

## **6/12 Months TESL Ontario Fiscal Plan**

### **Purpose**

As requested through an AGM Motion at TESL Ontario's AGM on November 24, 2016, TESL Ontario is reporting on the steps already taken to improve the organization's financial situation, as well as the actions we propose to take in the future to assure continued fiscal health. To that end we are attaching the third quarter Statement of Operations covering April 1, 2016 through to December 31, 2016, as well as the Statement of Financial Position as of December 31, 2016.

### **Outlook**

Over the next year, TESL Ontario will experience a continued financial recovery and is projected to show relative stability with revenue growth during the next 6 months.

As you can see from the attached third quarter Statement of Operations, TESL Ontario shows a surplus of revenues over expenditures for the first 9 months of the 2016/17 year in the amount of \$147,501.

### **Previous Strategies to Reduce Expenditures**

During 2016 the following steps were taken to reduce expenditures:

- One staff position was eliminated and employee benefits were reduced
- Head office space was reduced
- Office expenses were reduced wherever possible
- Board and committee meetings were held online thereby saving travel and meeting space costs

These actions taken in the previous year will continue to have a significant impact in reducing expenditures and costs in future years.

### **Previous and Continued Strategies to Increase Revenues**

- TESL Ontario submitted several project applications to both MCI and IRCC, please note detailed Ministry project descriptions under Ministry Projects on page 3.

- TESL Ontario now offers limited degree evaluation service to new accreditation applicants. Not only does this offer considerable savings to our applicants (\$85 vs. \$200 demanded by Credentials Evaluation Services), it also allows for much shorter processing time. In time we plan to expand this service.
- The Prior Learning Assessment Recognition (PLAR) process has progressed from originally being outsourced to the University of Saskatchewan in 2010, to subsequently being performed by a paid Adjudicator, and since last year the service is being performed internally by our Accreditation Manager. This allows the organization to keep the full fee of \$280.00 plus tax.
- We completely updated our TESL Ontario Program accreditation application process, which now includes self-evaluation report reviews and site visits. The two additional services allow us to charge a considerably higher fee than before.
- TESL Ontario planned and implemented the first jointly funded meeting for Ontario Language Program Administrators from both IRCC and MCI at our 2016 TESL Ontario Conference, and hope to be able to include this in the 2017 TESL Ontario Conference as well.
- The organization introduced OCELT (Ontario Certified English Language Teacher), the professional designation for our TESL Ontario Accredited teachers. This adds value to TESL Ontario Accreditation and we are planning to heavily promote OCELT with employers, including employers in the Private Sector.
- MCI funded conference assistance for 250 ESL professionals in 2016 with a 2 year contract.
- TESL Ontario's Conference attracted almost 900 registrants, an increase of 25% over 2015. The Conference generated a \$30,000 surplus.

TESL Ontario is continuing to keep expenses as low as possible in all areas of operations. Our 2017 TESL Ontario Conference will be held on November 2 and 3, 2017 at the Marriott Eaton Centre hotel (with direct access to the Eaton Centre) and we were able to negotiate very favourable rates at this new venue for us, including lower room costs for registrants compared to last year.

## **Ministry Projects**

The Ministry of Citizenship and Immigration accepted three of the four projects applied for, namely Best Practices, the Webinar project and Conference Assistance. All projects have a two year contract and will run until 2018. It was subsequently decided to combine the Best Practices and Webinar Projects, and work began in August 2016. Here is a short summary of the project:

TESL Ontario is developing a Directory of Best Practices for excellence in delivery of adult non-credit English as a second language training in Ontario, which will be available in digital format. The Directory of Best Practices will identify and direct language training stakeholders to methodology, tools and resources for the most effective programming and delivery of English as a second language training. The Directory will be founded on research into existing practices, resources and literature review.

Building on the TESL Ontario Webinars developed by the organization internally, an established program that accesses and utilizes the expertise and knowledge of our members to offer relevant, outcomes focused webinars, the Best Practices project will develop and utilize webinars to provide stakeholders such as language training professionals, project managers, students and clients in provincially funded language programs with comprehensive and consistent information about province-wide objectives, in a timely and cohesive manner. The webinars developed for the Best Practices Project are available to all TESL Ontario members.

The second project, MCI Conference Assistance, will once again allow 250 ESL professionals to attend the 2017 TESL Ontario Conference, with registration, travel and accommodation being funded by MCI.

As many of you know, the vetting process for IRCC project applications was delayed for almost a year. We therefore only heard in late fall 2016 that they have potential interest in funding two of the four projects, we applied for and we expect to hear results shortly. The two projects were a TESL Ontario National Webinar Project and a TESL Ontario National Webcasting project.

## **Membership Statistics**

We would like to end our report with an update on TESL Ontario Membership Statistics:

- Our membership retention rate has held steady at approximately 86% over the past two years
- The growth rate of new membership has been equally steady over the last two years at 10%
- Social Media – the likes/followers indicators continue to increase monthly
- Webinar Series Participation – this continues to rise with almost 1,200 participants for TESL Ontario webinars in 2016.

February 28, 2017

**TESL Association of Ontario**  
**Statement of Operations and Changes in Net Assets**  
**April 1 - December 31, 2016**  
**(Unaudited)**

**REVENUES**

Annual Conference		
Conference Assistance project - MCI	\$	97,122
Publisher fees		23,729
Registration fees		121,235
Sponsorship		11,250
Project revenue		
Ministry of Citizenship and Immigration (MCI)		
Directory of Best Practices & Webinars project		46,159
PLAR project		13,844
Pay Equity Program		9,259
Membership fees		248,434
Accreditation fees		296,699
Affiliate chapters' conferences		30,930
Interest		229
Other		24,269
	<b>\$</b>	<b>923,159</b>

**EXPENDITURES**

Membership	\$	81,790
Accreditation		102,847
Projects		46,638
Annual conference		234,295
Affiliate chapters' conferences		63,868
Office and administration		187,028
TESL Canada and TESOL affiliation		10,197
Board and committee meetings		14,806
Occupancy		34,189
	<b>\$</b>	<b>775,658</b>

**Net excess of revenues over expenditures for the first 9 months**      \$      **147,501**

**Net assets, beginning of year**      \$      **(151,653)**

**Net assets, December 31, 2016**      \$      **(4,152)**

**TESL Association of Ontario**  
**Statement of Financial Position as of December 31, 2016**  
**(Unaudited)**

**ASSETS**

**Current Assets**

Cash and cash equivalents	\$	239,421
Short-term investments		59,664
Accounts receivable		10,109
Prepays and deposits		5,896

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315,090

**Capital Assets**

23,242

**Intangible Assets**

32,000

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\$ 370,332

**LIABILITIES**

**Current Liabilities**

Accounts payable and accrued liabilities	\$	16,671
Deferred contributions*		357,813

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\$ 374,484

**NET ASSETS**

**Unrestricted**

\$ (4,152)

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\$ 370,332

\* Should TESL Ontario ever fold, these monies would be used to give the entire membership a pro-rated refund of a portion of their membership fees.