

Alberta Teachers of English as a Second Language
Annual General Meeting
Fantasyland Hotel Edmonton AB

Friday, October 24, 2014
4:00 PM - 5:30 PM
Location: Beverly Hills Ballroom

Minutes - Unapproved

1. Call to order - 4:13pm
2. Establishment of quorum – (required 54)- 66 members in attendance
3. Approval of agenda
Amendments to Agenda:
Item 8 add: Add Southern Alberta Local Report and TESL Canada Representative Report
Remove Item 12: Celia Logan has not completed her term, and hence there is no need to appoint a TESL Canada Representative at this time.
MOTION: To approve the 2014 Agenda as amended.
Leila Ranta
2nd: Barb Penner
All in favour
Motion Carried
4. Approval of 2013 AGM minutes
MOTION: To approve the 2013 AGM Minutes as distributed.
Bonnie Nicholas
2nd: Sheri Rhodes
All in favour
Motion Carried
5. Approval of the Dec. 31, 2013 Audited Financial Statement
MOTION: TO ACCEPT THE 2013 AUDITED FINANCIAL STATEMENT AS PRESENTED TO THE MEMBERSHIP
Sally Zhao
2ND: Carol Smyth
All in favour
Motion carried
6. Appointment of the Auditor

Friendly amendment: To change the misspelling of 'accounts' to 'accountants'
Moved: Marian Rossiter 2nd – Tracey Derwing

MOTION: Move that ATESL contract Halpert Monsma Chartered Accountants to audit the financial statements of the Association of Alberta Teachers of English as a Second Language for the year ending December 31, 2014.

Motion: Tracey Derwing
2nd: Rose Elliot
All in favour
Motion Carried

7. Reports of Officers **Presidents' Report**

Operational Activities

We have had a fairly uneventful year with board work chugging along as it mostly does. The archive committee met in the summer and cleaned up the ATESL archives. It is now a much less daunting task for the next time. We have certainly come a long way since the days of cardboard boxes proliferating in people's basements.

We have implemented the new budget planning initiative for the locals that we planned last year. We have gotten used to seeing the new way of accounting for funds spent and remaining in project budgets that make it easier to see if we are on target, especially when the projects are multi-year.

Irene continues to grow in her role as our business manager, and we appreciate the excellent work she does for us. The Southern Alberta local, which had been inactive for some time, is being reactivated with a plan to set up the local committee at the next meeting in November.

A Strategic Planning Committee was struck and met to put together a proposed strategy which will be presented to the board at one of the first meetings after the AGM. We have written to support Vancouver Community College, which lost its ESL funding this year after change to CIC funding for language training in BC. We have also written to Alberta Human Services to state our position on provincially funded ESL, essentially to call for sustained and predictable funding, and to offer our expertise to the discussion of how best to support newcomers to Alberta with language training needs.

E-voting and nominations

At last year's AGM, we were asked to look into on-line voting and nominations to accommodate members who were unable to attend the AGM. We have done some investigating and pricing and have found that

- a) TESL-Canada is preparing to use on-line nominations for the board election that still hasn't taken place, and
- b) TESL-Ontario has been using e-nominations and board elections for years already.

We have quotes from two reputable companies that can handle ATESL's needs in that regard if called upon. That said, there are some questions that have to be answered before we can bring a motion forward to the membership. Nominations to the board are easy to do on-line, and that is what TESL-Ontario does and TESL-Canada proposes to do. It would not be difficult for us to implement.

Elections to the board are a bit trickier. With our current practice, we can accept nominations from the floor, and the board is elected right away so the membership knows who they are. If we have electronic votes, we may choose to have them in advance of the AGM so that the board is announced at that time.

The most problematic type of vote would be for bylaw amendments. One example is last year's amendment on accreditation that led to the request for electronic voting. This kind of vote is difficult to do online. With our current system, the issue is debated on the floor, and the motion may be amended during that discussion. We would lose those qualities if we went to electronic voting. We would also have to reconsider what quorum means and how we can be sure we have informed the membership appropriately, especially in view of the often very poor participation rate on surveys and requests for feedback.

Electronic Voting would necessitate the amendment of the bylaws regarding AGM voting. One alternative to e-voting that might be less radical a change would be to have a formal system of proxy voting. In the coming year, we

will consult with the membership on these and other questions, and if there is consensus for bring forward a motion, it will happen at the 2015 AGM

Website and Communication

The ATESL Social Media Guidelines were completed and approved by the Board. The guidelines draw on leading practices in the social media field, and strive to create a professional and approachable social media voice for ATESL. The platforms we currently use are Google+, Twitter (@ATESLnews) and Facebook. We encourage all ATESL members to join the social media conversation. It is an excellent tool for professional development, and more ESL professionals are joining the conversation every day. ATESL uses social media to reach members, practitioners, funders, and other stakeholders. We engage in professional dialogue and promote ESL in Alberta, as well as the provincial conference.

The ATESL newsletter is back and better than ever thanks to Dr. Marian Rossiter and her team of dedicated grad students. Thanks also to Sheri Rhodes for coordinating the content and deadlines.

Projects, Contracts and Proposals

We continue to administer the three-year grant from CIC for conference keynotes. We applied for and received a grant to research intercultural communicative competence (ICC) and needs in ESL teachers in Alberta. This is stage one in a two-stage project. There was an information gathering session held today that takes the project another step of the way. When the research results are in, we will apply for a grant to create professional development as indicated by the report.

Conference Planning

The board has supported the conference co-chairs in their work to get this year's conference ready. We hope you are enjoying the conference and the venue and we would like to thank the co-chairs, Eaman Mah and Peter Myhre and their volunteers for all their hard work this year, as well as those who participated on the planning committee under Eaman and Peter's leadership.

We have a venue, a date and two co-chairs for the TESL Canada conference in Lake Louise in 2015. You will have found a nice postcard greeting from the TESL-Canada conference co-chairs, Chris Wharton and Glen Cochrane. Our thanks to them for stepping up to this challenge.

Awards

This year during this Annual General Meeting, we will be honouring two ATESL members with awards. The Carolyn Dieleman Fellowship is being presented to Bonnie Nicholas and the ATESL Lifetime Membership Award is being given to Tom Jiry. We would like to congratulate them and recognize their service and efforts in our province.

2015 and Beyond

Over the last several years, the boards have made an effort to make the work of the board more visible and transparent to members. This year, we are re-starting the tradition of the board retreat to allow for strategic planning, board development and succession planning. We are meeting for part of the day at this conference to strengthen our skills and ability to serve the interests of our members. We welcome members to come by, watch us at work, learn more about the board and maybe get interested in joining.

Things are happening in ESL. In BC, the loss of funding for ESL is going to force restructuring of their whole system. It will be interesting to watch and learn from what BC will do. In Alberta, we have been waiting to find out what the

government's plans for provincial ESL funding are, and how the Canada Job Grant will impact the field. There are opportunities for ATESL to become involved in a number of ways.

Since the TESL Canada conference last year, the provincial associations, especially Ontario, Alberta and BC are seeing opportunities for cooperation across provincial boundaries, rather than through the traditional TESL-Canada working groups. We want to leverage the work being done in all provinces to the mutual benefit of all our members. We are starting an initiative in 2015.

Acknowledgements

We would like to recognize the dedication and efforts of all those board members and committee members who support the important work that goes on in the local chapters, and our members who attend meetings and presentations and who often also present.

Congratulations to the three lucky people who won the free conference registrations, Carol Smyth - Central Alberta, Peggy Jubien, Calgary, and Patricia Watson, Edmonton.

Thanks also to Kim McDonald who created the Professional Development Passport that is now being used across the province.

We would like to thank the outgoing board members ending their terms this year. We appreciate your work and dedication to the organization and its membership:

Sheri Rhodes – Past President

Jacqueline Scott – Edmonton co-chair

Chris Wharton – Calgary co-chair

Lois Prostebby – Central Alberta Co-chair

Sally Zhao – Treasurer

Wendy Chambers – Secretary

A big thank you also to Celia Logan, who has been acting as interim treasurer to TESL Canada during their interim period.

A big thank you goes to our conference co-chairs, Eaman Mah and Peter Myhre. Their hard work and dedication create the frame within which we meet, connect, and revitalize while we get a chance to showcase the amazing work that is taking place in our profession around the province. Thanks also to the volunteers on the conference committees and the student volunteers.

This report is respectfully submitted by

Dorte Weber, President

Sheri Rhodes, Past President

Maureen Stewart, President Elect

8. Reports of committees

Calgary Local Annual Report 2013/2014

Co-Chairs: Chris Wharton and Glen Cochrane

Treasurer: Kimberley Macdonald

This year was another successful one for Calgary Local. Glen Cochrane joined the Board soon after the 2013 Conference in Calgary as Calgary Co-Chair. We had presentations and workshops from a wide variety of Calgary-based ELT professionals. We would like to acknowledge and thank all of the presenters for their contribution to the ATESL Calgary Local community this year.

In November, we held a planning meeting where we instituted Participation Certificates and Professional Development Participation Passports (PDPPs). The certificates were originally printed and handed out at subsequent meetings; however, as of September 2014, we've moved to electronic certificates delivered via email. The PDPPs have been very popular. Members collect a stamp for every meeting they attend. At the end of the year, the stamps are entered into a draw for a free conference registration. This year's winner was Peggy Jubien. Congratulations Peggy!

Later in November 2013, Daniel Love gave a great presentation entitled "Let's Benchmark Writing". We took a break in December as plans for a holiday party fell through. We'll try to make up for it this year. In January, we had a very well-attended workshop on workplace culture by Matthew Adolphe. In February, Brock Wojtalewicz gave an inspiring talk on "A Principled Approach to Vocabulary Assessment and Teaching". Back by popular demand, Daniel Love delivered another great presentation entitled "Let's Benchmark Speaking" in March. In April, we had a "Spring Share" where members shared their favourite online resources. We held a mini-conference in May with presentations from Theresa Wall (Supporting the Needs of ESL Literacy Learners), Dr. Lucy Taylor (TESL within Other Subjects), Dora Dilullo-Patten & Jim Jackson (Life Beyond ESL), and Glen Cochrane (Networked Professional Development & Language Teaching) and lightning talks from Vivienne Jones, Herly Urbiztondo-Cervera, Annette Aarts, Daniel Love, Ric Cervera, Shabana Shahzad, and Sheri Rhodes. It was a wonderful day of PD for everyone involved. We did not have any events from June to August. We started the school year with another planning meeting in September. After the meeting, Silvia Rossi was appointed co-chair of Calgary ATESL. Welcome aboard Silvia!

Chris will continue on with Glen as co-chair for the 2015 TESL Canada Conference in Lake Louise. We would like to invite ATESL members to join our local and/or conference committees. We hope to expand our committees and involve more professionals from the community. Please contact us if you're interested in being part of the team (calgary@atesl.ca and lakelouise2015@atesl.ca).

Calgary Local Committee 2014/2015

Co-Chair: Glen Cochrane

Co-Chair: Silvia Rossi

Treasurer: Kimberley Macdonald

Secretary: Vacant

Respectfully submitted by Chris Wharton and Glen Cochrane

Central Alberta Local Annual Report 2013/2014

Co-Chairs: Lois Prostebby and Sharon Duplessis

Secretary: Carol Smyth

Treasurer: Hannah Dissen

The Central Alberta chapter met eight times this past year averaging about twelve members attending. The meetings took place at Central Alberta Refugee Effort offices from 3:30-5:30 the third Wednesday of the month. Many of the members work at CARE, so it has been a great location and time to entice members who have other commitments to stay after work.

September saw Dorte Weber, representing the ATESL Accreditation Committee, presenting an update on the proposal of ATESL ceasing the process of accrediting new members and instead referring individuals to TESL Canada for accreditation. This was to be voted on at the annual general meeting and the Board wanted all members to be aware of all the facts regarding this matter.

Two of the sessions involved all members presenting. The first was on a conference review in November and an idea share on the use of technology at the January meeting.

The remainder of the sessions had a guest speaker with a wide range of topics. Jan Underwood presented on her experience teaching at a language camp in Italy during the summer. Matt and Hannah Dissen presented a session named "Anchoring Vocabulary Through Movement". Oksana Strilets presented a session on her experience immigrating to Canada as a Temporary Foreign Worker. The author, Susan Glasier, did a reading from her book titled "Bend Like the Willow" and answered questions from the audience about her experiences in Algeria. The last session of the season in May was a presentation on Citizenship by Ruby Adams. All of the presenters were from Red Deer, so there were no travel costs incurred.

Members take turns providing the refreshments and then are reimbursed for the costs by the treasurer.

Changing the place and time of meeting has certainly been a benefit for many members of CA-ATESL. The executive is striving to grow this membership and encourage other community members involved in teaching ESL to become involved. Sharon also shared plans for upcoming year.

Central Alberta Local Committee 2014/2015

Co-chairs: Sharon Duplessis and Lisa Ramsay

Secretary: Carol Smyth

Treasurer: Hannah Dissen

Respectfully submitted by Sharon Duplessis and Lois Prostebby

Edmonton Local Annual Report 2013/2014

Co-chairs: Jacqueline Scott, Evelyn Neame

Secretary: Lynn Sawyer

Treasurer: Rose Elliot

Hospitality: Brenda Chwyl, Tracy Sheloff

Eight meetings were held from September 2013 to May 2014 with an average attendance of 33, which is a 10% increase over the prior year. We spent an average of \$149.11 per meeting on food, beverages, and gifts for presenters. We had a total of ten presenters this term. In September Erin Waugh introduced a new resource that provides lesson plans as well as speech samples to teach five different speech acts. In October Evelyn Neame talked about teaching listening and in November Sabine Ricioppo explained how to design CLB reading assessments for levels 1 to 8. In January we had a meet, greet, and learn session where the attendees shared successful teaching techniques at their tables; in February Sarvenaz Hatami presented on teaching vocabulary in the ESL classroom; and in March Barbara Penner helped us explore Reading Circles as an in-depth quest of the curious. In April and May we listened to mini-presentations given by the U of A TESL Program Master's students. At April's meeting Anne Chandler presented on teaching and learning English articles, Laurie Scheffer taught us how to use NFB shorts in the ESL classroom, and Stacey Norrbom explored ESL learner attitudes toward minority sexual identities. In May we listened to Jackie Werstiuk present on oral corrective feedback, Irina Krasnikova on film as a source of authentic material to teach writing, and Jake Scheffer completed the session by discussing how both video and captioning improve listening comprehension.

Nominations for the new executive for the 2014-2015 year were approved at the Annual General Meeting on September 26, 2014.

Edmonton Local Committee 2014/2015:

Co-chairs: Sabine Ricioppo and Evelyn Neame

Secretary: Lynn Sawyer

Treasurer: Patricia Watson

Hospitality: Vacant

We wish to thank three dedicated volunteers who are no longer continuing on the executive: Jacqueline Scott has completed her two year term as Co-Chair, Rose Elliot has been Treasurer for the past four years, and Brenda Chwyl has been in charge of Hospitality for the past two years. Because of their faithful service, the Edmonton Chapter of ATESL had another successful year and we are very grateful for their valuable contributions of time and energy.

Respectfully submitted by Jacqueline Scott and Evelyn Neame

Southern Alberta Local Annual Report 2013/2014

The Southern Alberta local was inactive in 2013/2014 due to lack of leadership. A small local meeting in September 2013 didn't result in local co-chairs being identified.

On September 25, 2014, Sheri Rhodes, ATESL Past President, was invited to meet with the ESL community of the Southern Alberta area at the end of their Regional Networking meeting sponsored by CIC. Thank you to Lucelle Prindle, President of SALAS Ltd. for coordinating this. After a wonderful day of professional development, where networking happened and ideas were shared, participants had the chance to discuss the future of ATESL at the local level and members were encouraged to organize once again.

Because not all ATESL members may have had the chance to attend this afternoon meeting, Dr. Seppy Masoodi, the English Language Centre Programs Coordinator at Lethbridge College, agreed to support a follow-up meeting with other interested members in November, following the ATESL Conference to plan for and organize the 2014 / 2015 program for the Southern Alberta chapter of ATESL. Details will be forthcoming.

Respectfully submitted by Sheri Rhodes, ATESL Past President

2014 Annual Bursary Committee Report

ATESL accepts bursary applications twice a year, in March and September. The Bursary committee carefully reviews eligible applications submitted by members seeking funding to participate in professional development activities. As per the requirements of the bursary application, each approved applicant is expected to submit all receipts for tuition/registration expenses. In addition, each applicant must submit a 250-word summary/evaluation of the event or course they have attended, which is published in the ATESL Newsletter (available online at atesl.ca).

In the 2014 budget, the ATESL Board allotted \$4,000 to the bursary fund, marking an increase from the 2013 budget of \$2,000. During the spring intake of applications, ATESL awarded \$1360, and during the fall intake of applications, a total of \$1500.00 was awarded. In total, ATESL awarded bursaries totaling \$2860 for the 2014 financial year.

In March, we received four bursary applications. Three applications were approved. The fourth application was submitted after the deadline and the individual was encouraged to reapply for consideration as a part of the September intake. The three approved applicants participated in professional development opportunities that included: attending the 2014 TESOL conference in Portland, participating in a TESOL online certificate course, and attending the 2014 TESL conference in Regina.

In September, ATESL received four bursary applications; however, one applicant later withdrew her application. The three remaining applications were approved. One applicant will use the bursary money to attend the 2014 Second Language Research Forum in South Carolina and another applicant will use the bursary money as reimbursement for attending the 2014 TESL Canada conference in Regina. The third applicant will use bursary funds to support his TESL graduate studies.

The committee was pleased with the breadth and quality of the professional development opportunities undertaken by the bursary applicants and wishes each applicant continued success in their professional pursuits.

Respectfully submitted by the Bursary Committee,
Wendy Chambers – ATESL Secretary
Sheri Rhodes – ATESL Past President
Sally Zhao – ATESL Treasurer

*Question from the floor: Could the remaining budgeted funds be rolled into next year's bursary budget?
-This needs to be addressed regarding budgetary restrictions.*

TESL Canada Report 2013/2014

TESL Canada had its national conference May 9 and 10, 2014 in Regina, Saskatchewan. The conference was attended by over 600 participants from across Canada, with more than 130 presentations and workshops dealing with the full spectrum of the ELL experience from literacy to academic learners. The main conference was preceded on Thursday by a graduate student symposium, as well as six other symposia on important topics currently affecting the ELL profession such as Portfolio-Based Language Assessments, and the National Settlement Language Sector.

We are looking forward to the next TESL Canada Conference which will be held in Chateau Lake Louise, Alberta on October 29-31, 2015.

TESL Canada held its Annual General Meeting on Friday, May 9 during the Regina conference. It was a difficult meeting resulting in an interruption in the AGM itself. The Executive Directors of TESL Canada had all previously indicated that they were resigning or not seeking re-election, and from May 9, 2014 until the present time TESL Canada has been run by the provincial representatives from across Canada, as well as the presidents or chairs of the provincial ELL organizations.

In an effort to ensure that the continuation of the TESL Canada AGM is legal, TESL Canada requested a legal opinion on the meeting in Regina and the next steps to be taken. We received the legal opinion on September 21, 2014 and have proceeded with organizing a hybrid Continued General Meeting. The call for nominations for a new board and directors has gone out electronically with a deadline of November 5, 2014. If you are interested in becoming a board member or director, or if you know of an excellent candidate, please complete the nomination process. Nominations will be posted on the TESL Canada web site on an on-going basis. On-line voting to allow members from across Canada to vote will start for the TESL Canada executive members and elected directors beginning at 2pm on November 12th and ending at 2pm on November 14th, 2014. Access to the on-line voting procedure is available at the TESL Canada web site. A real CGM will take place on Friday, November 14th, 2014 from 2 to 3pm at Bow Valley College, Room S3022. The results of the election for the new board and directors will be posted after 3pm on November 12th, 2014.

Again, we encourage all TESL Canada members to participate in the nomination and election process. It is a process that has the promise of leading us forward to a more dynamic and relevant future as a strong voice for the ESL community nationally.

Celia Logan, TESL Canada Representative, Alberta

*Question from the floor: Are TESL Canada's financial statements available to members?
-They are available on line at the TESL Canada website.*

**9. Lifetime Membership Award
Presented to Tom Jiry by Dorte Weber**

**10. Carolyn Dieleman Fellowship
Presented to Bonnie Nicholas by Evelyn Neame**

Motions before the membership

11. Appointment of Local Co-chairs

**CALGARY – Silvia Rossi
CENTRAL – Lisa Ramsay
EDMONTON - Sabine Ricioppo**

12. Election of Officers for 2014-2015

President-Elect

3 CALLS FOR NOMINATIONS FROM THE FLOOR

WENDY CHAMBERS - NOMINATED BY MARIAN ROSSITER

Acclaimed

Secretary

3 CALLS FOR NOMINATIONS FROM THE FLOOR

CINDY MESSAROS – NOMINATED BY CAROLYN DIELEMAN

Acclaimed

Treasurer

3 CALLS FOR NOMINATIONS FROM THE FLOOR

YUJI ABE – NOMINATED BY DORTE WEBER

Acclaimed

13. Acknowledgements of Retiring Board Members

CENTRAL ALBERTA – LOIS PROSTEBBY

CALGARY – CHRIS WHARTON

EDMONTON – JACQUELINE SCOTT

TREASURER – SALLY ZHAO

PAST PRESIDENT- SHERI RHODES

14. Passing of the gavel – to Maureen Stewart

15. Adjournment –

Motion to adjourn: Dorte Weber -5:05pm