



**TESL**  
**ONTARIO**

**ANNUAL REPORT**  
**FOR THE YEAR**  
**2004/2005**



## TABLE OF CONTENTS

MISSION STATEMENT	3
TESL ONTARIO CONFERENCE	4
AFFILIATE CONFERENCES	6
CONTACT	9
TESL ONTARIO CERTIFICATION	11
TESL ONTARIO'S RELATIONSHIP WITH OTHER ORGANISATIONS	13
PUBLIC RELATIONS AND ISSUES	15
TECHNOLOGY AND RESEARCH	17
TESL ONTARIO ADMINISTRATION	18
TESL ONTARIO BOARD	18
THANK YOU	18
2004/2005 BOARD OF DIRECTORS	20
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR 2004/05	21

# TEACHERS OF ENGLISH AS A SECOND LANGUAGE ASSOCIATION OF ONTARIO

## MISSION STATEMENT

TESL Ontario provides support and direction to professionals, government bodies and learners involved in English as a Second Language in Ontario.

## GOALS AND OBJECTIVES

- To provide opportunities for professional development for all sectors of ESL.
- To ensure excellence in the field of Adult non-credit ESL through TESL Ontario Certification.
- To provide opportunities for linking with other ESL professional organisations, nationally and internationally through various venues such as *Contact*, the TESL Ontario web-site and the TESL Canada newsletter.
- To provide expertise to local, provincial and national government bodies through consultations, representation on committees, etc.
- To promote the development of materials which are appropriate to the needs and the culture of our client groups.
- To operate in a fiscally responsible manner within standard accounting practices.

October 2002

## TESL ONTARIO CONFERENCE

### LANGUAGE FOR LIFE NOVEMBER 18 – 20, 2004 – HOLIDAY INN ON KING

*“This year I selected wonderful presentations – luck or experience? I’d repeat them all – practical, useful information, stimulating plenaries and informative research symposium.”*

The 2004 TESL Ontario Conference - **Language for Life** - was held November 18 - 20 at the Holiday Inn on King, our second year at this venue. The city of Toronto proclaimed the week of November 14 - 20 to be “English as a Second Language Week”. This was a groundbreaking year – the first time TESL Ontario managed and organized the whole conference in-house! The quote above was taken from one of the over-all evaluation forms and reflects many of the comments about this year’s conference.

We again broke the record for total number of attendees - with 1,138 - up by over 100 from last year. 500 attendees were from the LINC sector and at least 750 registrants took the route of registering on-line. We presented 150 individual sessions and most sessions received excellent evaluation marks. Of course we again featured a Publishers’ Exhibit. We had several guests and visiting scholars including Charlotte Bie and Jette Skathague from the Centre for Bilingualism and Interculturalism in Copenhagen, Denmark. A group of students from China, organized by the University of Toronto, also attended the Saturday sessions. While most of our attendees were from Ontario we also welcomed presenters/attendees from British Columbia, Saskatchewan, Manitoba, Quebec, New York State and Florida.

For our annual Friday evening dinner, we were very fortunate to have Jean-Paul Bedard as MC, plus the chance to enjoy the delightful music of Celtic Violin musician Jacques Mindreau and the amazing Yakudo drummers.

Our two Plenary Speakers were Katherine Barber from Oxford University Press presenting “Running out of Loonies and Other Uniquely Canadian Problems” and Tom Farrell from Brock University who presented “Language Teaching for Life with Reflective Practice”. Both were considered entertaining and useful and received excellent evaluations.

**Research Symposium.** The Fifth Annual Research Symposium featured three themes, Vocabulary and Technology, Teacher Knowledge-Teacher Practice and The Canadian Language Benchmarks: A Critical Review. Presenters from a number of universities and colleges in Quebec, Ontario and Manitoba presented their research on these themes and related it to classroom practice. The symposia provided participants with an opportunity to explore these themes in depth with specialists in their field.

The papers presented as part of the three symposia were published in a special refereed

Research Symposium Issue of *Contact*. This special issue is used on a regular basis in university and college courses and for pedagogical development days. TESL Ontario would like to thank Citizenship and Immigration Canada and the Ministry of Education for their ongoing support of the Research Symposium and accompanying publication. The symposium has become one of the highlights of the annual conference and has brought back researchers to this annual event.

**Technology Fair.** Our 2004 Technology Fair was an all-time success. As in the previous year, there was no funding to secure equipment rental from private vendors, therefore, we sought partnerships with school boards and asked if they would donate equipment for the conference. The Toronto District School Board agreed to donate not only the equipment for the lab, but also all other audio visual needs such as computers and data projectors along with networking equipment such as cables, routers, etc. As a result, we were able to continue to offer the hands-on sessions at the conference. The TDSB donated a total of 23 computers, 2 data projectors and equipment for networking the lab. We turned to the Toronto Catholic School Board for 2 more data projectors as the TDSB was not able to offer more.

Two Tech Fair rooms, one ballroom, and some other rooms (at presenters' requests) were connected to the Internet. The presentation room which was equipped with a computer, data projector and Internet connection offered demonstration style presentations and workshops. All hands-on and hotel sessions were extremely well attended. We hosted 21 presentations (10 hands-on and 11 demo styles). Distance Education related workshops continued to be the emerging theme of the Technology Fair. The participants had the opportunity to attend a myriad of sessions: hands-on workshops as well as research sessions on long distance education, collaborative learning, web design, business communication, and preventing language barriers among the deaf immigrants. It is evident from the presentations that the web's presence continues to be ubiquitous in CALL research and literature.

Other presentations included new educational software (mostly LINC level), the use of the Internet as a teaching resource, lab activities for CLB 1-7 and the Automated Reservation System. The presentation room was fully booked during the 3-day event and participants doubled-up in almost all the lab sessions.

**Event Casting.** This was the second year that TESL Ontario has partnered with Acorn Global EKS to provide over 30 hours of archived material. 17 sessions, 2 symposia and the Friday Plenary were videotaped for webcasting. TESL members can now receive a half PD credit for each hour viewed. Over half of the 85 who responded indicated that they would be interested in viewing sessions on-line.

**Conference Assistance.** Citizenship and Immigration Canada supported the TESL Ontario Conference by providing conference assistance funding for 500 LINC Program Coordinators, Supervisors and Instructors. Those individuals work in approximately 200 settlement agencies and school boards province-wide.

## AFFILIATE CONFERENCES

TESL Ontario affiliate conferences and workshops are designed to meet the professional development needs of ESL professionals in their particular geographic areas. Selected highlights of these conferences and workshops are listed below:

### TESL DURHAM

TESL Durham's April 2005 workshop featured Parvin Sayel who gave a presentation on the question of abuse in a multicultural classroom, and Irene Lardizabal who presented a workshop entitled **Look Mom! No Textbooks!**

In October 2005, TESL Durham hosted a workshop featuring Kathy Coleman and Carmen Craioveanu who presented **Active and Interactive Ways to Review Vocabulary**. Also, Cheryl McCarron, owner of ESL Shop in Toronto brought a publishers display.

### TESL HAMILTON-WENTWORTH

In October 2004, TESL Hamilton-Wentworth held its AGM with guest speaker Brian Thwaites, presenting **Train Your Brain**.

TESL Hamilton-Wentworth's Spring 2005 Conference featured thirteen concurrent workshops. Examples were **Grammar with a Human Face** by Marina Soroka, **Multilevel Madness and How I Survived It!** By Irene Lardizabal, **Gesture In the ESL Classroom** by Kathryn Brillinger, and **New Learner's Dictionary with Thesaurus** by Jacinthe Paille.

### TESL KINGSTON

TESL Kingston's AGM and 25<sup>th</sup> anniversary took place in May 2004, with guest speaker Eleanor Rogers presenting an overview of the history of TESL Kingston. In October 2004 a workshop was held on Immigration issues with a panel of local professionals. In February 2005 a workshop day was devoted to Best Practices (Humour in the classroom, Pronunciation, Planning and Time Management), followed by a May 2005 presentation by Doug Ronson describing the new TOEFL test.

### TESL LONDON

TESL London presented a busy schedule of a TESL Book Fair in September 2004 and a "Breaking Bread Potluck" in October. All the Potluck proceeds went towards helping Afghani Women in the London Region. This was followed by a full day Conference in March 2005 which featured Plenary Speakers Farahnaz Nazir and Cheshmak Farhoumand-Sims presenting **Women and Peace Building in Afghanistan** and a full schedule of sessions, amongst them **Doing More With E-Mail** by Kelly Wharton, **Meeting the Needs of ESL Students in the Mainstream Classroom** by Janet Watkins, and **Keys to Literacy for Newcomers** presented by Robin Pearson.

## **TESL NORTH YORK/YORK REGION**

In October 2004 TESL North York/York Region held a weekday mini-conference, publishers' display and AGM. Following the election of the new executive, a lucky attendee won the draw for a free TESL Ontario membership. Three concurrent workshops were **Bringing Pop Songs into Adult ESL** with Susan Blakelock, **Active and Interactive Ways of Reviewing Vocabulary** with Carmen Craioveanu and Kathy Coleman, and **Variety is the Spice of this Workshop** with Loretta Meaker.

TESL North York/York Region's Saturday Spring Conference was held in April 2005. Among a total of eight workshops were **I Can't Believe I learned Grammar** with Andrew Taylor, **Where's Your Funny Bone?** with Eileen Paulsen and **My Students' Favourite Communicative Activities** with Terri Rivest.

## **TESL OTTAWA**

TESL Ottawa's Autumn Event in October 2004 featured Plenary Speaker **Katherine Barber**, an "Ask the Experts" Panel, and a Used Book Sale.

TESL Ottawa was also honoured to host the 18<sup>th</sup> TESL Canada Conference from May 26-28, 2005 at the Westin Hotel in downtown Ottawa. The conference featured plenaries by Karen E. Johnson and Elana Shohamy, a breakfast with the stars, themed lunch discussions, a research symposium, publishers' displays and more than 100 workshops to choose from. Over 600 participants from across Canada and from overseas came out for the event.

## **TESL PEEL/HALTON/ETOBICOKE**

TESL P/H/E presented its AGM and Fall Workshops in an evening format in October 2004, with a Plenary Speech by Chief Julian Fantino. The sessions included **Pronunciation: Quick Fix** by Denise Copland, **Teaching grammar in the high ESL/Advanced ESL class** by Marjatta Holt, and **Dance your stress away** by Jane Stewart.

The Spring Workshops held in May 2005 featured plenary speaker Uzma Shakir, from The Council of Agencies Serving South Asians. The sessions featured included **Start your lesson with a song** by Liset Rieger, **Confused Cultural Encounters in the ESL Classroom** by Dianne Tyers and **Conversation preparation for TOEFL and Test for Spoken English** by Giovanna Coscarelli.

## **TESL SUDBURY**

In October 2004 TESL Sudbury held a workshop at Laurentian University, featuring Leslie Lay and Joanny Elvy presenting **Re-thinking the China Syndrome....Popular**

**film as a means of engaging ESL Learners** where SPELL students at Algoma University College (Sault Ste. Marie) explore issues surrounding corporate responsibility; ethic and moral decision-making; scientific terminology; environmental and media issues, as initiated by the 1978 film “The China Syndrome”. Peggy Morin presented a lesson plan incorporating dictionary usage, and Georgia Irwin from Nipissing University provided insightful information on engaging ESL units from the BBC.

## **TESL TORONTO**

TESL Toronto’s Fall Conference, held in October 2004 featured Keynote Speaker Nick Elson presenting **Lessons from Learners**. Amongst the many and varied sessions offered were **Using Canadian Films in the ESL Classroom** by Laurie Lambert and Jacques Viau, **Everybody Loves Raymond** presented by Cheryl Richman, and **North American Pronunciation** by Jennifer Harris and Douglas Orme.

TESL Toronto’s Spring Conference in May 2005 featured **Giving Feedback on Writing** by Marijke Wertheim, **Computer Workshop for Creating Materials** by Jennifer Harris, and **Making Sense of the Article** by Marjatta Holt.

## **TESL WATERLOO-WELLINGTON**

TESL Waterloo-Wellington featured a Breakfast and Workshop in October 23, 2005 which included four sessions: **Listening Tasks for Beginners** by Cheryl Woodman, **New Ministry Guidelines for Parents** by Peter Dorfman, **The Mentoring Process** by Laura Stoutenburg, and **Getting With the Program** by Judy Jewinski.

This was followed by a February 2005 presentation which included **Blending Drama and Prosody to Enhance Communication** by Brenda Martin and **Conceptual Fluency Theory, Anchoring & Building Vocabulary** by Kathryn Brillinger. Dr. David Wood was the Guest Speaker at TESL Waterloo-Wellington’s AGM in May 2005, presenting **The Link between Temporal Variables and Formulaic Language**.

## **TESL WINDSOR**

TESL Windsor held a workshop in February 2005 on Learning Disabilities in Adult ESL Students. The guest speakers were Bev Clarke, the Executive Director of the Learning Disabilities Association of Windsor, and Joe Casey from the Psychology Department of the University of Windsor.

## CONTACT

*Contact*, TESL Ontario's professional development magazine, was first established in 1974, and has developed into a sophisticated, theme-based publication. It is published online three times a year to meet the needs of various ESL/ELD constituencies.

For easier access and wider availability we have moved *Contact* from the Members only section to the public area on our website. You can access it through **Publications** on [www.teslontario.org](http://www.teslontario.org) for viewing or printing. Information related to elementary, secondary, university and college, credit, non-credit, adult and LINC programs is conveyed through articles, language profiles, conference proceedings, letters and book reviews in a theme-based format. Settlement and community agencies are profiled on a regular basis, increasing awareness of available services and common issues.

Our exchange of newsletters continues with several community agencies, including the Literacy community for both ESL and Literacy, TESL Affiliates in other provinces and the United States, as well as ESL organizations in Japan, New Zealand, Australia, Venezuela, Cuba and Thailand.

In addition to the three regular issues mentioned above, TESL Ontario also publishes a Special Issue that features the previous year's Research Symposium presentations. The refereed articles are grouped by theme and the Research Symposium issue is available after the TESL Ontario Conference in the New Year.

Four issues of *Contact* have been produced in the 2004/05 (April 04 – March 05) year. Most *Contact* issues feature an organizational profile of a settlement agency and highlight emerging groups or issues on immigrants or refugees. Reader participation and input is encouraged through the "Letter to the Editor" column.

### **Volume 30, No. 2, Spring Special Issue 2004, Special Research Symposium Issue**

A special issue of *Contact* containing a selection of the presentations from the 2003 Research Symposium.

### **Volume 30, No. 3, Summer 2004, 2003 Conference Proceedings Issue**

TESL Ontario's regular Conference Proceedings issue grouping key presentations made at the TESL Ontario 2003 Conference.

**Volume 30, No. 4, Fall 2004**

Our back-to-school September issue containing the following articles:

- An Introduction to Sociocultural Theory Perspective in the L2 Classroom by Jill Cummings and Huamei Han
- A Personal Reflection on Doing a Master's Degree
- Starting an Adult ESL Book Club

**Volume 31, No. 1, Spring Issue 2005**

The Conference Proceedings Issue, published earlier in the year than usual, covering 2004 Conference presentations.

## **TESL ONTARIO CERTIFICATION**

### **TTIRAC**

The TESL Training Institution Recognition Advisory Committee (TTIRAC) continues to refine the application requirements and review policy. Currently there are eighteen programs recognized as meeting TESL Ontario standards. The seven TESL Training Programs recognized in September 2000 recently had their recognition renewed for an additional three years by meeting the current criteria as outlined in the application form in the certification section of the TESL Ontario website. This month two programs recognized in November 2000 are being considered for renewal of their recognition. The major considerations are the program of studies, the professional credentials of instructors teaching in the program, the assessment procedures, the TESL training facilities and resources, and mechanisms for student and external program evaluation.

### **TESL Ontario Certificate for Instructors**

To the end of October 2005, 3675 instructors have received the TESL Ontario Certificate. Currently, an applicant has to have a minimum of a three-year degree, meet the language proficiency requirements if applicable, and have a certificate from a TESL Ontario recognized TESL training program, or the equivalent training and experience to be eligible for the TESL Ontario Certificate.

### **PLAR**

After the intake date of February 1, 2005 the Certification Review Board began referring applicants with significant TESL training and experience, whether it be from Ontario programs not currently recognized by TESL Ontario, programs from other Canadian provinces, or from other countries, for Prior Learning Assessment and Recognition (PLAR). Currently TESL Ontario has a one-year agreement for adjudication of credentials with the University of Saskatchewan CERTESL program to provide this service, which takes from two to three weeks after submission of the portfolio and supporting documents. To date, approximately thirty applicants have been referred to PLAR; four have completed the process and been TESL Ontario certified without having to do any additional course work.

### **Renewal of Certification**

Eighty-three percent of the first instructors certified in July 2000 have renewed their certificates by maintaining continuous membership in TESL Ontario and pursuing at least twenty-five hours of relevant professional development activities during the period of the Certificate. Six months before the renewal date, a certified instructor is sent a letter noting the date for receipt of the renewal application and outlining the requirements. Additional renewal information is available in the certification section of the website, as are answers to FAQs on the subject.

## **Appeals Process**

Any program or instructor denied TESL Ontario Certification may appeal the decision to the Appeals Committee within two months of the initial decision, and the Appeals Committee will render its decision eight weeks following the receipt of the appeal.

Applications are invited for membership on the Certification Review Board and the TESL Training Institution Recognition Advisory Committee, two of the three subcommittees of the TESL Ontario Certification Committee. This Call for Applications is posted on the TESL Ontario website. Currently the Appeals Committee has a full complement of five members.

## TESL ONTARIO'S RELATIONSHIP WITH OTHER ORGANISATIONS

- **CENTRE FOR CANADIAN LANGUAGE BENCHMARKS – CCLB.** The Centre for Canadian Language Benchmarks was established to promote the coherence, effectiveness and consistency of English as a Second Language Instruction, so that adult learners can become full participants in all aspects of Canadian society. TESL Ontario is represented on the Board of CCLB to provide leadership and support as the major provider of professional development to practitioners of ESL in Ontario <http://www.language.ca>.
- **ONTARIO REGIONAL LINC ADVISORY COMMITTEE (ORLAC) – CITIZENSHIP AND IMMIGRATION CANADA.** We continue to provide professional advice in regard to LINC delivery systems through representation at the Ontario Regional LINC Advisory Committee, which operates under the auspices of the Ontario Settlement/Port of Entry Directorate, Citizenship & Immigration Canada. Please refer to the LINC section on our website [www.teslontario.org](http://www.teslontario.org) which contains further information on ORLAC as well as Calls for Proposals.

In 2004/05, we have worked together with CIC on a number of projects involving LINC which are administered and coordinated through the TESL Ontario office:

- **SNAP/NEO (Settlement Newsletter Across The Province)**, the Citizenship & Immigration Canada Settlement Newsletter which is published in English and French.
- **ORLAC** - we continue to facilitate the administration of regular meetings for the Ontario Regional LINC Advisory Committee.
- **LINC CONFERENCE ASSISTANCE**, which funds the attendance of 500 LINC Coordinators and Instructors at the TESL Ontario Conference.
- **ESL/ELD RESOURCE GROUP OF ONTARIO (ERGO).** A representative from ERGO attends our Board meetings and exchanges information.
- **CONTINUING EDUCATION SCHOOL BOARD ADMINISTRATORS (CESBA).** Information exchange takes place through having a CESBA representative attend our Board meetings.

In addition to the LINC projects listed, Citizenship and Immigration Canada also funded another project, jointly with the Ministry of Education:

- **RESEARCH SYMPOSIUM** – its aim is to provide conference participants at the TESL Ontario Conference with an opportunity to learn about new research developments in L2 teaching, to discover how these new insights can inform their practice. The papers presented at the symposium were again published in a special refereed issue of *Contact*.

- **MINISTRY OF EDUCATION AND MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.** A representative from the Ministry of Training, Colleges and Universities sits on our Board and keeps us informed of changes and issues related to ESL. The Ministry of Education funds a portion of the Research Symposium project.

TESL Ontario participated in the Adult Education Review which had been initiated by the department of Kathleen Wynne, Parliamentary Assistant, Ministry of Training, Colleges and Universities. We developed the **TESL Ontario Position Paper on the Adult Education Review in Ontario**, which is published on our website [www.teslontario.org](http://www.teslontario.org), under the News section.

- **TESL CANADA FEDERATION.** The TESL Canada Federation Representative position represents TESL Ontario on the TESL Canada Board.

## **PUBLIC RELATIONS AND ISSUES**

The Public Relations and Issues Committee focused on three main areas during the last Year:

1. Lobbying and advocacy,
2. Improving communication with members, funders and relevant ministries,
3. Attracting media coverage for the TESL Association of Ontario.

### **Lobbying and advocacy**

With the arrival of each new Minister of Immigration, Minister of Education, Minister of Training, Colleges and Universities and Minister of Citizenship and Immigration TESL Ontario needs to introduce itself, to explain what it does to help all learners acquire better education/training and to integrate into Canadian society. In addition to doing this, we also sent a letter to the Minister of Education drawing his attention to the fact that ESL students (born here or abroad) do not receive adequate support to be able to catch up to their native-speaking classmates. We also requested that the Ministry make ESL a mandated subject thereby guaranteeing that it would have its own guaranteed source of funding. In addition, we asked the Ministry to reinstate ESL as a teachable subject within the regular B.Ed. program rather than having it as an additional qualification. As part of this initiative, the Public Relations and Issues Committee is going to launch a campaign in the near future demanding that the Ministry of Education mandate ESL. We made a similar request that Adult ESL be mandated thereby ensuring that monies intended for it specifically cannot be diverted to other areas at the discretion of school boards.

We applauded the Ministry of Education's initiative to extend funding for ESL from three to five years and the Ministry of Training, Colleges and Universities for working together with Citizenship and Immigration Canada to implement the Enhanced Language Training initiative.

In order to better serve the needs of our membership, the Committee, in conjunction with the Membership Committee and Webmaster, drafted a letter of welcome for new members outlining the advantages and benefits of being a member of TESL Ontario. In addition, the brochure on our organization was revised and reprinted.

Committee members or their designated representatives manned tables at the TESL Canada Conference and Affiliate Conferences to connect with our front-line members and to increase the visibility of our organization. With the same view in mind, we have contacted school boards and Faculties of Education about our upcoming 2005 annual conference drawing their attention to the Research Symposia on Literacy and Bullying that focus on the K-12 system.

Our President and Executive Director have also met with Dr. Bereskin (Ministry of Education), Kathleen Wynne (Ministry of Training, Colleges and Universities) and Joan Andrew, Deputy Minister of Citizenship and Immigration, to discuss issues of mutual

concern.

One of the major initiatives of this Committee has been to get more media coverage for TESL Ontario in both the print and electronic media. To achieve this, we have invited a specialist in public relations and marketing to our conference, contacted Ryerson College and University to determine if one of their students might be willing to do a media project on TESL Ontario and invited the media to our conference. We will also try to contact specific individuals who have a public persona to help us with this initiative. Our first efforts have been successful as Mike Colle, the new Minister of Immigration will be attending our banquet at the conference, and Kathleen Wynne, Parliamentary Assistant to the Minister of Education, will give a short speech at our Saturday Luncheon.

In the coming year, we intend to follow up on all these projects, reporting regularly on both our successes and setbacks on our webpage.

## **TECHNOLOGY AND RESEARCH**

This year, we focused our activities on providing accessible content to fit the new look of the TESL Ontario website. We worked to make the information relevant and easily understood as well as easily available under the appropriate headings and we heeded the numerous suggestions and input we received over the course of the year.

The constant tweaking of the site continues as we seek input from members and the users of the web site. We continue to try to improve the navigation and content through ongoing feedback from the Board and TESL Ontario members. We worked on our email system to be able to provide better and timelier communications with our members. We continue to offer online payment of membership and purchase of ads as well as the ability to link to “signup Master” for automated online conference registration.

We continue to partner with Acorn Global to offer Event casting with selections from the previous two TESL Ontario provincial conferences. Many members have taken advantage of the archived formats on the Internet both for professional development and for personal interest. We are continuing to provide these materials from the conference to the ESL community at large. We also will be adding to the materials this year by including two streams from the TESL Ontario 2005 Conference.

TESL Ontario continues to host the TESL Peel/Halton/Etobicoke website and we are working with other affiliates to help them establish their own websites or to enable them to host their web sites with TESL Ontario. We have added content to the Affiliate section and continue to look at ways to improve the information being provided. We are providing links to the affiliate websites and their newsletters. We are providing *Contact* online, and have recently moved it from the private Members’ Corner to the Publications section on the TESL Ontario website to make it more accessible.

Members are also able to check the affiliates’ events on the Calendar of Events posted on the Affiliate web page.

### **Initiatives for 2005-06**

The following are a number of initiatives that we are currently exploring:

- Discussion board for Members
- Online surveys for important issues in ESL

## **TESL ONTARIO ADMINISTRATION**

TESL Ontario now serves close to 3700 members, most of whom are TESL Ontario certified. The administration of TESL Ontario is carried out by four staff members:

Executive Director, Renate Tilson  
Membership Coordinator, Eva Csiszar  
Office/Conference Coordinator, Jean Hamilton  
Leslie Sheffer, Certification Coordinator

We certainly consider our Webmaster Kevin O'Brien, working out of Ottawa, a vital member of this team.

Under the direction of the Board of Directors, and supervision of the Executive Director, the office carries out the functions of office administration, membership support, financial management, project and contract administration, liaison function with Ministries, other agencies and the public, coordination of the TESL Ontario Conference, and of course TESL Ontario Certification.

## **TESL ONTARIO BOARD**

The volunteer Board of Directors of TESL Ontario is comprised of the core executive members and TESL Ontario's affiliate directors, representing the executive of each of our twelve Affiliates, as well as a representative from the Ministry of Training, Colleges and Universities. In addition, we have representatives from ERGO (ESL/ELD Resource Group of Ontario) and CESBA who attend part of our Board meeting for information-sharing purposes with the two organisations. We have five Board meetings per year, and a portion of each Board meeting day is devoted to Working Committees in the areas of Certification, Conference, Website and Public Relations.

## **THANK YOU**

It is through the support of many that the work of TESL Ontario can continue. In the past year we have strengthened our ties with government, at the local level where the City of Toronto declared the week of our Conference ESL week, and also at the provincial level following the spring announcement that the portfolio for adult ESL would move to the Ministry of citizenship and Immigration. We are grateful for funding support from the Ministry of Education and Citizenship and Immigration Canada.

We are reliant upon numerous member volunteers who give freely of their time and expertise to TESL Ontario. Locally, members participate on affiliate boards, and present workshops. Provincially, our affiliate director and members of the TESL Ontario

Executive commit to five Saturdays per year to attend TESL Ontario board meetings and carry out the mandate of the organization. Many other member volunteers contribute their time and expertise to vital areas such as Conference, TESL Ontario Certification, Website and *Contact*.

## **2004/2005 BOARD OF DIRECTORS**

### **NON-AFFILIATE DIRECTORS**

President	Barbara Krukowski
President-Elect	Sharon Rajabi
Secretary-Treasurer	Joyce Ivison
Certification Chair	Sophie Beare
Membership Secretary	Cathy Haghighat
Conference Chair	Cheryl Richman
Public Relations & Issues Chair	Bob Courchêne
Technology & Research Chair	Kevin O'Brien
TESL Canada Representative	Shailja Verma
Member At Large	Namita Aggarwal
Member at Large	Abai Coker

### **AFFILIATE DIRECTORS**

Durham	Veronica Vulić
Hamilton-Wentworth	Roberta Rodenhizer
Kingston	David Craig
London	Theresa Hyland
Niagara	Anastassios Spanos
North York/York Region	Claudie Graner
Ottawa	Carolyn Wood
Peel/Halton/Etobicoke	Denise Copland
Sudbury	Joanne Elvy
Waterloo-Wellington	Sheila Nicholas
Toronto	Saskia Stille
Windsor	Marilyn Johnston

**TESL ASSOCIATION OF ONTARIO**  
**ANNUAL FINANCIAL STATEMENTS**  
**MARCH 31, 2005**

**TESL ASSOCIATION OF ONTARIO**  
**INDEX TO THE ANNUAL FINANCIAL STATEMENTS**  
**MARCH 31, 2005**

Page 1	Auditor's Report
Page 2	Statement of Financial Position
Page 3	Statement of Operations and Net Assets
Page 4	Schedule of Project Contributions
Page 5	Schedule of Conference Expenses
Page 6	Notes to the Financial Statements

# *Julius L. Rédly*

**CHARTERED ACCOUNTANT**

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North York, Ontario; M2L 2L7  
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## **AUDITOR'S REPORT**

### **To the members of TESL Association of Ontario**

I have audited the statement of financial position of TESL Association of Ontario as at March 31, 2005 and the statement of operations and net assets for the year then ended. These financial statements are the responsibility of the association's management. My responsibility is to express an opinion on these financial statements.

I conducted an audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatements. An audit includes examination, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many non-profit organizations, TESL Association of Ontario derives part of its revenue contributions from the general public in the form of project administrations, membership fees, certification fees, conferences and meetings which are not susceptible to complete audit verification. Accordingly, my examination was limited to the examination of banking transactions for those activities for the year ended March 31, 2005.

In my opinion, except for the effect of the adjustments, if any, had project administrations, membership fees, certification fees, newsletters, conferences and meetings been susceptible to complete audit verification, these financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2005 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

TORONTO, CANADA  
July 5, 2005

  
Chartered Accountant

**TESL ASSOCIATION OF ONTARIO**

Incorporated without share capital under the Laws of the  
Province of Ontario as a non-profit organization.

**STATEMENT OF FINANCIAL POSITION****AS AT MARCH 31, 2005**

(with comparative figures as at March 31, 2004)

**ASSETS**

	<u>2005</u>	<u>2004</u>
Current		
Cash on hand and in bank	\$ 72,626	\$ 118,121
Term deposits-including accrued interest	334,571	259,095
Accounts receivable	38,365	37,896
Prepaid expenses	<u>7,871</u>	<u>5,000</u>
Total assets	<u>\$ 453,433</u>	<u>\$ 420,112</u>

**LIABILITIES**

Current		
Accounts payable and accrued charges	\$ 53,503	\$ 45,101
Revenue received in advance	<u>10,618</u>	<u>-</u>
Total liabilities	<u>\$ 64,121</u>	<u>\$ 45,101</u>

**NET ASSETS**

Per attached -see page 3	<u>389,312</u>	<u>375,011</u>
	<u>\$ 453,433</u>	<u>\$ 420,112</u>

The attached notes form an integral part of these financial statements!

Approved: \_\_\_\_\_

**TESL ASSOCIATION OF ONTARIO**  
**STATEMENT OF OPERATIONS AND NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2005**

(with comparative figures for the year ended March 31, 2004)

	<u>2005</u>	<u>2004</u>
Revenue		
Contributions		
Projects - per page 4	\$ 359,981	\$ 340,041
Membership fees	241,742	239,047
Certification fees	21,654	17,133
Others	4,332	4,535
Affiliates' mini conferences	42,715	38,970
Interest	<u>2,048</u>	<u>11,956</u>
Total revenue	<u>\$ 672,472</u>	<u>\$ 651,682</u>
Expenses		
Annual TESL Ontario Conference		
- per page 5	\$ 162,117	\$ 158,756
Affiliates' mini-conferences		
- per page 5	50,681	49,570
Certification costs	11,689	9,662
Other project expenses	63,169	67,068
Salaries and employee benefits	146,729	140,264
Rent, telephone and utilities	24,406	24,709
Memberships and affiliation expenses	57,603	58,205
Contact newsletter	6,347	8,462
Meeting expenses	32,883	20,138
Computer and equipment purchase/rental	21,269	9,793
Stationery, supplies, postage and couriers	14,806	13,204
Website costs	18,485	12,457
Office and general	<u>47,987</u>	<u>27,264</u>
Total expenses	<u>\$ 658,171</u>	<u>\$ 599,552</u>
Excess of revenue over expenses for the year	\$ 14,301	\$ 52,130
Net assets - opening balance	<u>375,011</u>	<u>322,881</u>
- closing balance	<u>\$ 389,312</u>	<u>\$ 375,011</u>

**TESL ASSOCIATION OF ONTARIO**  
**SCHEDULE OF PROJECT CONTRIBUTIONS**  
**FOR THE YEAR ENDED MARCH 31, 2005**

(with comparative figures for the year ended March 31, 2004)

	<u>2005</u>	<u>2004</u>
Project contributions:		
Annual TESL Ontario Conference		
Registration and publishers	\$ 123,664	\$ 99,109
Citizenship and Immigration Canada		
LINC – Conference Assistance	144,106	158,334
- Research Symposium	<u>32,772</u>	<u>34,886</u>
	\$ 300,542	\$ 292,329
Ministry of Citizenship, Pay Equity Program	9,259	9,259
Ministry of Education		
Research Symposium	5,000	5,000
Citizenship and Immigration Canada		
LINC – UP (SNAP)	23,040	16,023
ORLAC	<u>22,140</u>	<u>17,430</u>
	<u>\$ 359,981</u>	<u>\$ 340,041</u>

**TESL ASSOCIATION OF ONTARIO**  
**SCHEDULE OF CONFERENCE EXPENSES**  
**FOR THE YEAR ENDED MARCH 31, 2005**

(with comparative figures for the year ended March 31, 2004)

	<u>2005</u>	<u>2004</u>
Annual TESL Ontario conference		
Planners' fees	\$ 28,363	\$ 29,771
Conference Assistance - registrants' travel and accommodation	56,217	55,156
Printing, supplies and miscellaneous	26,896	19,466
Rentals	<u>50,641</u>	<u>54,363</u>
	<u>\$ 162,117</u>	<u>\$ 158,756</u>
 Affiliate mini-conferences		
Honoraria and salaries	\$ 9,851	\$ 9,328
Printing, supplies and miscellaneous	15,489	11,179
Meeting expenses	<u>25,341</u>	<u>29,063</u>
	<u>\$ 50,681</u>	<u>\$ 49,570</u>

**TESL ASSOCIATION OF ONTARIO**

**NOTES TO THE FINANCIAL STATEMENTS**

**MARCH 31, 2005**

1. TESL Association of Ontario was established in 1972 as a not-for-profit organization serving the needs of teachers of English as a Second Language. In its commitment to professional development and advocacy, TESL Association of Ontario addresses the range of competencies, experiences and issues which influence the success of immigrants, refugees, visa students and others who learn English.
  
- 2.a. Significant accounting policies:
 

TESL Association of Ontario uses the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable. Interest income is recognized as earned, based on the accrual method.
  
- b. Capital assets are expensed as purchased.
  
3. These financial statements include the revenues and expenses of the following Affiliates:
 

Durham	Hamilton-Wentworth
Kingston	London
Niagara	North York-York Region
Ottawa	Peel/Halton/Etobicoke
Sudbury	Waterloo-Wellington
Toronto	Windsor
  
4. No statement of cash flows is presented as it would not add to the disclosure of these financial statements.
  
5. TESL Association of Ontario is exempt from income taxes due to its not-for-profit status under the Income Tax Act.
  
6. TESL Association of Ontario has entered into a new five year lease, commencing April 1, 2005, paying a monthly rent of \$ 3,150 plus occupancy cost.
  
7. The operations of TESL Association of Ontario is dependent on the income generated by the project revenues as provided by various Government agencies as well as on membership and certification fees.