



Reports for TESL Canada Annual General Meeting 2022



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Annual Report of the President of TESL Canada, Donald Moen

To TESL Canada Members,

It has so far been an amazing experience getting to serve as your president. I have learned so much. I have been humbled and enthralled at the same time! It is such a privilege to get to do this position and I thank you for it.

This year, I am happy to announce we now have an memorandum of understanding with TESL Ontario which includes cooperation on public relations and professional development. I know many of you have been hoping for an agreement on certification; I remain hopeful for the future yet I am grateful for the wonderful relationships we currently enjoy.

Our strategic planning process has been developing this year, from SWOT analysis to values and not to goals. Please vote on the goals you wish TESL Canada to focus upon:

<https://www.surveymonkey.ca/r/TESLCanadaSurvey>

We have exciting new professional development opportunities with new partners and are looking internationally in our scope toward expanding TESL Canada on the global stage. As we were told years ago by President Obama, “The world needs more Canada.” We are hoping the world needs more TESL Canada.

I encourage you as language professionals to see your work as global. We make impacts. We do so in Canada, and throughout the world. We lead one lesson at a time, one conversation at a time, and one connection at a time. Let us remember Margaret Mead’s wisdom, “Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.”

Thank you,



Donald Moen

Annual Report of the Vice-President of TESL Canada, Kathy Whynot

Greetings, TESL Canada members across the country,

My name is Kathy Whynot and I have been the vice-president of our national organization, TESL Canada, since June 2021. Through both paid and volunteer work, and in a variety of settings through Nova Scotia, New Brunswick and Ontario, I have been involved with engaging and fostering environments that honour and empower people learning English as an additional language since 1998. I am currently a Learning Specialist at the Department of Education and Early Childhood Development in New Brunswick, focused on Culturally and Linguistically Diverse Schools, and a Graduate Teaching Associate at the University of New Brunswick. Like you, the various experiences in my background enable me to contribute to this field in the ways I do today.

My time as vice-president thus far is best characterized as a learning journey. Our national organization is a necessary one in an increasingly complex field, and there has been a lot to learn. In the last year and a half, I have been able to participate in several committees, including our ad hoc committee on Strategic Planning, as well as actively support our president and full executive on the regular work of our organization. I am grateful and appreciative for the mentorship, support, and guidance of our entire national board as I transitioned into the role of vice-president. I am proud of the way our board has continued to grow and learn together over the past year and half and am particularly excited that – pending the results of the membership vote – I will have a new co-vice-president to continue learning, growing, and working with soon.

Thank you for your commitment to, and interest in, our national organization, and for the important and meaningful work you do.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Kathy Whynot'.

2022 AGM Report of the Nominating Committee

Committee Chair: Paula Kristmanson

Committee Members: Daniel Green, Kathy Whynot, President Don Moen-ex-officio member

Date of Report – November 6, 2022

Key actions or motions undertaken by the committee:

1. Recruiting of candidates for the 2022-23 TESL Canada board.
2. Sending information to members regarding positions available.
3. Holding election, if required.
4. Presenting slate of candidates at AGM (see slate below)

Main challenges faced:

1. Recruitment of candidates for all positions.
2. Representation from across the country.

Executive Officers

1. President: **Donald Moen** (ON) (2nd year of 2-year term).
2. Vice-President (Co): **Kathy Whynot** (2nd year of 2-year term) **and Amrita Gill** (MB) ***new nomination for Co-VP***
3. Past President : **Paula Kristmanson** (NB) not open for nominations
4. Treasurer: **Eric Violaga** (MB) (reoffering) ***No new nominations received.***
5. Secretary: **Andrea Leitch-Blake** (NB) (2nd year of 2-year term)

Elected Directors

1. Chair, PR and Outreach: **Aiman Syed** (ON) ***new nomination (bio below)***
2. Chair, Standards Advisory Committee: **Dmitri Priven** (ON) (reoffering). ***No new nominations received.***
3. Co-Chair, Settlement Language National Network: **Judi Sillito** (AB) (reoffering) and **Hamorn Lau** (ON) ***new nomination for co-chair*** (bio below)
4. Chair, Professional Development Committee: **Aman Khan** (SK) ***new nomination*** (bio below), **Ostap Soroka** (ON) ***new nomination*** (bio below). **Vote required.**

5. Chair, TESL Canada Journal Advisory Committee: **Xuemei Li (NL)** (reoffering) **No new nominations received.**

Provincial Reps (Voted in by Provincial Affiliates)

TEAL Newfoundland and Labrador - Khalid Al Hariri (NL)- new member of Board

TESL New Brunswick – Ismail Fayed (NB)- new member of Board

TESL Nova Scotia - Nicola Sattler (NS)

TESL Manitoba - Irina Volchek (MB)

TESL Saskatchewan - Vicki Schoch (SK)

ATESL - Dora DiLullo Patten (AB)- new member of Borad

Bios for New Nominations

Aiman Syed (PR and Outreach Committee Chair)

Aiman has a Master's in Adult Education from the University of Manitoba. She has been working in LINC programming for the past 14 years in Winnipeg and has recently shifted those skills into a Language Assessor. Aiman is a passionate advocate for lifelong learning and always seeks new opportunities for professional growth. Being nominated for the PR and Outreach Chair is a wonderful opportunity to support and contribute to the TESL Canada Board and the amazing community that they foster.

Hamorn Lau (SLNN Committee Co-Chair Nomination)



Harmon is a TESL educator with nearly 20 years of international teaching and school administration experience. She obtained her Bachelor of Teaching for the University of Melbourne, Master of Education from the University of Hong Kong, and a Master's in Counselling from the Monash University in Australia. She recently graduated from the Graduate Diploma of Immigration and Citizenship Law (ICL) program at Queen's University. She has a passionate commitment to helping newcomers settle in Canada, as she was once a new immigrant. She has taught locally and overseas (in Asia), and her students come from various cultural backgrounds. Harmon previously served as a writer for Oxford University Press (Hong Kon) and she is also the founder of Read2KidsHK (not-for-profit organization), which promotes family literacy. She has published on topics such as learning vocabulary through drama games (EARCOS Journal) and has presented at international conferences such as the International society for technology in Education (ISTE) and the 21st Century Learning conference in Hong Kong. Harmon is hoping to contribute her TESL and ICL expertise to the continued success of the Settlement Language National Network.

Aman Khan (PD Chair Nomination)



Aman holds a master's degree in Applied Linguistics and Discourse Studies from Carleton University and authored a dissertation on identity formation and educational discourse. Aman has also remained a student at the University of Pennsylvania at Penn Graduate School of Education (GSE) for his TESOL related courses. Aman has taught English language to students from different parts of the world in Canada. Aman has been working as a

curriculum developer and material developer over the years.

<https://carleton.ca/slals/2018/aman-khan-ma-12/>

Professional Experience: ESL instructor/ Project Manager) at Carlton Trail College, SK, Canada. (2018-2019); PBLA ESL Instructor at Great Plains College, SK, Canada. (2017-2018); ESL-based Computer Literacy Instructor/Coordinator at International Women of Saskatoon, SK (2012 – 2014); ESL Lead Instructor at Saskatchewan Intercultural Association, SK, Canada. (Winter 2012); Foreign Language Instructor, University of Pennsylvania Philadelphia, USA (2008 -2009); Panelist/Speaker and Presenter on *Workplace Communication Skills* –Shaqra University (2021)- Online. **Accreditation, Certifications Awards:** Accredited ESL Instructor (TESL Canada, TESL SK); Certified LINC and PBLA Instructor. Winner of Canadian National Award for Teaching Excellence (TESL Canada 2019); PD Award (TESL Canada 2019); Fulbright Scholarship, International Institute of Education, Washington, D.C (2008- 2009).

Ostap Soroka



(PD Committee Chair Nomination), Med, OCELT, is a member in good standing of TESL Canada, TESL Ontario, and TESL Toronto. He holds degrees in language and literacies education (MEd), modern languages and literatures (BA), music theory and composition (BMus), and other credentials in TESL, publishing, editing, translation, and project management. Ostap is a Professor in the School of English Language Studies, at Seneca College, where he teaches foundational academic communication (aka: Com101), and a Communication Instructor at UofT(ISTEP), where he

teaches similarly in the Engineering Communication Programme. He has previously been an Officer (Secretary) and Director on the Board of the Escarpment Biodiversity Conservancy, and is now Lead Steward for Unit 3 (contract instructors/lecturers at UofT) of CUPE-3902 (UofT education workers), where he Chairs both the Unit Council and the Bargaining Support Council. In addition to the EBC, he has volunteered work for Multicultural History Society of Ontario, Fair Vote Ontario, Progress Toronto, and is presently with Translators Without Borders providing Ukrainian refugees in English and French speaking countries translations of urgently necessary information. He lives in Toronto with his wife and their three dysfunctional cats.

Auditor's Report

TESL Canada Federation

Trial Balance

December 31, 2021

3-May-22

TC

Description	Ledger	Open adj	Adjustment	Final	2021 FS	2020 FS	2020
1060 TC - General Acct	23,074.87			23,074.87			36,739.80
1050 TC VISA/MC Acct	42,359.51			42,359.51			27,107.98
1030 TC - US Acct	205.30			205.30			205.30
Paypal	-	6,594.38	6,460.84	13,055.22	78,695	70,647	6,594.38
1200 Accounts Receivable	3,750.68	2,772.00	(2,772.00)	3,750.68	3,751	8,634	8,633.58
1300 Prepaid deposit	14,980.62	(9,366.38)	(3,701.34)	1,912.90	1,913	812	812.33
2102 Accrued liabilities	(5,308.04)			(5,308.04)	(5,308)	(4,171)	(4,170.74)
2200 HST Payable	129.51			129.51	130	1,698	1,697.97
2500 CEBA loan	(39,990.00)			(39,990.00)	(39,990)	(40,000)	(40,000.00)
3560 Members Equity	(37,620.60)			(37,620.60)	(37,621)	(38,444)	(38,444.44)
4510/30/50 Memberships	(41,740.74)			(41,740.74)	(41,741)	(41,962)	(41,962.41)
4610/30 Certification	(19,856.88)			(19,856.88)	(19,857)	(21,476)	(21,475.85)
4710/30/50/70 Teacher Training Program	(22,115.00)			(22,115.00)	(22,115)	(19,176)	(19,176.06)
4840 Research and SSHRC Grant				-	(669)	(4,101)	(4,070.77)
870/4910/30/51 Other	(668.96)			(668.96)			(30.41)
4915/5250 Research and SSHRC Grant				-	-	4,425	4,424.78
5110/30 Wages and Salaries	52,717.73			52,717.73	52,718	51,527	51,527.25
5210 Instructor Prof Certif Adjudica	5,186.66			5,186.66	5,187	6,644	6,643.75
5410/20/60 Website	2,416.33			2,416.33			4,017.23
5670 Postage	1,068.25			1,068.25			686.97
5680 Telephone				-	3,485	4,704	-
5610/15 Bank and credit card charges	2,961.15		12.50	2,973.65	2,974	2,897	2,897.02
5620/26/40 Accounting fees	5,521.07			5,521.07	5,521	5,663	5,662.50
Professional fees	2,500.00			2,500.00	2,500	3,000	3,000.00
5635 Insurance	2,228.03			2,228.03	2,228	2,214	2,214.36
645/55/60/70/75 Office	6,280.51			6,280.51	6,281	4,677	4,677.47
5665 Rent	1,920.00			1,920.00	1,920	1,788	1,788.01
	(0.00)	-	-	-	-	0	(0.00)
				(1,569.35)	(1,569)	824	823.84
				(39,189.95)	(39,190)	(37,621)	(37,620.60)

TESL Canada Balance Sheet as of September 30, 2022

	Total	
	As of Sep. 30, 2022	As of Sep. 30, 2021 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
1030 TC - US Acct	205.30	205.30
1050 TC VISA/MC Acct	59,758.66	42,875.03
1060 TC - General Acct	11,233.03	46,325.06
Total Cash and Cash Equivalent	\$ 71,196.99	\$ 89,405.39
Accounts Receivable (A/R)		
1200 Accounts Receivable	1,173.10	2,553.05
Total Accounts Receivable (A/R)	\$ 1,173.10	\$ 2,553.05
1300 Prepaid deposit	10,818.18	15,279.61
Total Current Assets	\$ 83,188.27	\$ 107,238.05
Total Assets	\$ 83,188.27	\$ 107,238.05
Liabilities and Equity		
Liabilities		
Current Liabilities		
2102 Accrued liabilities	6,704.79	6,358.99
2200 HST Payable	-168.34	108.30
Total Current Liabilities	\$ 6,536.45	\$ 6,467.29
Non-current Liabilities		
2500 Canada Emergency Business Account (CEBA) loan	39,990.00	60,000.00
Total Non-current Liabilities	\$ 39,990.00	\$ 60,000.00
Total Liabilities	\$ 46,526.45	\$ 66,467.29
Equity		
3560 Members Equity	37,620.60	37,620.60
Retained Earnings	1,581.85	0.00
Profit for the year	-2,540.63	3,150.16
Total Equity	\$ 36,661.82	\$ 40,770.76
Total Liabilities and Equity	\$ 83,188.27	\$ 107,238.05

TESL Canada Proposed Budget

INCOME

Annual Membership Fees

International Annual Memberships	3000.00
Domestic Direct Membership	23000.00
Provincial Annual Memberships	14120.00
Total Annual Membership Fees	40120.00

Instructor Professional Certification

Instructor Professional Certifications	16000.00
Instructor Professional Certification PLARs	4000.00
Total Instructor Professional Certification	20000.00

Teacher Training Program Accreditation

Initial Applications	1210.00
Renewal Applications	3520.00
Annual Reporting Fees	8250.00
Associate Membership Fees	12375.00
Short Course Application	600.00
Total Teacher Training Program Accreditation	25955.00

Research Grants	0.00
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TOTAL INCOME	86,075.00
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EXPENSES

Wages and Salaries

Salaries (and Benefits)	51375.00
Total Salaries	51375.00

Cost of Service Delivery

Adjudicator (Instructional Professional Certification, PLAR, and TTPR)	7000.00
Instructor Professional Certification PLAR Adjudicator	0.00
Teacher Training Program Accreditation Adjudicator	0.00
Total Cost of Service Delivery	7000.00

**Communications and Promotion**

Website Development and Maintenance	600.00
Godaddy Webmail Service	800.00
Membership Communication (Mass E-mailing)	2500.00
Total Communications and Promotion	3900.00

General and Administrative

Auditor	3500.00
Banks Charges-Visa/Mastercard/Paypal	3000.00
Bank Charges - Other	350.00
Bookkeeping	6000.00
Insurance	2500.00
Legal	350.00
Miscellaneous	100.00
Office Storage Expenses	1600.00
IT General (virtual desktop, Cloud storage)	4500.00
Office Equipment	200.00
Office Rent	0.00
Postage-Courier	700.00
Stationary and Supplies	1000.00
Telephone & Fax	0.00
ACT Database	

Total General and Administrative **23800.00**

TOTAL EXPENSES

86,075.00

PROFIT AND LOSS

0.00

TESL Canadian Educational Foundation (TCEF)

Name of Committee: TESL Canada Educational Foundation (TCEF)

Committee Chair: Andrea Leitch-Blake

Committee Members: Paula Kristmanson, Kathy Whynot, Yalda Ahmadvand, Judy Sillito, Joy Lin Salzberg, Daniel Green, Eric Violago, Armita Gill

Date of Report – June 2, 2021 – October 14, 2022

Main activities for the provincial organization during this time frame:

1. The account balance as of October 14, 2022, is \$4,175.62.
2. Since the last AGM in June 2021, the TCEF committee has awarded two scholarships and two professional learning grants to support TESL Canada in their professional pursuits, these totaled \$1,500.00 in funds. All recipients have completed their 500-word summary of their experiences.
3. The TCEF committee presently has two professional learning grants available for applications until October 31, 2022. These are valued at \$250 each.
4. The TCEF received two donations in the spring of 2022, one was in the amount \$254.23 and the second was \$200.00 USD.
5. The TCEF Committee provided financial support to the Professional Development Committee who used these funds to thank Alex Marshall with a \$300.00 honorarium for the webinar/workshop “Brave Conversations”.
6. The TCEF remains a BC Incorporated not-for-profit entity under the BC Society Act. It is a registered charity authorized to issue donation tax receipts under the Federal Income Tax Act. The annual report was filed with the BC Registrar on November 9, 2021, as well as the \$40.00 annual fee.

Main challenges faced:

1. The TCEF Committee needs to look to the future and discuss potential fundraising strategies to replenish funds to this account.
2. There are few applicants for the scholarships and bursaries. Currently advertising is done with e-mailouts to TESL Canada members as well as through the provincial affiliates. They are also promoted on the TESL Canada website.

Public Relations and Outreach Committee

Committee Chair: Amrita Gill

Committee Members: Paula Kristtmanson, Kathy Whynot, Aiman Syed (Community Member), Albert Maganaka (Community Member)

Key actions or motions undertaken by the committee:

- Released 3 newsletters in 2022.
- Partnered with the Professional Development Committee and added a dedicated section to the newsletters for their additions.
- Now cross promoting conferences from our provincial partners
- Posting resources, articles, webinars to LinkedIn on a daily basis. TESL Canada specific updates through Facebook, Twitter, and LinkedIn.

Main challenges faced:

- Attracting new members to serve on the committee
- May need funds in the future to pay for Buffer. Buffer is an app to manage social accounts from one place. It is easier to schedule social media posts in advance of.

SLNN Committee Report

THE SLNN Committee included Vicki Schoch (SK), Nicola Sattler (NS), Eric Violago (MB), Don Moen (On) and Judy Sillito (AB). One responsibility of the SLNN committee is to represent TESL Canada on the Newcomer Language Advisory Body (NLAB). NLAB is a national forum that engages stakeholders on issues that relate to settlement language training and assessment for adult immigrants and newcomers. NLAB's focus is to discuss evidence-based ideas and information and to provide advice and feedback to Immigration, Refugees, and Citizenship Canada (IRCC) on the development and implementation of settlement language policies and programming. As Chair of the SLNN committee, Judy Sillito attended the NLAB meetings on behalf of TESL Canada.

Meetings were held monthly until August when IRCC made several shifts in leadership, which included the reassignment of the NLAB Director, Melanie Pronovost. The new Director has not yet been announced. Monthly meetings will resume in November.

NLAB supported two significant research studies: *Best Practices for Newcomers with Literacy Needs* by Dr. Erika Sigurdson, Ph.D Research Associate, from the Immigrant Education Society; and *Study on Indigenous history and perspectives in settlement language programming*.

by Judy Sillito

TESL Canada Standards Committee

Name of Committee: Standards

Committee Chair: Dmitri Priven

Committee Members: Paula Kristmanson, Don Moen, Vicki Schoch, Scott Poole (non-Board), Wendy Chambers (non-Board), Karen Densky (non-Board), Dianne Tyers (non-Board)

Date of Report – Oct 5, 2022

Key actions or motions undertaken by the committee:

1. Development and approval of Teacher Training Program accreditation scheme and fee structure for international partners. Several international TTP are already applying, and we are in discussion with a partner in the MENA region for a recruitment scheme.
2. Approval in principle of a PD framework for standard upgrading from Standard 1 to Standard 2
3. Identification of priority areas for the PD framework through surveying members and employers
4. Approval of extension of virtual practicum equivalency until end of 2022.
5. Approval of international secondary school placements for practicum purposes for offshore TTP
6. Acceptance of IELTS Academic Online as equivalent to IELTS Academic for ELP purposes
7. Approval of extension of provisional certification for graduates of programs

Main challenges faced:

1. Unavailability of most Board members to serve on the committee, hence many non-Board members this year

Office Administrative Annual Report – Certification: June 1, 2021 to Oct 19, 2022

Donna Hoffman

Applications for certification Standards 1, 2, and 3:

There were 232 applications received for certification during this reporting period including regular and streamline applications, PLAR portfolios, and provisional applications (Table 1). As administrator, I review each application for completeness and process documents received. The majority of these files have been sent to an adjudicator; however, a number of files remain outstanding pending receipt of transcripts or additional information. Applications received incomplete are set aside with the applicant emailed re missing items. These files are forwarded to the adjudicator as the documents are received.

Table 1 Provinces represented:

Province	Total Number of applications
• ON	74
• BC	77
• AB	37
• SK	6
• NS	10
• MB	12
• PEI	2
• Int'l	5
• NB	4
• PQ	5
• YT	

Notes:

- 39 files were closed due to the following: missing practicum information, hadn't followed up with adjudicators' requests, or closed by request of applicant.
- There were 9 upgrades which are included in the numbers above.

Certification:

- 220 certificates were granted during this period.
- Documents were received for 125 applicants prior to receiving application forms.

- Applicants with outstanding files have been contacted in regards to missing documentation.

A fair amount of time is spent in correspondence, by e-mail, with prospective applicants, current applicants, the PLAR adjudicator, the TTPR administrator and the president. These include queries; job posting requests; on-going correspondence with applicants; and follow up e-mails from the adjudicator, TESL Canada president, TTPR administrator, and treasurer. Emails are also sent to applicants whose files have been outstanding for over 6 months for follow-up. During the day correspondence continues between the above mentioned as questions are answered, items followed up and addressed. There are many e-mails between the adjudicator and myself as files go back and forth for applications.

Other duties/Special projects:

- **Group Insurance Administrator for TESL Canada:** I am in contact with the plan administrator at Brunswick Financial, follow up with emails and inquiries, and maintain reports.
- **Correspondence:** Correspond with applicants and potential applicants re process, requirements and documents. There is also follow up with applicants on items missing or incorrectly submitted.
- **Website:** Assist with updating website. Post job vacancies on the website as received.
- **Mail Chimp campaigns:** complete e-mail campaigns as needed.
- **Professional Learning Opportunities:** Communicate professional learning opportunities to the membership, set up Zoom link, manage zoom conference (zoom waiting room, recording attendance, tech support).
- **TESL Canada Membership Emails:** Emails confirming TESL Canada membership are sent to the admin@tesl.ca inbox which are forward to info@tesl.ca for follow up. The emails from PayPal with corresponding payment information are saved.

Office Administrative Report II

Name of Office Admin: Teri Fullerton

Date of Report–June 1, 2021- October 19, 2022

Key tasks undertaken by admin:

1. Teacher Training Program Recognition / Adjudication

During this period, 58 annual reports, 22 renewals, and 4 new program applications were received. All files were downloaded and saved in the virtual desktop. All applications were processed with the majority forwarded for adjudication. Annual reports with no changes were approved by office admin. Communication from TTP managers was sent to the adjudicator as received and vice versa. TTP files, the online directory and expired lists were updated regularly on the website. New certificates and letters of congratulations were sent for approved new program applications and renewals.

Total Number of Annual Reports: 58

Number per province:

Province	AB	BC	MB	NB	NS	ON	PE	PQ	SK
# of Annual Reports	6	14	5	2	4	22	2	2	1

Total Number of Renewals: 22

Number per province:

Province	AB	BC	MB	NB	NS	ON	PE	PQ	SK
# of Renewals	0	4	4	1	0	10	0	0	3

Total Number of New Programs: 4

Number per province:

Province	AB	BC	MB	NB	NS	ON	PE	PQ	SK
# of New Programs	0	2	0	0	0	2	0	0	0

2. Invoicing and Payments

During this same period, 72 invoices were sent to TTPs through QuickBooks Online for reports and associate membership fees along with a separate email reminder. Several institutions were sent one bill for multiple programs; a total of 88 programs were billed. Invoices were also sent for Form Fs that were sent separately from a report. Invoices were requested to be sent again for various reasons (change of email/TTP manager, send to accounting department, can't find

it). Inquiries regarding methods of payment and following up on outstanding payments account for some of the correspondence between admin, program managers/the institution's accounting department, the treasurer, and in some cases the accountant.

Invoices were also sent to provincial affiliates based on their MOA. Invoices were based on membership numbers and some required multiple updates if new members joined before the payment was received/processed.

The info@tesl.ca email account is now able to accept e-transfers. This has made it easier to stay up to date on payment information and cuts down on additional correspondence that was needed previously with the treasurer to confirm or forward payment information. Payment notifications for certification are forwarded to admin@tesl.ca.

Members who have difficulty paying online to renew their membership continued to reach out for information on alternative payment methods and/or assistance.

3. Membership

Membership notifications were received daily. Each member's information was updated and/or added to our mailing list on MailChimp as well as in our records. Members were also removed from mailing lists where necessary or requested. During this period, approximately 1,015 membership notification emails were processed.

MOAs were updated and sent out to provincial affiliates during this time. Provincial affiliates sent in updated membership lists in accordance with their MOA. These were converted and uploaded to our MailChimp list as well as used for invoicing purposes.

We also received inquiries from members about the status of their membership. This was checked through the website using Joomla for provincial affiliates or in our records for TCDMs. Sometimes this required additional correspondence with the site admin if there were irregularities in Joomla.

4. Website & Form Updates

Website updates were done through Joomla. During this period, updates were made to the following sections of the site: TTP Directory, Expiry List, Upcoming PL Opportunities, Provincial Affiliates Newsletters, TESL Canada Newsletters, Membership Benefits, Resources, Webinars Offered to Members, External Reports, Publications and Terms of Reference. Two new menu items were added during this period under the Training tab: Short Online Specialized Programs and Training Partners. When necessary, admin read forums or watched tutorial videos for unfamiliar tasks. If it was beyond admin's capabilities, the site admin was consulted or asked to complete the work.

TTP, certification and membership forms were updated to include changes to payment methods (e-transfers now accepted by info@tesl.ca) and uploaded on the website.

Time was also spent helping members reset passwords, find their membership receipts online for income tax purposes, and sometimes dealing with glitches in the notifications.

5. Webinars

There were three webinars held during this period with an average attendance of 26 members. After an invitation for a webinar was sent out through MailChimp, admin received registration requests. Each email was replied to individually with a template email including the Zoom link and webinar details once the registration process was completed. The number of registrants typically exceeded the number who attended. Following the webinar, a participation letter was made and sent to each attendee.

6. Certification

During this period, approximately 7 certificants with interim status reached out to request permanent status. Permanent certificates were mailed to certificants after they sent in the requested documents. Questions about membership status, documentation, how to renew, and sometimes explaining the difference between TESL Canada and TESL ON membership made up the majority of communication.

7. Group Insurance:

During this reporting period, approximately 270 emails were sent to different settlement agencies across the country in an effort to get the message out about TESL Canada's group insurance benefits to our members and possibly bring in new members. Time was also spent on correspondence with members who had questions about membership and the policy. All questions about the policy were directed to Brunswick Financial representatives. New members continue to be sent the group insurance information in a welcome email.

Provincial Reports

Alberta TESL Report

Committee Chair: Daniel Green

Date of Report – October 23, 2022

Key actions or motions undertaken by the committee:

1. ATESL published the ATESL Best Practices for Adult EAL and LINC Programming in Alberta. There were over 20 presentations to stakeholders and Service provider organizations. ATESL's Best Practices is available online for digital download and as an interactive website.

Link: <https://www.atesl.ca/resources/best-practices-adult-eal-and-linc-programming-alberta/>

2. ATESL successfully hosted the 3rd Virtual ATESL Conference on October 14 and 15. This year's ATESL conference theme of REFRESH, RECHARGE AND REFOCUS reflects ATESL's commitment to move forward
3. ATESL sent a letter advocating for paid sick leave to Albertan Service Provider Organizations and stakeholders, as well as sharing it with ATESL's interprovincial EAL/ESL Association colleagues.
4. Bursaries are some of the benefits offered to ATESL members. The Board approved applications totalling \$1425 this year for three recipients. The Board has also approved ten \$100 bursaries to first-time conference presenters as an appreciation and encouragement for sharing their knowledge with their peers.
5. The ATESL GSA for Instructors held monthly meetings to discuss Diversity, Equity, and Inclusion in the Language Classroom. A special thanks to Alexandra Marshall who has chaired the Advocacy Committee for the past year

Main challenges faced:

1. Local Chapter Professional Development meetings may begin switching to in-person or blended meetings from the fully online delivery model used throughout the pandemic. Determining the best modality for providing these PD sessions will require more experimentation and membership input.



TESL Manitoba Report

Irina Volchok (representative)

Date of Report: October 13, 2022

Key actions or motions undertaken:

1. provided updates about key events/announcements
2. shared best practices
3. participated in TC Board meetings and Strategic Planning meetings

Main challenges faced:

1. Board recruitment and Board member retention

TESL New Brunswick

Newsletter: Our regular newsletter includes reports on local and regional conferences, teaching tips, news and details about upcoming professional opportunities, links to important TESL Canada information, and an introduction to a member. <https://teslnb.ca/category/newsletters/>

Restructuring Membership Fees: TESL NB recently passed a motion to restructure fees in order to provide 2-year individual memberships at a reduced rate as well as group-based membership fees for members from a single institution. This initiative was aimed at encouraging membership while recognizing financial challenges faced by individuals and institutions.

Member Incentives: Bursaries. A number of bursaries were awarded to members to attend conferences and professional development opportunities. In this way, we also continue to support the work of various provincial affiliates.

Member Incentives: Book Draws and Summer Photo Contest. These creative incentives connected our membership and added a personalized touch to our small organization.

Professional Development Opportunities: Amea Wilbur from the University of the Fraser Valley was the special speaker at the December 2021 AGM PD event. Amea spoke on *The 6 Principles* (TESOL International Association). At this year's TESL NB AGM (December 10, 2022), we have invited Philippa Parks from the Université de Sherbrooke to speak on "How to Survive Teaching—A Conversation About Skills and Strategies for Teacher Resilience". This will be a Zoom PD event.

Respectfully submitted,

Karen Spracklin

TESL NS Report

Committee Chair: Krista Royal

Committee Members: Benjamin Macleod, Lauren Mckenzie, Jessica Crabill, Cong Chen, Mayur Agravat, David Caldwell, Nicola Sattler, Marianne Stante, Sandra Powell, Rania Ghaly

Date of Report: 21 October 2022

Key actions or motions undertaken by the committee:

1. Published fall newsletter & spring/summer newsletter
2. Hosted virtual conference Fall 2021 – 106 registered attendees
3. Hosted hybrid Spring Conference at Acadia University / Zoom – (103 registered in person and 60 virtual)
4. Offered workshops: conference proposal webinar workshop, TESOL FAQ
5. Planning Fall conference for November 26th, 2022
6. Invited to participate in TESOL's Best of Affiliates sessions (March 2022)
7. Offered (7) free TESOL memberships to eligible interested members

Main challenges faced:

1. Very small board consisting of all new members. As a board we lack some institutional knowledge, but everyone is committed to best practices and meaningful board work
2. Quorum set too high, need quorum to change it
3. Recruiting additional board members for TESL NS

TESL SASK Report

Committee Chair: Vicki Schoch

Date of Report – October 21, 2022

Key actions or motions undertaken by the committee:

8. The online provincial conference for April 2022, *Navigating the Way*, was a great success. We anticipate holding future conferences online due to the high attendance and lower costs. However, a hybrid conference or a joint provincial conference for 2023 is being discuss.
9. Regular PD events are being offered on approximately a monthly basis. These have been highly successful.
10. A monthly member engagement event look place monthly with such topics as Communication Tips from a Toastmaster, *The Strange History of English* with USask Professor Yin Liu, and a Book Club meeting *on Peace by Chocolate, the true story of the Hadid family from Syrian*.
11. There have been improvements to the website aimed at improving engagement and communication and expansion of the newsletter.

Main challenges faced:

2. Membership due to covid has decreased and the elimination of teaching positions within the province. Also applications for accreditation have decreased.
3. Lack of Board members and representatives resulting in a limitation of projects.