



TESL ONTARIO ANNUAL REPORT

For the year 2011-2012



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Message from the TESL Ontario Board of Directors



Reporting on a learner's progress is integral to their success. In our busy professional lives, however, it is not often that we take the time to contemplate our own successes. Our Annual Report is our opportunity to do just that—a reflection on the work we have accomplished over the past 12 months.

When I reflect upon the accomplishments of the Board, the highlights that come to mind are meetings where we were interacting with our members. For example, at the joint meeting in January, the Affiliate Representatives presented reports on our sector from their particular perspectives. Another example was the March meeting where the Board reviewed the results of the first Membership Survey as well as the results of a survey of LINC and ESL program managers and coordinators regarding the Canada-Ontario Immigration Agreement. At the June meeting we discussed recently published research on language training and settlement in the context of the announcements that Canada would be revising its immigration policies, and reflected on the possible impact on the future of our sector and our organization.

While the Board was looking at the bigger picture, the staff of the TESL Ontario office were busy executing the projects initiated under our strategic plan. On behalf of the Board, I wish to thank Renate Tilson, the Executive Director, and the staff, Eva Csiszar, Operations Administrator; Reza Mazloom-Farzaghy, Accreditation Services Manager; Allison Keown, Member Services Manager; Carolina Zuza, Accreditation Coordinator and Kevin Gamble, Office Coordinator, for their commitment to excellence.

Finally, a heartfelt thank you to all the members who volunteered in numerous capacities on affiliate executives and committees as well as the working committees of TESL Ontario in the past year. Your commitment to your professional community and the generous gift of your time have contributed greatly to the actualization of our vision of TESL Ontario as a supportive community of English language educators.

A handwritten signature in black ink that reads "Sheila Nicholas".

Sincerely,
Sheila Nicholas, Chair

Thank You For Your Support

We wish to thank our funders, whose support allows us to carry out our mandate to the best of our abilities:

- Citizenship and Immigration Canada
- Ontario Ministry of Citizenship and Immigration

TESL Ontario also wishes to thank its Affiliates, who over the year have continued to commit their time and energy to provide appropriate professional development opportunities in their respective areas, and a special thank you to the many TESL Ontario volunteers who have contributed their time and expertise.

Thank you to our membership for your continued support and feedback. We continue to work hard on your behalf and strive towards providing the best possible service for you.



TESL Ontario's 39th Annual Conference

“Language Learning: A Focus On Success”

The 39th Annual TESL Ontario Conference, “Language Learning: A Focus On Success” was held at the Sheraton Centre Toronto Hotel from October 27 to 29, 2011. Over 1500 delegates attended, 719 of whom were LINC and ELT personnel who received conference assistance from Citizenship and Immigration Canada. An additional 244 ESL delegates were supported by Ontario Ministry of Citizenship and Immigration.

The **plenary speakers** provided an in-depth look at various aspects of language acquisition. Donna Brinton, from the University of Southern California, discussed new methodological paradigms in her topic *English Language Teaching Methods—What’s New Under the Sun?* Dr. Peter MacIntyre, a professor of psychology at Cape Breton University, presented *A Focus on Successfully Transforming Second Language Learners into Language Speakers: The Psychology of Second Language Learners and Communicators*. Jowi Taylor shared his story of creating an instrument that would reflect Canada’s rich history in his presentation *What’s Your Canada?: Building the Six String Nation*. Several of the speakers also shared their views in the 12th Annual Research Symposium.

The **12th Annual Research Symposium** was held as part of the Conference and included nine presentations that addressed one of three topics, which included: *Adult*

Learners—Are we meeting their needs?; and Pronunciation in the ESL classroom and Willingness to Communicate in L2. The three topics were each presented in three-hour sessions that included time for presenters to respond to questions arising from their presentation and for symposium participants to engage in discussion with their presenters. All three topics were well attended.

The **6th Annual Panel Discussion**, *Building Pathways to Learner Success*, provided an opportunity for conference delegates to hear representatives from Citizenship and Immigration Canada, Ontario Ministry of Citizenship and Immigration, Ministry of Training, Colleges and Universities and Ontario Ministry of Education. Each shared updates and discussed new initiatives relevant to professionals working with English language learners in Ontario.

The participants in our **Technology Fair** enjoyed a wide range of workshops and a high calibre of presentations and had access to a myriad of sessions: hands-on workshops as well as research sessions on wireless and Web 2.0 technologies. The Technology Fair sessions were fully booked during the 3-day event.

In addition to those highlights, attendees had nearly two hundred workshops and presentations from which to choose over the three days. It is extremely gratifying to have so many ESL professionals volunteering to share their insights, best practices and innovative ideas with their peers. Participants were also able to enhance their knowledge regarding technology in the classroom. The extensive exhibitor displays are always popular and provided participants an opportunity to examine and purchase the latest ESL resources.

The response to our first ever “Going to the Theatre” option proved popular. Over one hundred delegates took advantage of reduced ticket prices to see either *Private Lives* or *Chess* at local theatres.

The Welcome Reception provided an additional opportunity for networking and to recognize the winners of the various ESL contests in celebration of ESL week. Each year the

number of communities that recognize ESL Week increases; this year over 50 cities, towns and municipalities acknowledged the importance of English as a Second Language education by declaring ESL Week.

The Friday evening dinner and entertainment provided an opportunity to relax. Three individuals were recipients of a TESL Ontario Silver pin in recognition of their outstanding contributions to the field of ESL. Following a delicious dinner, the crowd enjoyed the music of Swing Shift “Little” Big Band.

Every year TESL Ontario records over 50 hours of presentations and makes these webcasts available to the membership at large as soon after the conference as possible. These 50 plus hours are available free to our membership and to the presenters through the TESL Ontario website.

The success of the conference depends largely on the volunteers who present, monitor doors or staff the registration desk. The conference could not exist without their commitment and effort; the conference committee is most appreciative of their dedication to our profession.



Overall, the conference was excellent this year. We had great symposia on Thursday (Literacy and Adult learners) and Friday (research on pronunciation) and very inspirational plenary, What’s Your Canada, on Saturday. The conference was informative e.g. regarding updates on: CLARS, HARTS system, Financial Literacy Resource, Tutela.ca, CLB Revision and Validation, Portfolio, ongoing Assessment, etc., in addition to many good workshops and presentations.

Conference Evaluation Survey response

The workshops are very informative and useful. Lecturers are very professional and knowledgeable in their field, and I benefit a lot from sitting these workshops!

Conference Evaluation Survey response

This was an extremely well organized conference. The venue was great, the spacing of workshops and activities excellent and it was comfortable to navigate.

Conference Evaluation Survey response

I hope that in the future there will be more webcasts available for viewing. It is wonderful to sit here at home and receive all of this information. I am able to choose any presentation I would like to attend...

Frances J.



Affiliate Activities

TESL Durham

TESL Durham held its Fall Workshop on October 1, 2011. Margaret Stasiak presented about new citizenship resources and how they can be implemented by instructors who are interested in teaching Canadian citizenship topics in their programs. The conference also contained a Canadian Citizenship material swap.

The TESL Durham Spring Workshop on April 21, 2012, in partnership with the Region of Durham, contained presentations based on the curricula of the www.durhamimmigration.ca website and included outcomes, tasks and activities for teachers to use in their classes.

TESL Hamilton-Wentworth

TESL Hamilton-Wentworth held its Annual General meeting at Olympia Banquet Centre on October 21, 2011. The guest speaker, Carole Bertuzzi Luciani, presented *A Mood-ivational Speaker*.

TESL Hamilton-Wentworth presented its Annual Spring Conference on April 21, 2012 at the Hamilton Convention Centre. The conference, titled *Peace & Diversity through ESL*, featured eight workshops on a variety of ESL related topics, as well as a publisher's display, cultural vendors and networking opportunities.

TESL Kingston

TESL Kingston's Fall Workshop was held on November 12,

At top of page: TESL Kingston – Multicultural Festival.

2011. Kathryn Brillinger presented two sessions: *Grading Written Work to Help ESL Learners and Evaluating Possible Pronunciation Issues*.

On February 25, 2012 TESL Kingston held its Winter Workshop entitled *Review of Best Practices, A Sharing Session* for Teachers of English as a Second Language. The workshop contained six presentations on a wide range of ESL related topics.

TESL London

On October 5, 2011, TESL London held its annual Wine and Cheese event at the Highland Country Club. It was an evening of networking and professional development.

TESL London held a Technology PD event on February 29, 2012, which focused on utilizing technology in the classroom. The topics included using Smart Boards, Wikis and PowerPoint.

TESL London held its Spring Conference *Springing Forward* on April 21, 2012 at Fanshawe College. Plenary Speaker, Judy Thompson, presented *Turn! Turn! Turn! To Everything There is a Season*. The conference also included six breakout sessions, a publisher's display and an awards banquet.

TESL North York / York Region

TESL North York/York Region held its Fall Conference and AGM on October 4, 2011 at the Thornhill Community Centre. The event featured keynote speaker, Lesline Smikle, as well as a book display and exchange, dinner and dessert.

On April 28, 2012, TESL North York/York Region presented a Spring Conference that featured 12 workshops on a wide range of ESL related topics, as well as a publisher's display and lunch.

TESL Ottawa

TESL Ottawa held its Winter Conference on February 4, 2012. The Conference included a Plenary presentation from Yasir Naqvi, MPP Ottawa Centre, as well as two workshops and a publisher's display.

On May 5, 2012, TESL Ottawa held an Annual Spring

Event and AGM. The event featured a presentation from Citizenship and Immigration Canada on preparing for Citizenship, and Keynote speaker, Dr. Josée Labrosse presented *Laughter: The Best Medicine for Reducing Stress*.

TESL Peel / Halton / Etobicoke

TESL PHE held its Annual Fall AGM and PD Workshop on September 29, 2011. The event featured Keynote speaker, Kathryn Billinger, who presented *Our Journey as ESL Teachers*. The event also featured nine workshops on a wide range of ESL related topics. The attendees also enjoyed dinner and ample networking at the evening event.

On May 17, 2012, TESL PHE held its Spring PD Workshops in Mississauga. The conference featured a keynote address from Sharon Rajabi, *The Ever Changing Role of Teachers: Is Teaching Still Relevant?*. The event also included eight workshops on a wide range of ESL related topics, peer networking and dinner.

TESL Toronto

In lieu of a fall conference in 2011, TESL Toronto presented a fall/winter series of professional development events including:

- A special presentation by Shelly Terrell on the *30 Goals Challenge*, held on September 23, 2011
- A Workshop with Carolyn Samuels: *Pronunciation Improvement through Music Connections*, held on November 19, 2011
- *An ESL Survivor Kit, or Refresher course* presented by Fran Marshall, on January 28, 2012
- *The TESL Toronto Special Event: Employment Evening held on March 1, 2012*. The event featured an expert panel of ESL professionals who spoke about what employers are looking for and how to get your foot in the door.

TESL Toronto held its Spring 2012 Conference on May 5, 2012. The full day conference featured 24 workshops and presentations on a large number of topics related to the field of language training.

TESL Waterloo-Wellington

TESL WW held its 2012 AGM and Spring Workshops on

May 12, 2012. Keynote speaker Lindsay Brooks presented *Dynamic Assessment: Bringing Instruction and Assessment Together*. The event also included a TESL Talk guided discussion presentation, as well as six workshops.

TESL Windsor

On April 28, 2012, TESL Windsor held its Spring Workshop and AGM. Ken Lackman presented *Lexical Approach*, a workshop that provided attendees with a brief explanation of the revolutionary and easily implemented way of language teaching.



TESL London – Registration Table



TESL Ottawa



TESL Windsor



Member Services

In the fall of 2011, TESL Ontario unveiled a **new logotype** for our growing association. The new logotype, which was officially unveiled at the Annual General Meeting at the 2011 TESL Ontario conference, was designed to depict the growth and forward motion of our association, as well as our members, who are the champions of English language learners in Ontario. In spring of 2012, all TESL Ontario affiliates received modified versions of the new TESL Ontario logotype. The affiliates will begin introducing these new logotypes over the next five years.



A **member survey** was composed and emailed to all TESL Ontario members in spring of 2012. There was an overwhelming response from the members, and the results from this survey have provided TESL Ontario with valuable demographic information and detailed insights about members current and future needs.

In the summer of 2012, TESL Ontario introduced a **new recognition award** *The Sparks of Excellence Award* that is designed to recognize and acknowledge the excellence and commitment of TESL Ontario members.

A new **Membership Minute e-Newsletter** was created in 2011. This is a quarterly publication that will primarily focus on member services and relations.

Features include:

- Member Profiles
- Member Q & A
- TESL Ontario news and updates
- Practitioners' Corner
- New member benefits and services
- Affiliate updates
- Available member resources
- Upcoming professional development events
- Website spotlight
- Career Corner



TESL Ontario provides excellent service already! Very friendly, knowledgeable and accessible staff.

Member Survey response

TESL Ontario is improving its services each year, and I appreciate that.

Member Survey response

I think TESL Ontario is doing a very good job providing opportunities for further contacts, education and networking opportunities.

Member Survey response

Congratulations on the new Membership Minute newsletter! I'm sure all TESL ON members will appreciate the information, and I like the idea of the Practitioners' Corner.

Cheryl F.

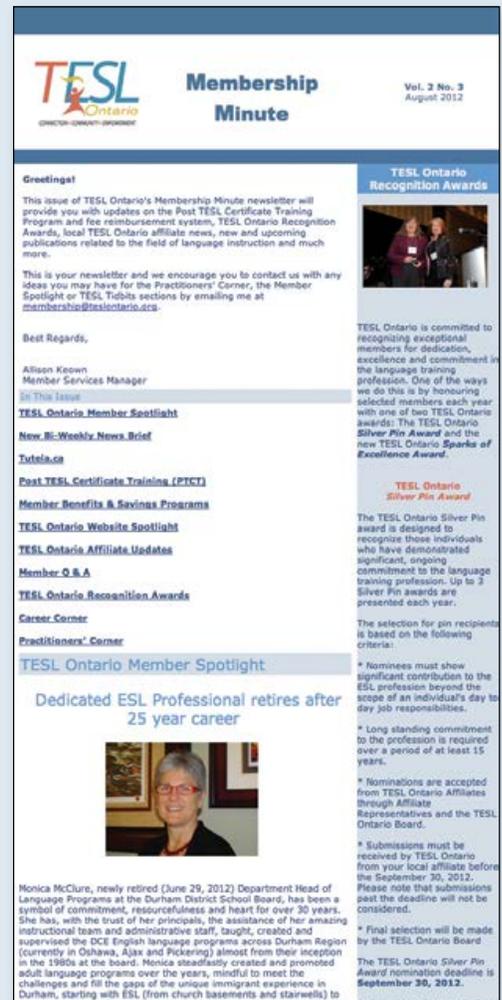
In 2012, TESL Ontario introduced a **new bi-weekly e-news publication**, *The TESL Ontario News Brief*, that features current news articles on topics affecting language training professionals.

In the past two years TESL Ontario has **significantly expanded its Member Savings and Benefits programs**. New additions include many new local bookstore discounts, theatre discounts at Stratford Shakespeare Festival, Mirvish Productions and DanCap Productions, as well as many new seasonal benefits for popular theme parks including Canada's Wonderland, CNE and MarineLand.

TESL Ontario **increased its online presence with new Social Media** accounts on Facebook, Twitter and LinkedIn. Since then, TESL Ontario has been actively using social media to promote TESL Ontario news and initiatives. TESL Ontario also began using Twitter at the annual conference in 2011 as a way to enhance the conference experience for attendees.

A **Member Email Archive** section was created on the TESL Ontario website. This new feature will ensure that members who do not have an email address, or members who missed any email communications can remain abreast of TESL Ontario news and happenings.

TESL Ontario expanded the contest activities for the annual **ESL Week contest** to include writing, photo and video categories. The changes were made in an effort to make the contest more dynamic and to allow learners and instructors with various creative strengths to participate.





Accreditation Services

Post TESL Certificate Training (PTCT)

In February 2012, the PTCT course accreditation guide was developed, and the first five applications were reviewed and approved by the TESL Ontario Adjudicator.

Language Instructor Accreditation

As per accredited TESL program directors' request, the TESL Ontario Accreditation Standards Committee discussed and approved the elimination of the practicum report requirement in February 2012.



In June 2012, to further streamline the accreditation application process, TESL Ontario replaced the full accreditation fee requirement with the pro-rated accreditation fee requirement for existing members' initial accreditation application.

During this report period, 473 new Language Instructor Accreditation applications (including 44 PLAR applications) and 54 accreditation reinstatement applications were approved.

TESL Trainer Accreditation

In November 2011, the standards for PTCT Instructor Accreditation were developed and added to the TESL Trainer Accreditation Guide. Also, in June 2012, upon consultation with the accredited TESL program directors, the TESL Ontario Standards Committee updated the TESL Trainer Accreditation Standards: (1) required ESL teaching experience went up from 1800 to 2000 including 1400 hours of Canadian experience; and (2) an alternative was added to the TESL-related degree requirement for Methodology Instructor and Practicum Supervisor roles.

During this report period, 26 new TESL Trainer accreditation applications were approved.



Many thanks for helping me navigate through various ESL/TESL accreditation requirements. In an age of rushed communications, your kind explanation was vastly more helpful than being immediately referred to a web-link. I will surely inform educators I know returning to Toronto about TESL Ontario.

John B.

Thank you, thank you, thank you! This is wonderful news [TESL Trainer Accreditation]. I really appreciate all your efforts in making this happen. I am very excited about what is now to come – thank you again!

Jennifer J .

Institutional Accreditation

Two new institutional accreditation applications and 19 institutional annual reports were processed and approved.

In November 2011, TESL Ontario updated the annual renewal fee for institutional accreditation. The new fee of \$350 will be in effect as of May 2013; however, TESL Ontario notified the accredited TESL Training Programs of the fee increase in November 2011 so that they would have sufficient time for their internal funding application processes.

Presentations, Event Participation, Training

During this report period, the TESL Ontario Accreditation Services Manager delivered four presentations on TESL Ontario Accreditation Services. Also, he participated in Brock University's Career Information Day (Jordan, Ontario), Richmond Hill Welcome Centre's Education Fair, Internationally Trained Professionals (ITP) Conference (Windsor), the 2011 CNNAR Canadian Regulators Conference (Toronto), two meetings of the Association of Accrediting Agencies of Canada (Ottawa) and the MPP Reception for Directors of Private Career Colleges (Toronto).

Accreditation Standards Committee

During this report period, the TESL Ontario Accreditation Standards Committee held five meetings, including one conference call meeting and one first-time meeting with the accredited TESL program directors.

Appeals Committee

In April 2011, the Terms of Reference and the required qualifications for membership in the TESL Ontario Appeals Committee were updated.

TESL Ontario has received no appeal applications during this report period.





Communications Advisory Committee

The Communications Advisory Committee continues to align its objectives with the strategic priorities set by the TESL Ontario Board of Directors. This year the committee undertook the following initiatives:

TESL Ontario News Brief

The TESL Ontario News Brief is an informative e-news publication that provides content relevant to the field of language training. The publication is designed to help you stay informed of news that may affect your profession and also contains a special *In the Classroom* section that will provide related articles to help you build on your classroom techniques.

Sparks of Excellence Award

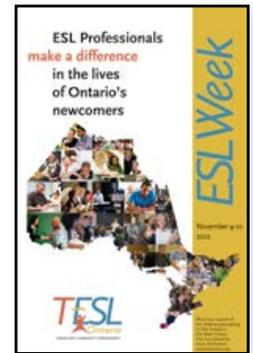
TESL Ontario has introduced the Sparks of Excellence Award. This new award is designed to recognize and acknowledge the excellence and commitment of TESL Ontario members.



We encourage all members to visit our website at www.teslontario.org to read about the Sparks of Excellence Award and help TESL Ontario to spread the word about this new award designed to recognize TESL Ontario members who go above and beyond the daily expectation of their jobs.

ESL Week Poster

This year TESL Ontario had a poster designed to help promote ESL Week across Ontario. TESL Ontario members were invited to vote on three poster concepts, and we are excited to announce that a winning poster concept was finalized and made available for download on the TESL Ontario website.



ESL Week Contest 2012 Activities

We continue to broaden the scope of the ESL Week contest by reaching out to a wider community of learners, instructors and organizations.

Under the capable guidance of Allison Keown, Member Services Manager, the committee created a comprehensive set of contest guidelines for the 2012 ESL Week for learners and instructors in the following categories:

- Short story
- Essay
- Poetry
- ESL blog
- Video
- Photo & photo collage

The grand prize winner and first place winner of each category will be honoured at the TESL Ontario Conference. Each first place winner received an invitation to the Welcome Reception at the annual TESL Ontario Conference in Toronto where they will be honoured for their contribution. All winners will receive a certificate of accomplishment in their category.

Social media

TESL Ontario has now a strong presence on Facebook, Twitter and LinkedIn. TESL Ontario members also contribute their ideas through the TESL Ontario Forum.

Committee members

The Communications Advisory Committee has accomplished a tremendous amount of work this year, which would not have been possible without the effort of a dedicated group of individuals who participate in meetings and take on the tasks. We thank them for their efforts and dedication.



Contact Magazine

Contact, TESL Ontario's professional development magazine, was established in 1974, and has developed over the years to match the changing needs of its evolving audience. *Contact* is published online four times a year. Each

year, the spring issue celebrates the previous year's annual conference and includes articles based on conference presentations. The second is a special refereed issue featuring the previous year's Research Symposium presentations. The fall and winter issues carry a wide range of research articles, lesson ideas, book reviews, special features and profiles of community organizations. The 2011/12 year saw the completion of volume 37 and the beginning of volume 38. *Contact* is available through the 'Publications' page on www.teslontario.org for viewing or printing.

Tania Pattison completed her term as *Contact's* editor with the publication of volume 37. The current editor is Brett Reynolds. Robert Courchêne and Hedy McGarrell continue



as editors of the special Research symposium edition.

With the new editor came a new look for the magazine. We have also shifted to a policy of allowing copyright to rest with the original authors.

The recent membership survey suggested that members wish us to prioritize practical teaching information, techniques and methods, lesson plans and classroom tools, and career advice. We will be soliciting these kinds of articles from writers, but we welcome, and indeed, depend on your unsolicited contributions.

Research

As an association working on behalf of educators, TESL Ontario appreciates the value of learning in order to understand. This goal has been a primary focus of the Research Committee this past year. Working with the Member Services Manager, the Research Committee has carried out a survey designed to help TESL Ontario understand how best to serve the membership. In this survey, we learned who you, the members, are; how varied your work and careers are; and what you need from your professional association.

This past year has also been one of learning for the TESL Ontario board: On the board's request, Committee members have explored issues related to the Canada-Ontario

Immigration Agreement (COIA). The committee launched an Ontario-wide consultation seeking input from administrators and coordinators on how this agreement might have an impact on the work and professional lives of TESL Ontario members. In the coming months, this information will help the TESL Ontario board stake a position on behalf of TESL Ontario members.

Finally, the committee continues to support one of the most basic functions of the association—the ongoing professional development of our members and the field. The Committee is pleased to have peer-reviewed a rich and diverse selection of research papers and posters for this year's Annual Conference.



Technology

Technology is changing at a rapid pace and TESL Ontario works hard to stay abreast of new developments and the new technologies. We explore the possible implications of these new developments to the TESL Ontario operations. Web 2.0 and the social media are very good examples of this evolution of technology. The way in which businesses and industries are using these tools to benefit their companies is important. Lessons can be learned from the explosion of the ways companies and organizations are utilizing the new Web 2.0 tools. These are important developments and TESL Ontario has been in the forefront of embracing these new tools to provide a richer experience and more opportunities for its members. These tools provide for more opportunity for members to connect not only with other members but also worldwide with colleges working in this field. It allows for more opportunities for the members to stay informed and to build communities to benefit everyone involved, teachers and students alike.

TESL Ontario also explored new technologies being used for organizations' web presence, with a view to the long-term technologies, which would provide the best path forward for the organization to meet the ever growing demands and changes we are seeing. During this process, new web technologies were chosen for the existing website. The upgrades also include a new look and feel and incorporate the new logotype developed by TESL Ontario. This technology was chosen for the richer experience it would provide our members and the general public when visiting the

website. It was also chosen for the flexibility it allowed us in moving forward and the ability to put control of making changes needed into the hands of the staff. This will allow us to provide a much faster way to disseminate important information and changes to our membership.

TESL Ontario also continued to upgrade technologies such as printers and computers in the office as were needed with a view to upgrading where possible incrementally so that we are not faced with a year where everything is in need of upgrading. We are able to plan upgrades to the hardware and software and to look forward to enable us to provide the best possible service to our members in the most cost effective solution.

TESL Ontario chose several new online tools to allow us to communicate better and to be able to receive much more valuable feedback from our members in all areas of the services we provide to them. These new tools include survey software and online form capabilities to expedite the process needed in time-sensitive situations.

TESL Ontario continues to research technology, both hardware and software and the Web 2.0 tools, to be able to provide its members with a positive and timely experience when looking for updated information, communicating with the various staff members and in maintaining and updating their appropriate professional records.



Memories of 2011-2012



Operations

TESL Ontario now serves over 4600 members, and a large number of members are TESL Ontario accredited. The operations side of TESL Ontario is carried out by six full-time staff members:

- Executive Director, Renate Tilson
- Operations Administrator, Eva Csiszar
- Member Services Manager, Allison Keown
- Accreditation Services Manager, Reza Mazloom-Farzaghy
- Accreditation Coordinator, Carolina Zuza
- Office Coordinator, Kevin Gamble

Under the direction of the Board of Directors, and supervision of the Executive Director, the office carries out the functions of Membership Support, TESL Ontario Accreditation, which includes TESL Ontario's PLAR service, Financial Management, Project and Contract Administration, Office Administration, Liaison Function with Ministries, other agencies and the public and, of course, the delivery of our large TESL Ontario Conference.

In addition, TESL Ontario relies heavily on the services of our Webmaster, Kevin O'Brien.

Affiliates

Each of the 12 TESL Ontario Affiliates has an executive body consisting of a President, Affiliate Representative, Treasurer and Membership Secretary, but may also include other positions such as Newsletter Editor, Communications Officer and Members-at-large. Both the Affiliate Membership Secretaries and the Affiliate Treasures meet regularly with their counterparts in the provincial office of TESL Ontario. The Affiliate Representatives also meet on a regular basis to share best practices and additionally meet once a year with the Board of Directors to contribute to the Board's awareness of the strategic issues of their members.

TESL Durham	TESL North York/York Region
TESL Hamilton-Wentworth	TESL Ottawa
TESL Kingston	TESL Peel/Halton/Etobicoke
TESL London	TESL Toronto
TESL Niagara	TESL Waterloo-Wellington
TESL Northern Region	TESL Windsor

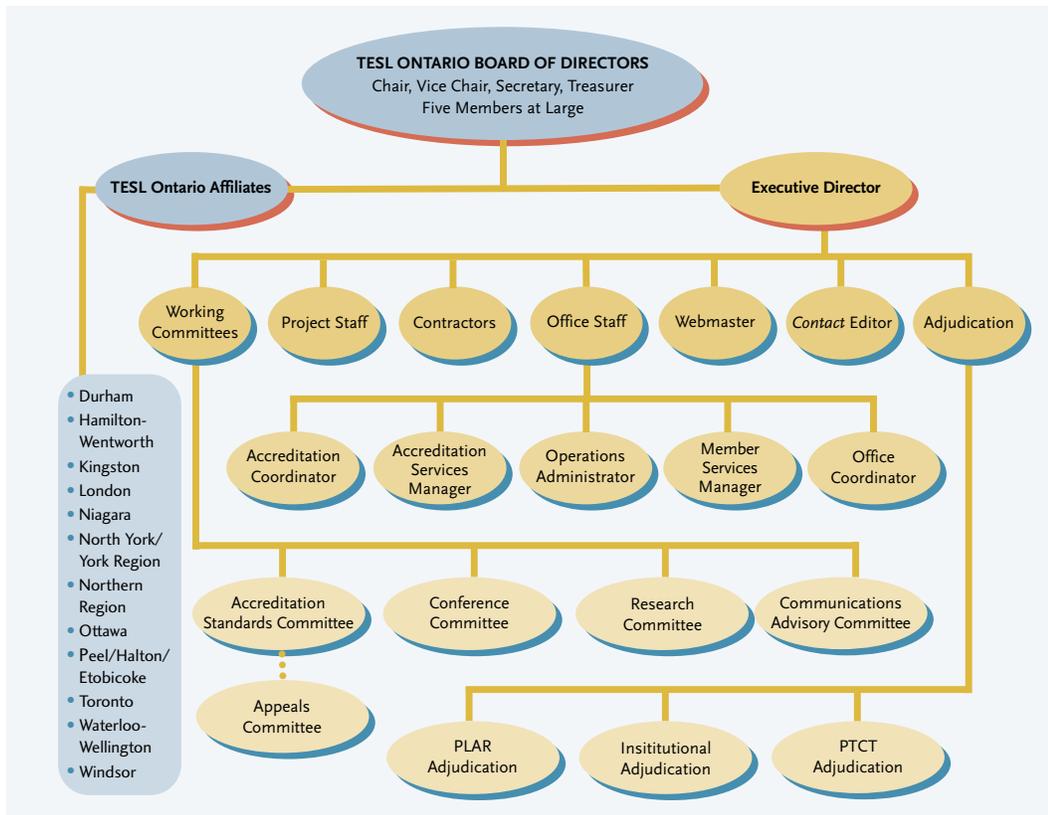
Board of Directors

The Board of Directors of TESL Ontario is comprised of nine members, all designated Members-at-Large. A Chair, Vice-Chair, Secretary and Treasurer are elected each year from amongst these nine Directors following the Annual General Meeting. The Board meets a minimum of five times per year. Operational matters of the association are managed by the Executive Director. The ED is guided and governed by Board policies and serves a pivotal role in the organization.

The TESL Ontario Board uses a policy governance model as its “operating system.” Policy Governance enables the Board to focus on the larger issues, to delegate with clarity, to control operation’s job without interference, to rigorously evaluate the accomplishment of the organization: to truly lead the association. The Board’s job is to decide, through strategic planning, the kind of “Targets” the association is to produce. It relies on the Executive Director to interpret and work with staff, paid and voluntary, to achieve the means to meet those targets.

2011/12 Board of Directors

Chair	Sheila Nicholas
Vice-Chair	Marilyn Johnston
Secretary	Philip Wachel
Treasurer	Sheila Carson
Member at Large	Jesse Black-Allen
Member at Large	Patricia Glogowski
Member at Large	Barbara Krukowski
Member at Large	James Papple
Member at Large	Art Rekhtin



Financial Report

The condensed financial information below represents the abbreviated annual financial statements of TESL Ontario for the year ended March 31, 2012.

The independent auditor's report and complete audited financial statements, which include notes and more detailed supplementary financial information, are available on the TESL Ontario website at www.teslontario.net/publication/annual-report.

Statement of Financial Position

as of March 31, 2012

	<u>2012</u>	<u>2011</u>
ASSETS		
Current Assets		
Cash on hand and in bank	\$290,688	\$220,047
Term deposits-including accrued interest	594,593	345,300
Accounts receivable	61,083	186,914
Harmonized Sales Tax recoverable	-	16,773
Prepaid expenses	10,470	4,566
	<u>\$956,834</u>	<u>\$773,600</u>
Capital Assets	25,903	23,239
Total Assets	<u>\$982,737</u>	<u>\$796,839</u>
LIABILITIES		
Current Liabilities		
Accounts payable and accrued charges	\$20,081	\$15,314
Harmonized Sales Tax payable	1,490	-
Total Liabilities	<u>\$21,571</u>	<u>\$15,314</u>
NET ASSETS	<u>\$961,166</u>	<u>\$781,525</u>

Statement of Operations and Net Assets

Year Ended March 31, 2012

	<u>2012</u>	<u>2011</u>
REVENUE		
Citizenship and Immigration Canada		
LINC/ELT Conference Assistance	\$477,104	\$635,667
Framework Project	288,726	507,560
SNAP	-	9,654
ORLAC	2,453	15,024
Ministry of Citizenship and Immigration		
ESL Conference Assistance	128,703	97,523
Pay Equity Program	9,259	9,259
Annual TESL Ontario Conference		
Registration and publishers	142,974	169,190
Membership fees	347,821	344,524
Accreditation fees	321,566	291,717
Affiliates' conferences	40,987	45,750
Other	14,446	17,209
Interest	5,055	3,219
Total Revenue	<u>\$1,779,094</u>	<u>\$2,146,296</u>
EXPENSES		
Annual TESL Ontario Conference	\$512,667	\$504,351
Affiliates' Conferences	64,970	72,921
Other project expenses	254,047	524,580
Salaries and employee benefits	291,516	281,982
Membership and affiliation expenses	83,986	75,946
Accreditation costs	131,686	132,625
Contact newsletter	7,200	4,600
Rent, telephone & utilities	52,010	50,792
Meeting expenses	49,704	49,308
Professional fees	10,601	10,000
Computer & equipment rental	9,066	8,966
Stationery, supplies, postage & couriers	16,503	10,374
Website costs	46,090	31,962
Office and general	62,799	69,828
Amortization	6,608	5,810
Total Expenses	<u>\$1,599,453</u>	<u>\$1,834,045</u>
NET REVENUE	\$179,641	\$312,251
NET ASSETS at beginning of year	781,525	469,274
NET ASSETS at end of year	<u>\$961,166</u>	<u>\$781,525</u>

TESL ASSOCIATION OF ONTARIO
ANNUAL FINANCIAL STATEMENTS
MARCH 31, 2012

JULIUS L. RÉDLY
CHARTERED ACCOUNTANT
Licensed Public Accountant

TESL ASSOCIATION OF ONTARIO
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MARCH 31, 2012

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Julius L. Rédly

CHARTERED ACCOUNTANT

Licensed Public Accountant

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INDEPENDENT AUDITOR'S REPORT

To the members of
TESL Association of Ontario

I have audited the accompanying financial statements of TESL Association of Ontario, which comprises the statement of financial position as at March 31, 2012 and the statements of operations and the unrestricted net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. Except as explained in the following paragraph, I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for a qualified audit opinion.

In common with many not-for-profit organizations, TESL Association of Ontario derives part of its revenue contributions from the form of membership fees and accreditation fees, which are not susceptible to complete audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Association and I was not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets.

Qualified Opinion

In my opinion, except for the effect of the adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning to the completeness of the contributions referred to in the previous paragraph, the financial statements present fairly, in all material respects, the financial position of TESL Association of Ontario as at March 31, 2011 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting standards for not-for-profit organizations.

August 22, 2011

TORONTO, CANADA

A handwritten signature in black ink that reads "Julius Reilly". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Chartered Accountant
Licensed Public 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 POSITIONAS AT MARCH 31, 2012

(with comparative figures as at March 31, 2011)

ASSETS

	<u>2012</u>	<u>2011</u>
Current		
Cash on hand and in bank	\$ 290,688	\$ 220,047
Term deposits-including accrued interest	594,593	345,300
Accounts receivable	61,083	186,914
Harmonized Sales Tax recoverable	-	16,773
Prepaid expenses	<u>10,470</u>	<u>4,566</u>
Total current assets	\$ 956,834	\$ 773,600
Capital assets -Note 2.b.	<u>25,903</u>	<u>23,239</u>
Total assets	<u>\$ 982,737</u>	<u>\$ 796,839</u>

LIABILITIES

Current		
Accounts payable and accrued charges	\$ 20,081	\$ 15,314
Harmonized Sales Tax payable	<u>1,490</u>	<u>-</u>
	<u>\$ 21,571</u>	<u>\$ 15,314</u>

UNRESTRICTED NET ASSETS

Per attached -see page 4	<u>\$ 961,166</u>	<u>\$ 781,525</u>
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The attached notes form an integral part of these financial statements!

Approved: _____

TESL ASSOCIATION OF ONTARIOSTATEMENT OF OPERATIONS AND UNRESTRICTED NET ASSETSFOR THE YEAR ENDED MARCH 31, 2012

(with comparative figures for the year ended March 31, 2011)

	<u>2012</u>	<u>2011</u>
Revenue		
Unrestricted contributions		
Projects - see page 5	\$ 1,049,219	\$ 1,443,877
Membership fees	347,821	344,524
Accreditation fees	321,566	291,717
Other	14,446	17,209
Affiliates' conferences	40,987	45,750
Interest	5,055	3,219
Total revenue	<u>\$ 1,779,094</u>	<u>\$ 2,146,296</u>
Expenses		
Annual TESL Ontario Conference - see page 6	\$ 512,667	\$ 504,351
Affiliates' conferences - see page 6	64,970	72,921
Other project expenses	254,047	524,580
Accreditation costs	131,686	132,625
Salaries and employee benefits	291,516	281,982
Rent, telephone & utilities	52,010	50,792
Memberships and affiliation expenses	83,986	75,946
Contact newsletter	7,200	4,600
Meeting expenses	49,704	49,308
Professional fees	10,601	10,000
Computer & equipment rental	9,066	8,966
Stationery, supplies, postage & couriers	16,503	10,374
Website costs	46,090	31,962
Office and general	62,799	69,828
Amortization	6,608	5,810
Total expenses	<u>\$ 1,599,453</u>	<u>\$ 1,834,045</u>
Excess of revenue over expenses for the year	\$ 179,641	\$ 312,251
Unrestricted Net Assets - opening balance	<u>781,525</u>	<u>469,274</u>
- closing balance	<u>\$ 961,166</u>	<u>\$ 781,525</u>

TESL ASSOCIATION OF ONTARIOSCHEDULE OF PROJECT CONTRIBUTIONSFOR THE YEAR ENDED MARCH 31, 2012

(with comparative figures for the year ended March 31, 2011)

	<u>2012</u>	<u>2011</u>
Project contributions:		
Annual TESL Ontario Conference		
Registration and publishers	\$ 142,974	\$ 169,190
Citizenship and Immigration Canada		
LINC - Conference assistance	477,104	635,667
Ministry of Citizenship and Immigration		
Conference assistance	<u>128,703</u>	<u>97,523</u>
	\$ 748,781	\$ 902,380
Ministry of Citizenship and Immigration		
Pay Equity Program - note 8	9,259	9,259
Citizenship and Immigration Canada		
Framework	288,726	507,560
SNAP	-	9,654
ORLAC	<u>2,453</u>	<u>15,024</u>
	<u>\$ 1,049,219</u>	<u>\$ 1,443,877</u>

TESL ASSOCIATION OF ONTARIOSCHEDULE OF CONFERENCE EXPENSESFOR THE YEAR ENDED MARCH 31, 2012

(with comparative figures for the year ended March 31, 2011)

	<u>2012</u>	<u>2011</u>
Annual TESL Ontario conference		
Conference planning costs	\$ 25,851	\$ 22,103
Conference Assistance - registrants' travel and accommodation	372,806	405,654
Printing, supplies and miscellaneous	33,296	41,475
Equipment rental, computer and room rentals	34,172	-
Hotel costs	<u>46,542</u>	<u>35,119</u>
	<u>\$ 512,667</u>	<u>\$ 504,351</u>
 Affiliate conferences		
Honoraria and salaries	\$ 13,815	\$ 14,173
Printing, supplies and miscellaneous	29,857	15,587
Meeting expenses	<u>21,298</u>	<u>43,161</u>
	<u>\$ 64,970</u>	<u>\$ 72,921</u>

TESL ASSOCIATION OF ONTARIOSTATEMENT OF CASH FLOWSFOR THE YEAR ENDED MARCH 31, 2012

(with comparative figures for the year ended March 31, 2011)

	<u>2012</u>	<u>2011</u>
Cash flow from operations		
Excess (deficiency) of revenue over expenses for the year	\$ 179,641	\$ 312,251
Add amortization not requiring an outlay of funds	<u>6,608</u>	<u>5,810</u>
	\$ 186,249	\$ 318,061
Changes in no-cash operating assets and liabilities		
Accounts receivable	125,831	85,129
Prepaid expenses	(5,904)	(1,195)
Harmonized Sales Tax	18,263	-
Accounts payable and accrued charges	<u>4,767</u>	<u>(16,867)</u>
	\$ 329,206	\$ 385,128
Cash flow from investing activities		
Purchase of capital assets	<u>(9,272)</u>	<u>(20,949)</u>
Increase in cash or equivalent	\$ 319,934	\$ 364,179
Cash or equivalent - opening balance	<u>565,347</u>	<u>201,168</u>
Cash or equivalent - closing balance	<u>\$ 885,281</u>	<u>\$ 565,347</u>
Represented by		
Cash on hand and in bank	\$ 290,688	\$ 220,047
Term deposits-including accrued interest	<u>594,593</u>	<u>345,300</u>
	<u>\$ 885,281</u>	<u>\$ 565,347</u>

TESL ASSOCIATION OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2012

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.

Being a not-for-profit organization, TESL Association of Ontario enjoys a tax exempt status under income tax legislation.

2. Significant accounting policies:

- a. Revenue recognition

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

Capital assets are recorded at cost. Amortization is provided at rates related to the estimated useful life of the assets.

The annual rates and methods of amortization are as follows:

Computer equipment	20% declining balance method
Furniture & fixtures	20% declining balance method
Leasehold improvements	20% straight line method

Capital assets comprise of:

	2012			2011
	Cost	Accumulated amortization	Net Book Value	Net Book Value
Computer equipment	\$ 17,157	\$ 6,736	\$ 10,420	\$ 9,888
Furniture & fixtures	13,238	3,726	9,512	5,391
Leasehold improvements	<u>9,950</u>	<u>3,980</u>	<u>5,970</u>	<u>7,960</u>
	<u>\$ 38,883</u>	<u>\$ 14,442</u>	<u>\$ 24,441</u>	<u>\$ 23,239</u>

TESL ASSOCIATION OF ONTARIONOTES TO THE FINANCIAL STATEMENTSMARCH 31, 2012

c. Measurement of uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

d. Financial instruments

Financial instruments of TESL Association of Ontario consists of cash in bank, term-deposits, accounts receivable and accounts payable and accrued charges. The fair value of these financial instruments approximate their carrying values. Management opinion is that the Association is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

e. Contributed services

Because of the difficulty in determining the fair value of the numerous volunteers' services, contributed services are not reflected in these financial statements.

3. These financial statements include the revenue and expenses of the following Affiliates:

Durham	Hamilton-Wentworth
Kingston	London
Niagara	North York-York Region
Ottawa	Peel/Halton/Etobicoke
Northern Region	Waterloo-Wellington
Toronto	Windsor

4. TESL Association of Ontario is under a five year lease that commenced April 1, 2011, paying a monthly rent of \$ 3,150 plus occupancy cost.

TESL ASSOCIATION OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2012

5. The operation 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 accreditation fees.
6. TESL Association of Ontario has \$ 10,000 revolving overdraft protection credit with the Canadian Imperial Bank of Commerce. If and when this credit is used, interest is charged at rate of Canadian Bank of Commerce's prime rate plus .75%.
7. At the specific request of the Ministry of Citizenship and Immigration the amount received as part of the Pay Equity Program is shown as a contribution rather than a reduction of salaries and benefits.
8. After the year end it was discovered that contributions made to the individual employees' personal Registered Retirement Plans by TESL Association of Ontario have not been included as taxable income for those individuals. Voluntary disclosure was made to Canada Revenue Agency indicating the error and amended T4 Supplementaries and T4 Summaries are in the process of being prepared for resubmission for the years involved. The amount of penalties, if any, and the additional income taxes payable by the individuals cannot be determined at this time.



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**TEACHERS OF ENGLISH
AS A SECOND LANGUAGE
ASSOCIATION OF ONTARIO**



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