10% to 1.20%.

4. Language Instruction Support and Training Network Association (LISTN)

Pursuant to the agreement between the Association and LISTN dated June 8, 2016, all the assets are transferred from LISTN to the Association.

BRUYNEEL & CO.

**THE ASSOCIATION OF BRITISH COLUMBIA TEACHERS OF ENGLISH AS AN
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NOTES TO FINANCIAL STATEMENTS
(UNAUDITED)
December 31, 2017**

5. Commitments

The Association rents office premises which expires November 30, 2022. Minimum annual rental payments are: 2018 and 2019 -\$3,317, 2020 to 2022- \$3,531.

6. Comparative Figures

The comparative figures for the year ended December 31, 2016 were compiled by the Association and were not reviewed by another firm of Chartered Professional Accountants.

7. Prior Period Adjustment

The prior year's figures have been adjusted to reflect an adjustment to the Goods and Services Tax previously recorded as owing. An increase in net assets in the amount of \$11,343 and a corresponding decrease in the accounts payable are reflected in the year ended December 31, 2016.

8. Financial Instruments

(a) Fair value

The carrying values of cash and cash term deposits, and accounts payable and accrued liabilities approximate their fair values due to the short-term maturity of these financial instruments.

(b) Credit risk

The Association's financial assets that are exposed to credit risk consist of cash and term deposits. The risk associated with cash and term deposits is minimized to the extent that they are placed with major Canadian financial institutions.

(c) Interest rate risk

Interest rate risk consists of two components:

- (i) To the extent that payments made or received on the Association's monetary assets and liabilities are affected by changes in prevailing market interest rates. The Association is exposed to interest rate cash flow risk.
- (ii) To the extent that market rates differ from the interest rates on the Association's monetary assets and liabilities, the Association is exposed to interest rate price risk.

The Association is exposed to interest rate price risk on its term deposits to the extent the market interest rate differs from the interest rate of the investments, and the Association considers the interest rate risk is not significant.

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NOTES TO FINANCIAL STATEMENTS
(UNAUDITED)
December 31, 2017**

(d) Liquidity Risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to liquidity risk on its accounts payable balance. The Association does not have a significant exposure to liquidity risk and manages its liquidity risk by monitoring its cash flow from operations on a continuous basis.