

BC TEAL Annual General Meeting

The BC TEAL AGM will be from 6:00 – 7:00 on Thursday, May 18, 2023 | Zoom [Link](#)

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 19, 2022, Annual General Meeting
6. Reports of Officers and Standing Committees
 - 6.1 Interim-President Neil Leveridge

 - See written reports:
 - 1st Vice-President / Chair PAAC Currently Vacant
 - 2nd Vice-President / Co-chair Annual Conference Currently Vacant
 - Treasurer Yvonne Hopp
 - Secretary / Chair Membership Committee Jennifer Cummins
 - Past President Karen Densky
 - PD Committee Chair Currently Vacant
 - Social Media Committee Chair Vera Ziwei Wu
 - Website Committee Chair Moses Lam
 - Publications Chair Karin Wiebe
 - Regional Representatives Chair Diana Ospina
 - TEAL Charitable Foundation Chair Laura Blumenthal
 - Settlement Language Chair / LINC Representative Aseefa Merali
 - Private Sector Representative Hilda Freimuth
 - Post-Secondary Representative Shirene Salamatian
7. Adoption of Financial Statements
8. Election of Directors
 - 8.1 Nominating Committee Karen Densky
Newly Acclaimed BC TEAL Board of Directors 2023-2024
9. Other Business
10. Next Meeting
To be held after the 2024 Annual Conference, Location and Date to be confirmed
11. Adjournment

BC TEAL 2022 Annual General Meeting | Minutes

Thursday, May 19, 2022 | 5:30 – 6:30 pm | Online via Zoom

Pre Meeting: Thank you board & Year in recap by Cindi Jones

1. **MEETING CALLED TO ORDER** at 6:01 pm by Cindi Jones.

Cindi gives the territorial acknowledgement for our members located throughout the province. Reminds of the Respectful Interactions Guidelines. Reminder about using the chat for motions and voting

2. **ANNOUNCEMENT OF QUORUM.** Quorum is 20 members. There were 21 members present at the start of the AGM. Thank you for attending the 2022 BC TEAL AGM!
3. **MOTION** by Cindi Jones that Fedha Muema (Administrator) be appointed Recording Secretary for the Annual General Meeting.
4. **MOTION** by Cindi Jones to approve the agenda. **SECONDED** by Vera Wu. **CARRIED**
5. **MOTION** by Cindi Jones to approve the minutes of the May 20, 2021 Annual General Meeting. **SECONDED** by Karin Weibe. **CARRIED**

6. **REPORTS** of Officers and Standing Committees

- Please feel free to raise any questions about the report or share any comments at this time
- Janice Campbell (Stand in for Yvonne Hopp) read over highlights of budget. (Can be found in AGM Package under Treasurers Report)
 - Note made by Jennifer Cummins about membership revenue vs. General revenue
 - General conversation about profit and loss and revenue generation – Reference to March Board Meeting Discussion

7. **MOTION** by Janice Campbell to adopt the Financial Statements as amended. **SECONDED** by Cindi Jones. **CARRIED**

8. Election of Directors

8.1 Nominating Committee – Karen Densky

Thank you to everyone who put their names forward. Elections are great thing and means there is interest in the organization. Karen mentions there was only one nomination for each position. Karen thanks Cindi Jones for her hard work

- Election of Chair – President
 - Cindi Jones
- Election of Chair – Private Sector Representative
 - Hilda Freimuth

Karen reads the names of the acclaimed board members – congratulations to all of you. There are lots of opportunities to join committees. Karen is still past president and maintains her position as Past President on the Board

Thank you to all of the outgoing board members. You've all been great models for how to work as a team.

9. Other Business
No other business

10. **Next AGM**
In 2023 - date and location to be confirmed.

11. **Motion to Adjourn** by Scott Douglas **SECONDED** by Janice Campbell **CARRIED**
Meeting adjourned at 6:23 pm.

Board Officer Reports | 2022-2023

Interim-President's and Executive Director/Past President's Annual Report Submitted by Neil Leveridge and Cindi Jones

We would like to express our gratitude for the tremendous support you have provided to BC TEAL. Without you, none of this would be possible!

Over the past year, our office has undergone significant changes. We unfortunately lost two administrators, but we have successfully replaced them with one individual. Please join us in welcoming Crystal Kee to our team. Additionally, the board took a momentous step by hiring an Executive Director.

The decision to bring on an Executive Director was driven by concerns about board burnout, the need for revenue generation, and a lack of capacity for growth. The primary responsibilities of the new Executive Director position include recommending revenue-generating opportunities and overseeing day-to-day decisions for the organization. This involves collaborating with the Treasurers from BC TEAL and TCF to ensure cost-effective operations. The Executive Director will also work closely with the board to foster membership growth and support. This is a highly positive development for BC TEAL, as it will allow us to pursue growth opportunities that were previously severely limited.

Cindi Jones, our former President, was appointed to this role, which required us to designate, as stated in the BC TEAL bylaws, an Interim President. Dr. Neil Leveridge, previously serving as First Vice President, took on the role of Interim President.

Over the past 7 months, our main focus has been on the highly anticipated 2023 Conference: Connecting through Land and Language: Reconciliation, Reflection, Innovation, Transformation. The board made a crucial decision to organize the conference in person, emphasizing the significance of face-to-face interactions. Once it was confirmed that the UBC Faculty of Forestry would be the host, we dove headfirst into planning, conducting weekly meetings, and ironing out numerous details.

Our objectives for this live annual conference, the first since 2019, were twofold. Firstly, we aimed to provide participants with an exceptional experience, ensuring they would derive maximum benefit from their attendance.

Secondly, we saw this as an opportunity to revitalize BC TEAL, paving the way for a thoughtful and cautious transition into our new reality.

Moving forward, we have identified several areas that require attention in the coming year:

Membership fees: Membership fees have not been increased since before 2016. As a reference, a one-year membership which is currently \$50.00 cost \$43.00 in 2012. We will be reviewing and considering adjustments to ensure our fees align with the current needs and best meet the needs of our organization.

Volunteer Participation: Volunteerism levels have significantly declined since 2020. BC TEAL is a volunteer-led organization. Moving ahead, we will focus on enhancing our strategies for recruiting, retaining, and supporting volunteers.

Board structure: Our current board structure has evolved over time, and it is now time to evaluate its effectiveness in meeting the organization's needs. To initiate this process, we have planned a professionally facilitated board retreat for the incoming board. This retreat will provide an opportunity for the board to gain insights into board roles and responsibilities, assess the existing structure, and determine what elements should be retained or evolved.

We are excited about the future of BC TEAL and the potential for growth and progress in these areas. We appreciate your ongoing support and commitment to our organization's mission.

Treasurer Annual Report Submitted by Yvonne Hopp

Of the 11 responsibilities cited in the Terms of Reference for the Treasurer and Finance committee Chair, one of the most important is to set before the board the financial statements to show the condition of the Association which is evident in the review of the assets and liabilities which are found on the balance sheet, and the income and expenses which are located on the profit and loss statement (also called income and expense statement). To assist we look at how one year compares the previous year and to our intended financial position which is detailed in each year's budget, prepared by the Treasurer in consultation with the President and other members of the board who may have either revenue

generating or expense involved roles, such as the Conference chairs. All these documents are filed in the board documents and are attached to this report for the members review at the AGM.

I would like to highlight the asset position of the Association over the period of the pandemic as we emerge this year with a balance sheet left almost unscathed by those conditions which impacted capacity including the lack of in person conferences and events which historically provide the revenue for operations. In 2020, total current assets were \$386,124.46 and at the close of 2022, this financial reporting period, they are \$351,697.99. This retention of assets is a credit to stable expense control as the pandemic resulted in a drop of membership revenue to \$23,460. - a 22% decrease from our budget, while the 2022 Conference, entirely online, surprisingly, contributed a 27% increase over budget of \$38,126. In 2022, we maintained expenses at \$84,550.- 33% under budget, and this contributed to our acceptable deficit of \$18,576.23 In 2020, the deficit had been \$26,438.04, creating a gradual improvement, which is the objective of the board.

The major expenses of the board are in the office administration salaries, which were \$48,084. In 2022, and provided two part time positions including bookkeeping responsibilities; in the final quarter the board voted to remove bookkeeping from the new job description and rely wholly on the effort and expertise of Lindi McCormick who has had this almost voluntary role for many years. This expense was 1554. 40, and Lindi agreed to receive a small increase in the 2023 budget. This expense (office administration) category is to remain relatively unchanged in the 2023 budget approved by the board, allowing 38,000 for 1 position in office administration.

The major change in budget and financial planning arising in the final half of this reporting period was the board's decision to invest in capacity building as the board realized to grow membership and meet membership expectations, in this quickly changing EAL landscape, that it was time to move to a model employing a paid Executive Director. The salary and benefits were budgeted within the 2023 budget incl 65,000. Up to 78,000, per annum after position review and which includes the mandatory employer costs of EI, CPP, vacation pay, WCB and required office expenses.

The investment portfolio of the Association is conservative but during the scares of the pandemic when riskier investments lost money, our GIC maintained value and even made small interest increments: at December end our 3 year term stood at \$97,597.76 and had earned 585.59 at .7%; in the 3rd year it will earn 1.1%. Our second 3year term stands

at 103,777. having earned 622.66 on the same interest terms.

Our 3rd term matured May 2022, of 157,939 and was placed in a cashable term deposit in order to finance the investment in human resources (Executive Director) until such time as the position produces revenue to sustain itself; proposed budget line items to contribute to the position costs were identified as conference fees; membership and supporting organization fees; regional events; grants and other funding resources. At the end of the reporting period, the withdrawals from the term deposit have totalled \$18,236.00. Overall, the board is called on to approve any expenditures which are not present in the approved budget and all members seek to reduce costs when and where possible; one example for future planning and attention as we emerge from reliance on new technology will be the website platform and related IT where the coordinator has plans to reduce costs. In the current year it was the expense most over budget at \$10,566. However, now the Association has a new website and future conferences will not require such tech investment.

Finally, it was a joy to liaise with the administrative staff, the bookkeeper and the president, weekly, to help guide the financial operations and be a signing officer, paying attention to the Friday reminders to check the bank for bills or payroll needing to be reviewed and approved. The financial statements prepared by L McCormick portray an accurate picture of all the transactions of the operations and the status of the bank and records according to sound accounting principles. Always they are produced on time and are in the board documents for all board members to review at any time providing complete transparency over financial decisions and allocations. The relatively small deficit, paired with the strong balance sheet is a good foundation for the 2023 -2024 board to work with and one which this current board may feel proud to have overseen and worked within.

Secretary & Membership Chair Annual Report Submitted by Jennifer Cummins

As the Membership Chair and Board Secretary, I am pleased to provide an update on the progress we have made in membership and related activities.

Membership Engagement:

In the past year, we held two well-attended online membership orientation webinars - one in the fall and one in the winter - which provided an opportunity for new and existing members to connect and learn more about the

organization. We also organized two membership mixers in December - one in person and one online - which were both successful in fostering community and engagement. As Membership Chair, I attended the Vancouver EAL Week event and had the opportunity to network with other organizations in the field.

Membership Growth and Survey:

I am happy to report that our efforts to expand our membership base have resulted in an increase of almost 140 memberships from last year. We also conducted a membership survey and published the results on the BC TEAL blog, which helped us better understand the needs and preferences of our members.

Membership Numbers	
May 2019	603
May 2020	428
April 2021	454
April 2022	409
April 2023	546
Total Difference (Apr 2022 – 2023)	137 (33.5% increase)

Membership Benefits:

This year we have added membership benefits with organizations such as the Vancouver Canucks, IRIS vision care & lenses, and Park 'N Fly, which we believe will add value to our members. These benefits are exclusive to BC TEAL members.

Website Development and Future Plans:

We have supported website development for the membership area and info, and are currently planning to feature members on the website to highlight their contributions to the field. Moving forward, we aim to continue expanding membership benefits, supporting membership engagement on the website, recognizing our volunteers, and recruiting more volunteers for various committees. We also hope to continue with the success of membership orientations, which have proven useful in recruiting new members to our organization.

As I conclude my term as Membership Chair, I am grateful for the support of the board and the efforts of our members in making BC TEAL a vibrant and inclusive organization.

**Past President Report
Submitted by Karen Densky**

The past year has been a busy one with many changes. The major change is the creation of an Executive Director position. There was also some turnover in the office staff. I would like to welcome Cindi Jones as the ED and Crystal as the new Admin Assistant. I'm optimistic about the possible growth and outcomes for BC TEAL with this team. I would also like to acknowledge Neil Leveridge for stepping in as Interim President when Cindi took on the ED role.

In June, I attended the Board retreat in Vancouver. This was an excellent session for creating vision and action for the upcoming year.

The highlight for me this year was attending the TESOL International Convention in Portland as the BC TEAL Affiliate Representative. This was my first face-to-face conference in several years, and it was wonderful to connect with many international colleagues and rekindle professional relationships with our affiliates at WAESOL and NYS-TESOL. It was a busy week attending workshops and promoting the work of BC TEAL. For those who may be new to BC TEAL, we have a strong international reputation as a longstanding, innovative organization. Thanks to BC TEALers Scott Douglas, Karin Wiebe, and James Papple for joining me at the Affiliate Booth.

I've been busy volunteering on this year's conference committee. It's exciting to see a return to an in-person event. The venue, speakers, workshops, and volunteers should all be commended for a stellar event.

I will be ending a four-year term as Past President and twelve years of service in various board positions for BC TEAL. I will continue to make myself available to the new board as required since the Past President position will appear vacant with Cindi moving into the ED position.

I wish the new board success in continuing to make BC TEAL the amazing organization that has been and continues to be!

**Social Media Chair Report
Submitted by Vera Ziwei Wu**

From April 2022 to May 2023, the Social Media Committee continued to provide opportunities for Committee members to serve the membership of BC TEAL. While the team is smaller this year, we continued to support membership initiatives. We shared information and updates of BC

TEAL events, membership benefits, conference, publications, new changes and a campaign on volunteers and volunteering for BC TEAL. Social media campaigns for the new website and events were completed despite the limited capacity of the committee. We also provided social media coverage to the 2023 annual conference. Numbers of followers at Facebook, Instagram, LinkedIn and Twitter continued to increase.

This year, a main focus has been on the BC TEAL Blog. We engaged both external and internal blog writers. There were 9 high quality new blog posts published this year, in addition to 2 at the final stage of revision, as well as a blog series started with several more posts to come. Blog authors are supported with feedback, coaching, consultation and discussions, while utilizing their existing expertise for contents. This process ensures that the blog post is meaningful to both the author and our audience.

In addition to social media functions, I also supported other internal needs. Working closely with administrative support, I created the information sharing process to support the communication to membership including but not limited to social media. I created a branding guide to help create more consistency in our visual materials, and also supported the website with graphic design.

I am grateful for the social media team and again proud of the progress made in the past year. Their invaluable service ensures our communication to members is timely and effective. I invite all members to consider joining or leading a BC TEAL committee, and take advantage of the professional development opportunities to grow your skills.

Website Committee Chair Submitted by Moses Lam

This 2022-2023 term has been an exciting time for the website committee as we were able to close on a few major projects. There are also a number of initiatives that will need to be followed up on by the new chair / committee.

Highlights from the 2022-2023 term:

1. New Website Launch

The most significant item this term was the successful launch of our new bctéal.org website! After countless delays and postponed go-live dates, the website finally went live December 1st, 2022. This marks the official 'birthday' of our new website! Rollout was overall very successful and though not without hiccups, the transition went rather smoothly.

Thanks again to everyone that helped in the process especially our beta-testers!

2. Consolidation of Technical Services

Another significant accomplishment this term was starting the consolidation of our technical services. This is partly to reduce our expenses by eliminating redundant services, but also to keep things simpler as we had multiple service providers.

The first successful project was the migration of our bctéal.org emails. In March this year, we retired our Rackspace account and moved all the bctéal.org emails to RoundCube, which was included in our website subscription. Though it was a very time-consuming and complicated manual process, the migration was overall successful. The second project was the retirement of our previous WordPress server and website. In April, we successfully archived our entire custom WordPress website and cancelled our hosting service further reducing our expenses. Including our previous website maintenance contract, these two moves will save us about \$1500 annually.

3. Website Front-page Campaign

A final highlight of the term was the successful implantation of our first front-page campaign. The area under the front-page carousel was redesigned to highlight the conference and included links to registration, a conference checklist, a contest, and a promo video. The implementation went smoothly, and we were able to establish a working workflow for future campaigns.

Next steps for the future chair / committee to consider:

1. Current website configuration and development

There still remains a lot of work to be done to configure and set up the current website. Administrative workflows still need to be confirmed and configured correctly, modules need to be implemented (prospecting system, internal mailer) and work needs to be done to update the look and feel of our website (more user-friendly, better navigation). Furthermore, there are ongoing glitches and bugs that need to be resolved.

2. Possibility of a future website upgrade

One particular challenge with this site is that it is built on Bootstrap 3, an outdated 10-year-old framework. As a result, it is very frustrating and cumbersome to work with. For that reason, while it is suggested that we keep this platform for at

least another year or two, it is recommended that we keep an eye out for alternate platforms and not rule out the possibility of a future migration to a newer and more updated website service.

3. Clarification of the website chair / committee role

This year was unique in that our committee was heavily involved in the design of our website requiring intermediate coding knowledge which future members may not have. It is recommended that the scope of the committee's work be examined including the possibility of having a more specialized 'webmaster' role. Additionally, it is suggested that the working process between admin, executive director, and website committee be further clarified.

4. Consolidation of Resources

The next step in consolidating resources is the migration of the MailChimp database into our website platform. This will also work in tandem with our internal mailer system (for our e-newsletter) and our website membership prospecting system which is currently not implemented.

5. Engagement of membership

Another challenge this year is the engagement of membership. Since the launch of the site, there have been only a handful of forum posts and uploaded photos. Work will need to be done to see how the website can help foster more interaction amongst the membership.

6. Strategy for website

Finally, it is hoped that the new website committee will continue to explore ways to use the new website to further BC TEAL's vision and goals, and to foster our values. The possibilities are numerous but will require careful strategizing and prioritizing as well as effective implementation. As many of us instructors are already keenly aware, technology is but a tool to be used and not an end in itself. In the same way, careful and thoughtful consideration should be taken in how to effectively use our new platform. But the potential is enormous.

In closing, I'd like to wish the new Website chair and committee a very productive and rewarding next term!

Publications Chair Submitted by Karin Wiebe

BC TEAL Journal

The seventh issue of the BC TEAL Journal was successfully published in January 2023. Under Scott Douglas' guidance this issue included one editorial and five articles. Please see the BC TEAL Journal 2023 Annual Report for a full update of the publication.

BC TEAL News

The TEAL News is the platform for BC TEAL members and industry affiliates to share their work, ideas, and innovations with a wide readership. The main goal of this publication is to shine a spotlight on work done by and for EAL teachers in British Columbia. All articles relevant to BC TEAL members are accepted. New issues in 2022 were emailed to sponsor institutions and made available online through BC TEAL's website. Selected articles may be made available through BC TEAL's blog and social media channels.

TEAL News welcomes article submissions from members and non-members. Newsletter articles are typically 750 to 1000 words in length. Submitted articles are desk edited to strengthen authors' work for publication. Accepted articles go through a layout process. If no images are provided by the author, layout will select images available under Creative Commons Attribution Non-Commercial No Derivatives 4.0 International License.

2022 Publications

Two newsletters were released in 2022, including Shaping our Spaces and Navigating the Changes. The second publication included an interview with Nathan Devos, a contributing author to BC TEAL Journal which looked at practical implications of his research for educators.

Topics explored in 2022 included Practicalizing Delivery of an Inclusive Curriculum, IDEA Module Review: Equity, Diversity, and Inclusivity in EAL Classrooms, Student Led Learning Content Suitable for Additional Language Learning Classrooms, Learning Tech in LINC: Beyond the Pandemic, What is H5P? An Introduction to Creation & Sharing EAL Learning Materials, Digital Tech Skills Beyond the Pandemic, and The Results of Learning in Silence: What Have I Learned from My PhD.

2023 Publication

The first publication for 2023 is approaching submission deadline on June 30th. Articles for this issue are coming from a wide variety of authors in the EAL community, including educators, university students, and industry professionals. Further, we will be supplying an option for supporting institutions to provide an article about their programs or services along with an ad.
New Website

TEAL News has successfully migrated to the new BC TEAL Website. Viewers will find clickable cover art of the most recent issue which leads to a pdf. The archive of issues appears below, currently dating back to 2012.

Future Opportunities

We will continue to include interviews with authors who have published academic research in the BC TEAL Journal as a way to introduce them to members and provide connections to classroom practice.

Exciting news! The publications team will be looking this year for options to move the traditional paper-connected pdf format into a mobile newsletter. We have engaged in preliminary concept discussions with other BC TEAL board members, volunteers, and BC TEAL members during the Spring Conference to determine a needs list of features which will help us narrow the search for a platform. We will prepare a draft plan and bring it forward to the board for discussion and next steps.

Thank You to Volunteers

TEAL News is made possible by volunteer authors, desk editor Andrea Szilagy, and our key layout person, Shawna Williams. Thank you for participating in 2022!

To volunteer with the publications team, or to find out more information about submitting an article for consideration, please contact the editor.

BC TEAL Blog

The BC TEAL Blog publishes articles of approximately 500 words on an ongoing basis. Over the past year, Vera Wang, Social Media Chair edited and published 5 articles from volunteer authors. Topics included Know Your BC TEAL Membership Benefits, Start the New Year with Learnings from 2021, Everyone Has an Accent, Can You Really Motivate Someone to Learn a Language? and Recent BC TEAL Survey Data: Hearing from Our Members.

One volunteer has started a new blog series Voices of Experience: EAL Teacher as a Guide and Facilitator. Thank you and congratulations to Olessya Akimenko for organizing this significant contribution.

BC TEAL Journal Report Submitted by Scott Roy Douglas

Open Access: Free to Submit, Publish, and Read

The [BC TEAL Journal](#) is a peer reviewed publication that promotes scholarship related to English as an additional language (EAL) teaching and learning British Columbia. The journal is hosted by the University of British Columbia, and it is published under a Creative Commons Attribution Non-Commercial No Derivatives 4.0 International [License](#). All articles are assigned a Digital Object Identifier (DOI), and the journal is indexed by the Directory of Open Access Journals ([DOAJ](#)), the Educational Resources Information Center ([ERIC](#)), and Ulrichsweb.

Publication Process

The journal publishes full research articles (around 8,000 words), shorter essays (around 4,000 words), and book reviews (around 1,000 words). Submitted articles that meet the journal's [focus and scope](#) (except for book reviews) undergo double anonymous peer review, with the goal of strengthening authors' work for publication. Accepted articles also go through a developmental, copy, and layout editing process. The process can take between six to twelve months.

Manuscripts are accepted on an ongoing basis throughout the year, with papers that have completed the review and editing process being published as they are ready. The journal publishes on an ongoing basis, with articles gathered into a single issue over the course of one calendar year. For more information, please visit the journal's [submissions page](#).

2022 Issue

Last year saw the publication of the [seventh](#) issue of the BC TEAL Journal, with one editorial and five articles. Topics in the 2022 issue include [EAL teaching and learning as a field](#), [placement methods for EAP courses](#), [EAP learners as discourse analysts](#), [task-based oral lesson planning for employment purposes](#), [EAP across Canada](#), and [scaffolded self-regulated learning for additional language literacy learners](#).

2023 Issue

Work is underway for the 2023 issue of the journal, with three articles currently in various stages of the publication process.

Article and Page Views

As for May 13, 2023, the journal's articles have been viewed over 63,200 times and downloaded over 40,000 times, and increase of approximately 15,800 views and 10,700 downloads since the last annual report. The top ten countries of origin were Canada, United States, France, China, Great Britain, Turkey, Germany, Pakistan, Australia, and Sweden.

BC TEAL Journal Citation Statistics

Total number of articles reported:	53
Total citations:	293
Average citations per article:	5.53
h-index:	9 (at least 9 articles have 9 citations)
i10-index:	7 (at least 7 articles have 10 citations)

Increases since the last report: citations 130, average citations 2.06, h-index 3, and i10-index 3.

Acceptance Rate (January 1, 2022 to December 31, 2022)

In 2022, one article was declined and five were published, resulting in an 83% acceptance rate. This acceptance rate reflects the journals' peer review and editing process that supports authors, where needed, as they revise and strengthen their work for publication. The acceptance rate underscores the journal's success in cultivating scholarship, theory building, and knowledge creation related to EAL teaching and learning in British Columbia.

Most Viewed BC TEAL Journal Articles in 2022

- [Worth the Risk: Towards Decentring Whiteness in English Language Teaching](#)
- [Trauma-informed Teaching Practice and Refugee Children ...](#)
- [Unmasking the Early Language and Literacy Needs of ELLs ...](#)
- [Universal Design for Learning: Its Application to English for Academic Purposes ...](#)
- [English for Academic Purposes Writers' Use of Reporting Verbs ...](#)
- [Academic Engagement, Social Integration, and Academic Socialization ...](#)

- [The Correlation between IELTS Scores and International Students' Academic Success...](#)
- [Fostering Success: Belongingness Pedagogy for English Language Learners](#)
- [Writing a Manuscript-Style Dissertation in TESOL/Applied Linguistics](#)
- [The Promise and Precarity of Critical Pedagogy in English for Academic Purposes](#)

Author Demographics 2022

There were 11 authors/co-authors published in the 2022 issue. Authors included university faculty members, graduate students, and LINC instructors. The largest number of authors was from British Columbia, but there were also authors from Ontario, Alberta, and Australia.

Thank You / Call for Volunteers

Many volunteers and supporters contribute to the success of the BC TEAL Journal. Thanks so out to all of them who made the 2022 issue a success. A full list of the volunteers supporting the journal can be found here: <https://ojs-o.library.ubc.ca/index.php/BCTJ/about/editorialTeam>. To volunteer as a peer reviewer for the journal, or to find out more information about submitting an article for consideration, please contact the [editor](#).

Regional Representative Committee Chair Submitted by Diana Ospina

Despite not having a full complement of representatives, the Regional Representative Committee successfully achieved their objectives. Working with Janice Campbell, representing Fraser Valley, and Amber McLeod, representing the Okanagan, for the past two years has been an absolute pleasure. Their exceptional creativity and strong sense of community have made this year's events truly memorable.

Over the summer, the Vancouver region hosted a Lunch and Learn event on July 23, 2022, with the support of Columbia College staff and BC Teal member Ginny Chein at their Vancouver campus. The event was facilitated by Hilda Freimuth, Private Sector Chair, who delivered an outstanding session on assessing reading and writing. The Regional Representative and Private Chair committees shared hospitality expenses, and BC TEAL labeled promotional items were given to the participants. The event received excellent feedback from the 15 attendees.

On August 5, 2022, Amber hosted the Summer Social at Kinsman Park, Kelowna. The event was attended by five

community members from Van West, UBCO, and Okanagan College who all agreed on the importance of such networking events. Refreshments were shared among the participants. Based on the feedback received, Amber has decided to organize future summer socials on weeknights instead of Friday nights to increase participation.

The Regional Representatives Committee planned and executed EAL week events, held from November 7 to 10, 2022, at three different locations with registration handled through Eventbrite. The Langley event included a wine tasting session with participation by donation. All events featured BC Teal labeled promotional materials that were given to BC Teal members. The Committee extends its gratitude to Cindi for supporting the events by attending both Langley and Vancouver events, and Jennifer for representing the Membership Committee at the Vancouver event. Additionally, the Committee would like to thank Hilda Freimuth (Private Sector Rep) for presenting at the Vancouver event.

Date	Description
Monday, Nov 7	<p>Location: UBC Okanagan, Kelowna Hybrid event Target: 25 ppl Actual: 11 in person, 5 online</p> <p>Enjoy some light refreshments and a glass wine as you take part in a networking activity and listen to an informative presentation.</p> <p>“How to Tweak EAL Activities to Include Intercultural Communication” Michael Landry has worked extensively in Asia and Canada as an academic manager, teacher educator, and university lecturer. He is currently a PhD candidate at UBC’s Okanagan School of Education. His teaching and research interests include English for academic purposes and the relationship between intercultural communicative competence and additional language acquisition. Learn something new, share with colleagues and get to know your community!</p>
Wednesday, Nov 9	<p>Location: New Directions, Langley Langley Hybrid event Target: 50 ppl Registration: 30</p>

Take part in the live taping of the Wine and EdTech Podcast with Neil Leveridge and Amber Shaw as they discuss their favourite topics: Education Tech and wine. Be sure to sample the selected wines at the wine tasting, chocolate cups optional.

Learn about the time-saving benefits of AI with Jonny Kalambay, creator of Roshi.ai, to see AI in action in the EAL context.

Light refreshments will be served. Bring your favourite in person classroom tips to share at the event for a chance to win a prize. A \$5 donation is recommended to participate in the wine tasting. Can't make it in-person - please join us online and sip your own favourite beverage while enjoying the interactive discussion! Be prepared to share your ideas.

Register now for this great networking event, spaces are limited.

Amber Shaw is a Teacher, Scholar, Writer, Advocate, Indigenous Ally, Mum, Volunteer, Vegan Foodie, Lover of Co-ops, Local Farms, Fair Wages, Science, Pride, and My Dog. My pronouns are she/her/herself. You can read my full body acknowledgement, teaching and research interests, and watch videos from my courses at: <https://wiki.ubc.ca/User:AmberShaw>

Dr. Neil Leveridge is the First Vice President, BCTEAL; Assistant Professor and Communication Specialist, Wood Science, Faculty of Forestry, UBC; Educational Technologist and Lover of Wine! Publications and Conference information can be found at <http://blogs.ubc.ca/neilleveridge/>

Jonny Kalambay has always been passionate about language education and technology. As a kid in Montreal, he only knew French. So, when his family moved from Quebec to B.C., he was faced with his first experience of learning an additional language. Since then, he’s fallen in love with the process and has learned to speak Spanish and Japanese fluently. After working for years as a software engineer, he decided to combine these two areas of expertise and is now building software tools to help language learners and teachers.

<p>Thursday, Nov 10</p>	<p>Location: MOSAIC HQ, Vancouver In person event Target: 25 ppl 15 registered, 10 attended</p> <p>Enjoy some light refreshments as you take part in a networking activity and listen to an informative presentation. "How to create lessons that include the LGBTQ+ community without othering" Hilda Freimuth Hilda is currently a tenure-track Assistant Teaching Professor at Thompson Rivers University. She is working in EAP, the TESOL Certificate Program, and the MEd. She previously owned and ran her own private language school. She also has years of overseas experience. Hilda holds a PhD from Rhodes University and has contributed to the BC TEAL Journal as well as numerous other journals. Learn something new, share with colleagues and get to know your community! Be sure to bring your best ideas for in class activities for a chance to win a prize.</p>
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Despite extensive social media campaigns and leveraging the professional connections of the BC TEAL board, several positions, including those in Thompson-Nicola, Vancouver Island, Kootenay, and Northern BC, remained vacant throughout the year.

As the Regional Representative Chair, I have thoroughly enjoyed tenure on the board and sincerely hope that the vacancies will be filled in the upcoming year. If you're interested in becoming a regional representative, please contact admin@bcteal.org to learn more.

TEAL Charitable Foundation Chair Report Submitted by Laura Blumenthal

We acknowledge that the TCF is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliH l̓w̓ ətəʔt̓ (Tsleil-Waututh) peoples.

This year has been marked by some serious changes in the TCF. First, our very capable chair, Cindy Leibel, stepped down for health reasons, and then, just a month ago, our

interim chair, Virginia Christopher, also needed to step down for personal reasons. As the new chair, I (Laura Blumenthal) am still learning the ropes, so we hope the membership will bear with us as we weather these changes.

The following chair report was submitted by Virginia Christopher, on October 13, 2022:

Over the 2021-2022 year, the TCF continued with both fundraising and the distribution of over \$27,000 in awards to students and educators. For 2022, we were not certain the EAL community would feel comfortable enough as COVID subsided to attend our usual fundraising events in person. Thus, we decided to postpone the spring Climb for Refugees and fall Tears to Smiles events one more year and re-instigate them in 2023. Since we could not raise funds through these in-person activities, we held the first TCF Raffle for Refugees, raising funds for the new 2020 Refugee Award for Ongoing Studies, which we hope to continue going forward.

In addition to raising and distributing funds, we worked on the important organizational tasks of developing a set of terms of reference for committees and chairs. The TCF also provided input for the HR reorganization of the TEAL office, and TCF members attended the TEAL retreat in June.

After serving on the TCF for over five years in many capacities, including Fundraising Director and Chair, I have now stepped down. It was a very rewarding period, and I was lucky to have been involved with an organization that contributes so much to the EAL community. I would like to thank all of my colleagues for their camaraderie and dedication. The exceptional charitable work of the TCF over the past 36 years sets BC TEAL apart from its provincial and indeed, international, counterparts. The TCF must be cherished and supported as it works to provide opportunities for more students and educators to achieve their goals into the future.

Settlement Language Chair / LINC Representative Report Submitted by Aseefa Merali

I would like to respectfully acknowledge that I reside on the ancestral and unceded territory of the hənqəmíñəm and Skwxwú7mesh speaking peoples and am immensely grateful for the opportunity to live, work, learn and create on the ancestral and unceded territory of the Coast Salish Peoples. It's important to recognize that the road to Indigenous sovereignty and justice is a long and challenging one. My

hope is that we can all stand with, and support Indigenous communities facing this struggle.

It has been an honor and a pleasure to work with an incredible Board this year. I'm truly appreciative and grateful for the wonderful engagement, collaboration and support among Board members. Thank you all.

It was a privilege, indeed, to have had the opportunity to engage with members of the Settlement Language Committee, and I would like to thank them for the generous contribution of their time and perspective. Additionally, I've been very grateful for their commitment, dedication and valuable contribution on this committee. Much gratitude goes out to Alla Sotnikova, Astrid Van der Pol, Janice Campbell, Gregory Moskos, Lisa Herrera, Kumi Harwood, Lian Clark, Linda Peteherych, Maureen Kelbert, Mingji Wang, Ryan Drew, Vesna Radivojevic and Yvonne Hopp.

Many thanks to Shirene Salamatian, for her contribution on the TCF Settlement Language Resource Award Committee. Her knowledge, experience and perspective, on this committee, were greatly valued and appreciated.

Lastly, I would like to thank the LINC Lounge presenters who informed, educated and engaged language instructors with their interesting presentations. Much appreciation goes to Janice Campbell, Mike Chrzancki and their team, and Hilda Freimuth.

The year has been very eventful and peppered with committee meetings, bi-monthly LINC Lounges, AMSSA SLWG meetings and the BC TEAL conference.

Issues and Trends in the settlement language sector

In keeping with the greater relaxation of the pandemic protocol, language providers have been transitioning back to mostly in-person program delivery with some online, blended and hybrid classes. Instructors, ECEs, admin staff and learners have been trying to get used to returning back to in-person classes after being mostly online during the pandemic. There has been a general increase in enrolment since the pandemic, as well as, an increase in Afghan and Ukrainian newcomer enrolment. Some providers have been experiencing challenges hiring LINC instructors as applicants, frequently, didn't have LINC-specific qualifications. As a result, SPOs were having to provide extra training and support to make these instructors "LINC ready".

Settlement Language Committee

This committee met bi-monthly to update members on their agency/institution's language programs. Post-pandemic, the

focus of the committee shifted to topics that were more relevant and of greater importance to committee members. Members indicated their vision, goals and objectives, for the committee, and specific topics of interest, on a shared document. A recent priority for the committee was to discuss how BC TEAL could serve the settlement language sector better, so, the BC TEAL previous President/current Executive Director was invited to 2 meetings to have this discussion with the members. Committee members continued to share the modes of delivery, trends, and challenges at their centres. The trend has been for language providers to transition back to mostly in-person program delivery with some online, blended and hybrid classes. Instructors, ECEs, admin staff and learners have been trying to get used to returning back to in-person classes after being mostly online during the pandemic. There has been a general increase in enrolment since the pandemic, as well as, an increase in Afghan and Ukrainian newcomer enrolment. Some providers have been experiencing challenges hiring LINC instructors as applicants, frequently, didn't have LINC-specific qualifications. As a result, SPOs were having to provide extra training and support to make these instructors "LINC ready".

TCF Settlement Language Resource Award Committee

The committee reviewed one application. After a thorough assessment, the committee felt that the application didn't sufficiently meet the requirements and, so, the award was denied.

LINC Lounge

LINC Lounge sessions were offered bi-monthly and there have been 2 sessions to date, since January. The attendance for these sessions has been good and the feedback has been very positive, so the intention is to continue with LINC Lounge sessions, moving forward.

BC TEAL 2022 Conference

I provided input and feedback to conference planning as required and volunteered in various capacities at the conference.

The Settlement Language committee welcomes participants from across the province. As well, LINC Lounge is looking for presenters. If you're interested in either joining the committee or presenting, please email the Settlement Language Chair and LINC Representative at linc@bctéal.org.

Private Sector Report Submitted by Hilda Freimuth

This has been my first representative assignment on the BC TEAL Board. I have enjoyed myself in this new role and thank all of board members who have welcomed me with open arms and support for my initiatives. I began my role in exploratory mode. First, I met with the past representative to find out their perspective on opportunities for growth in the sector. In this meeting, it was revealed that some of the private sector members felt not enough was being done for the private sector in terms of professional development. This concern was brought to the annual retreat and I led a small group of members to discuss ideas to improve this situation. The idea of Lunch 'n' Learn and short PD workshops (with topics chosen by private sector host institutes) were agreed upon. The writing of several blogs was discussed as well. In the fall, I reached out to a number of private institutes to offer free PD workshops and Lunch 'n' Learn sessions. While there was initial interest, space availability at their institutes (mainly due to IELTS training) as well as limited teacher availability impeded any further initiatives.

Activities

BC TEAL Lunch 'n' Learn Presentations: Vancouver, July 23, 2022

Session 1: How to level texts for scaffolding
Session 2: Moving from sentences to paragraphs to essays: A grammatical perspective

BC TEAL EAL Week Presentation: November 10, 2022

How to include LGBTQ+ representation into lessons without 'otherizing'.

BC TEAL UBC Conference Site Visit: November 12, 2023

Blog for BC TEAL: January 15, 2023

Ten Ways to Use Music in the ESL Classroom

Blog for BC TEAL: January 28, 2023

How to Make Your LGBTQ+ Students Feel More Included

Unfortunately, my ability to do further work for the private sector came to a halt in February 2023 for a few months due to a major accident.

BC TEAL Linc Lounge: Online – across Canada, April 14, 2023

How to Indigenize your Learning Space

BC TEAL Annual Conference Volunteer: May 5 + 6, 2023

BC TEAL Journal: EDI Research Paper

Opportunities/Future Projects

With most schools unable to host sessions but still open to the idea of having free PD from BC TEAL, perhaps trying to find one school willing to offer up space on a Friday afternoon or Saturday for regular PD sessions is ideal. The PD needs of that particular institute would be prioritized but then a steady flow of workshops could be offered to the private sector in the Lower Mainland to make the sector feel more included.

Post-Secondary Representative Report Submitted by Shirene Salamatian

It has been a pleasure to serve on the BC TEAL Board as the post-secondary representative for the second year. I have appreciated the many opportunities to develop relationships with professionals in the EAL field and I am so impressed by the dedication of my colleagues. Thank you for the support.

Activities

The focus of the work this year has been to first create and then meet with a committee of post-secondary EAL Department Leaders who would like to have Immigration Refugees and Citizenship Canada (IRCC) recognize their CLB-aligned language programs for purposes of citizenship language requirements. These post-secondary institutes have language programs that are not LINC but meet or surpass the current language requirement of CLB 4+ for citizenship. Representatives from Camosun College, Vancouver Community College and UBC Okanagan met regularly to gather existing information and to strategize ways to advocate for program recognition. We completed a national overview to determine if post-secondary institutions in other provinces have had success with IRCC recognizing their programs. There has been some history of EAL provincial programs being approved for the IRCC language requirement, but it is inconsistent among provinces and much of the IRCC information available is outdated. Most of the information has been anecdotal as students applying for citizenship do not report back to their departments. The certificate granting process also varies; Camosun College, for example, grants a certificate after completion of CLB 5 and CLB 8 and Vancouver Community College after CLB 8.

The most current federal IRCC response to our request reiterated the current guidelines:

For Federally funded language programs, the only language classes that can be recognized for citizenship is LINC and CLIC. The following documents are required in order to demonstrate that a client meets the language requirements when applying for citizenship;

- *the results of an IRCC-approved third-party test*
- *proof from certain government-funded language training programs*
- *proof of completion of secondary or post-secondary education in English or French, in Canada or abroad*

There is a lot of interest from EAL departments across Canada so a collaborative effort and support from provincial TEAL/TESL associations will be needed to keep this issue a priority and to push for amendments to the language requirements. I would like to thank the members of the committee for their time and efforts.

Thank you to Aseefa Merali, the Settlement Language Chair and LINC Rep., for inviting me to join the TCF Settlement Language Award Committee for the second year. I appreciated working collaboratively to support the creation of resources available for LINC educators.

As a Conference Planning Committee member, I coordinated the proposal selection for conference sessions for the second year. We had 80+ submissions and over 60 sessions offered in both research and practice addressing our theme of Connecting through Land and Language. Thank you to the proposal reviewers who volunteered their time.

I also contributed to online materials as a member of the Communications Committee and worked as part of the Staffing Committee to hire an Executive Director. Cindi Jones was the successful candidate and started the position in March 2023. I look forward to the growth and opportunities the Executive Director will bring to BC TEAL.

Opportunities / Future Projects

- Pursue IRCC program recognition of CLB-aligned language programs.
- Increase membership. Post-Secondary EAL Educators have low Membership and participation rates in BC TEAL. Some of the reasons include a competition for PD resources; educators can choose how to use their PD funds, employment precarity which prevents people from investing in BC TEAL and a lack of knowledge of the opportunities BC TEAL can provide for post-secondary educators, i.e., publishing. A priority for the upcoming year is to work with the membership committee to develop a marketing program targeting the post-secondary field and to work with the PD committee to develop specific opportunities to attract this population.
- Provide opportunities for post-secondary EAL educators to meet and discuss best practices, issues, and challenges in both a formal and informal setting. This may include “social hour,” focus groups,

- communities of practice and Teacher Inquiry Groups.
- Study the possibility of a mentorship program for new instructors at post-secondary institutions.
- Advocate for the recognition of EAL education and the profession as essential in our communities in general and at post-secondary institutions.

Hiring Committee Report Submitted by Diana Ospina (Regional Representatives Chair), Shirene Salamatian (Post- Secondary Chair), Jennifer Cummins (Board Secretary/Membership Chair), and Yvonne Hopp (Board Treasurer)

This report summarizes the efforts of a hiring committee formed to search for a new Executive Director for BC TEAL. The committee consisted of four board members: Diana Ospina (Regional Representatives Chair), Shirene Salamatian (Post-Secondary Chair), Jennifer Cummins (Board Secretary/Membership Chair), and Yvonne Hopp (Board Treasurer).

After conducting a thorough search and multiple rounds of interviews, the hiring committee selected Cindi Jones, past president of BC TEAL, for the position of Executive Director. Cindi began her role in March 2023.

Moving forward, the Hiring Committee has scheduled a position review to take place 6 months after the Executive Director's start date and performance evaluation after one year. The performance evaluation and position review will be based on the job description provided during the hiring process and performance indicators agreed upon by the Board and Executive Director.

Acclaimed BC TEAL Board for 2023-2024

President	(2023-2025)	Neil Leveridge
1 st Vice President	(2023-2025)	Amber Shaw
2 nd Vice President	(2023-2024)	Ange Quapp
Treasurer	(2023-2024)	Yvonne Hopp
Secretary	(2023-2024)	Alys Avalos-Rivera
Past President	(appointed)	

Members-at-Large

Co-chair, PD Committee	(2023-2025)	Hilda Freimuth
Chair, Website Committee	(2023-2024)	Moses Lam
Chair, Social Media	(2023-2024)	
Chair, TEAL Publications	(2023-2025)	Karin Wiebe
Chair, Regional Representatives	(2023-2025)	
Chair, TEAL Charitable Foundation	(appointed)	Laura Blumenthal
LINC Representative	(2023-2025)	Janice Campbell
Private Sector Representative	(2023-2024)	Garima Yadav
Public Post Secondary Representative	(2023-2024)	Denise Lo
Member-at-large	(2023-2025)	Ena Lee

01/18/23
Accrual Basis

B.C. TEAL
Balance Sheet
As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
Vancity Cashable 30Day May 2022	139,203.00
Vancity Conference	3,136.26
Vancity Current Account	6,775.58
Vancity GIC mat Dec 19/23A	98,183.35
VC GIC matDec 19/23-Contingency	104,399.80
Total Chequing/Savings	<u>351,697.99</u>
Total Current Assets	<u>351,697.99</u>
TOTAL ASSETS	<u>351,697.99</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	14,566.33
Prepaid Memberships	901.61
Prepaid Memberships - 2 year	689.96
Prepaid Memberships - 3 year	3,381.44
Total Other Current Liabilities	<u>19,539.34</u>
Total Current Liabilities	<u>19,539.34</u>
Total Liabilities	19,539.34
Equity	
Opening Bal Equity	46,380.00
Retained Earnings	314,558.33
Net Income	-28,779.68
Total Equity	<u>332,158.65</u>
TOTAL LIABILITIES & EQUITY	<u>351,697.99</u>

B.C. TEAL
Profit & Loss Budget vs. Actual
January through December 2022

01/18/23

Accrual Basis

	Jan - Dec 22	Budget	\$ Over Budget
Ordinary			
Income/Expense			
Income			
Advertising (on-line)	550.00	1,000.00	-450.00
Annual Conference 2022	38,126.12	30,000.00	8,126.12
Bank Interest	2,471.77	3,375.00	-903.23
GST Refund	165.94		
Memberships	23,460.70	30,000.00	-6,539.30
Online Events	0.00	10,000.00	-10,000.00
Rent (sub-lease to TCF)	1,200.00	1,100.00	100.00
Total Income	65,974.53	75,475.00	-9,500.47
Gross Profit	65,974.53	75,475.00	-9,500.47
Expense			
Annual Conference 2022 Expenses	5,642.08	10,000.00	-4,357.92
Annual Conference 2023 Expenses	1,985.71		
Bank Charges	13.25	100.00	-86.75
Board PD/Liaising	5,112.83	3,000.00	2,112.83
Consulting Fees	0.00	5,000.00	-5,000.00
GST Quarterly Payment	2,079.35	1,500.00	579.35
Insurance	4,964.00	2,650.00	2,314.00
Marketing/ Adv/ Promotion	906.87	1,200.00	-293.13
Medical Benefits	0.00	4,000.00	-4,000.00
Memberships - AAMSA, etc	522.79	1,000.00	-477.21
Miscellaneous	598.63	750.00	-151.37
Office Equip & Software	2,805.61	2,500.00	305.61
Online Events Exp	0.00	2,515.00	-2,515.00
PD Funds (Staff)	0.00	1,496.69	-1,496.69
Postage	59.41	500.00	-440.59
Regional Representatives	1,768.09	2,100.00	-331.91
Rent			
Mailbox	291.00	500.00	-209.00
Office Allowance	0.00	3,300.00	-3,300.00
Storage	1,342.15	1,478.40	-136.25
Total Rent	1,633.15	5,278.40	-3,645.25
Salary - Bookkeeper	1,554.40	2,600.00	-1,045.60
Salary - CEWS	-4,517.54		
Salary - Office Manager	48,084.73	60,253.64	-12,168.91
Sector Networking (Committees) LINC			
Post Secondary	0.00	400.00	-400.00
Private Sector	0.00	400.00	-400.00
Total Sector Networking (Committees)	0.00	1,200.00	-1,200.00
Special Project Fund	0.00	10,000.00	-10,000.00
Telephone	0.00	1,000.00	-1,000.00
Visa/Mastercard	707.94	1,000.00	-292.06
Web host/Security/Wk	10,566.81	6,283.00	4,283.81
Worksafe BC	62.65	200.00	-137.35
Total Expense	84,550.76	126,126.73	-41,575.97
Net Ordinary Income	-18,576.23	-50,651.73	32,075.50
Net Income	-18,576.23	-50,651.73	32,075.50

B.C. TEAL

01/18/23

Accrual Basis

Profit & Loss Prev Year Comparison

January through December 2022

	Jan - Dec 22	Jan - Dec 21
Ordinary		
Income/Expense		
Income		
Advertising (on-line)	550.00	200.00
Annual Conference 2021	0.00	29,308.68
Annual Conference 2022	38,126.12	0.00
Bank Interest	2,471.77	8,192.79
GST Refund	165.94	380.46
Memberships	23,460.70	27,167.20
Online Events	0.00	2,840.00
Rent (sub-lease to TCF)	1,200.00	1,100.00
Total Income	65,974.53	69,189.13
Gross Profit	65,974.53	69,189.13
Expense		
Annual Conference 2021 Expenses	0.00	8,901.34
Annual Conference 2022 Expenses	5,642.08	0.00
Annual Conference 2023 Expenses	1,985.71	0.00
Bank Charges	13.25	66.66
Board PD/Liaising	5,112.83	1,146.13
Consulting Fees	0.00	2,400.00
GST Quarterly Payment	2,079.35	1,457.16
Insurance	4,964.00	2,987.00
Marketing/ Adv/ Promotion	906.87	771.21
Medical Benefits	0.00	3,572.28
Memberships - AAMSA, etc	522.79	636.28
Miscellaneous	598.63	1,634.90
Office Equip & Software	2,805.61	1,831.08
Online Events Exp	0.00	425.00
Postage	59.41	141.22
Regional Representatives	1,768.09	66.17
Rent		
CERS	0.00	-1,294.57
Mailbox	291.00	479.05
Office Allowance	0.00	2,616.10
Storage	1,342.15	1,427.25
Total Rent	1,633.15	3,227.83
Salary - Bookkeeper	1,554.40	2,098.06
Salary - CEWS	-4,517.54	-22,293.25
Salary - Office Assistant	0.00	4,974.64
Salary - Office Manager	48,084.73	43,844.13
Special Project Fund	0.00	2,500.00
Telephone	0.00	433.82
Visa/Mastercard	707.94	881.59
Web host/Security/Wk	10,566.81	6,283.59
Worksafe BC	62.65	52.75
Total Expense	84,550.76	68,039.59
Net Ordinary Income	-18,576.23	1,149.54
Net Income	-18,576.23	1,149.54