

## TEAM Annual General Meeting 2015-2016

1 June 2016

5:30-7:30PM

Red River College LTC, Basement Classroom D, 123 Main Street

- I. Call meeting to order
- II. Adoption of Agenda
- III. Approval of Minutes of 13 May 2016 (**pages 28-29**)
- IV. Acceptance of Minutes Compilation 2015-2016 (**pages 2-29**)
- V. Executive Reports 2015-2016
  - a. Secretary (**page 30**)
  - b. Treasurer (**external documents - 4**)
  - c. Professional Development Committee Chair (oral)
  - d. Fundraising Chair (**pages 31-32**)
  - e. Welcoming Committee Chair (**page 33**)
  - f. Awards Chair (includes ToR – table vote until new board approved) (**pp. 34-35**)
  - g. Communications Committee Chair (includes ToR – table vote; **pp. 36-37**)
  - h. President (**pp. 38-41**)
  - i. Strategic Planning Goals (**external document**)
  - j. TEAM Constitution (**external document**)
- VI. Motions from Executives and Committees (**see main agenda**)
- VII. Election of Board 2016-2017
- VIII. New Business
- IX. Adjournment

## TEAM Meet-and-Greet and Board Meeting Agenda

Thursday, August 20, 2015

5:30-8:00 pm CST

Location: Central Park near Mosaic Newcomer Family Resource Network  
(397 Carlton Street)

**In Attendance:** Desirae Mercer, Tracey Giesbrecht, Darlene Liutkus, Kevin Carter; Kathy Block; Soudabeh Golpaygani; Marvin Marcial; Hong, Iwona, Yaw,  
**Regrets:** Manola Barlow, Logan Brunette, Sherry Seymour, Kaleigh Quinn

Is Quorum met: **Yes**      members present      member absent  
Meet and greet, share potluck (5:30-6:30pm)

Meeting Called to Order 6:47 pm

1. Approval of Agenda (6:30-6:35pm)  
*Move agenda item number 4 to number 2*

Motion to approve the agenda:

Motion by: Darlene Liutkus  
2<sup>nd</sup> - Kathy Block

2. Approval of Minutes of the AGM meeting on June 11, 2015 (7:11pm)  
Motion to approve 2015 AGM minutes:

Motion by: Kathy Block  
2<sup>nd</sup> : Soudabeh Golpaygani

All in favour

Passed

3. Introduction to the Board Responsibilities and Annual Activities  
Brief discussion of roles. Task lists this summer were created by Desirae and outgoing Board members. Lists will be sent to members  
September – busy time for Treasurer – membership fees  
Conference Chair – theme for conference, venue, date and other PD activities (TEAM talks in spring)  
Fundraising Chair – where to advertise, what kind  
Awards Chair – letters out to teachers about the kinds of awards (December and Spring applications come in)

*Action: Desirae will send out lists of responsibilities to the Board*

4. TESL Canada Brief Introduction, Update, and SWOT Analysis Ideas (6:50-7:10pm; Kevin Carter leads discussion)

Strategic consultants to look at TESL Canada org. What to be completed by October. Previously TESL Canada did not document items, but they moving to do that. They are now doing a SWOP analysis. Provincial reps have been asked to send feedback. ON and BC are opposed of the joint membership and are considering leaving TESL Canada. Individuals would have to pay for both memberships if they want to belong to both. There won't be representation for those provinces on the TESL Canada Board.

*Action: Desirae create a google doc for the SWOT analysis of TESL Canada. Members respond by Wednesday.*

Motion to table voting on the SWOT analysis

5. President's Report of Activity – July-August 2015 (Q&A: 7:10-7:25pm)

Advisory Committee: consider members of the community who could be a resource to the organization

MPLAN – joint conference – is this something that we should pursue?

*Action: members to let Desirae know about any concerns about partnering with MPLAN conference*

Conference Theme – brief discussion: Access – More Within Us Than We Think

Silent Auction Prize Pack for TESL Canada – What could we send? Could we collaborate with TEAL MB to reduce cost?

6. Consideration of Membership Fee Motion (see President's Report 7:30pm)

TEAM has not raised membership fees in all 25 years of the organization. Fee is \$35 - \$16 of that goes to TESL Canada. Changes must be presented and voted on at the AGM.

*Action: Desirae will liaise with TEAL Manitoba re: silent auction prize*

This will be looked at over the year and a plan will be developed. A fee increase will be presented at the AGM to be voted on. In the meantime, as an organization, we need to ask members and possible members what the value is in having a membership and what is included: Newsletter, job board, conference, TEAM Talks part of the membership now - should these be available just for members? Should we look at discounts from certain businesses?

What is our plan as an organization? How will we communicate the change in fees and justify the change? Should we look at our branding? Marketing? Meeting the needs of all members of adult educators (EAP)?

7. Conference-planning Discussion – relationship with MPLAN, others (Q&A 8:00pm)

If partner with MPLAN government will give \$5000.

Bringing in a well-known speaker, publishing company may cover some of the cost. Scott Thornbury has been considered.

8. PLEASE NOTE the following excerpt from the minutes of the TESL Canada Board Meeting; from 22 July 2015: in 2013, at the Face-to-face Board meeting – There was a motion to pursue conference contracts with ATESL for fall of 2015 and TESL Niagara/Toronto for spring of 2017 and invite Manitoba to submit a proposal to co-host for the Fall of 2018; that motion carried

9. Meeting Schedule 2015-2016, Board Contact Info, Group Photo (7:45-7:50pm)

Group Photo: Tabled to next meeting

Sept – June meetings: Times – discussion of members' availability. 4:30 on Fridays and Wednesdays (alternating) seemed to work for most. It was also suggested to have some

meetings by Skype.

Chairs of committees meet once a month – may be more if committee has something coming up

*Action: Desirae will set up a voting doodle for meeting times*

10. New Business

11. List of actions to be taken before next board meeting:

*Action: Desirae create a google doc for the swot analysis of TESL Canada. Members respond by Wednesday.*

*Action: Vote on SWOT analysis of TESL Canada*

*Action: Desirae will send out lists of responsibilities to the Board*

*Action: Desirae will liaise with TEAL Manitoba re: silent auction prize*

*Action: Members to let Desirae know about any concerns about partnering with MPLAN conference*

*Action: Desirae will set up a voting doodle for meeting times*

12. Meeting adjourned at 8:24 pm.

Motion to Adjourn: Yaw

All in favour

Passed

## TEAM Meet-and-Greet and Board Meeting Agenda

Friday, September 25, 2015

4:30-6:30PM

400-275 Portage Avenue, Winnipeg

**In Attendance:** Desirae Mercer, Tracey Giesbrecht, Darlene Liutkus, Soudabeh Golpaygani, Hong Nguyen, Logan Brunette, Sherry Seymour, Luis Lopez

**Regrets:** Kathy Block, Yaw Amoah-Gyampoh, Iwona Gniadek, Kevin Carter (TESL Canada Rep)

Is Quorum met: **Yes** 8 members present 3 member absent

1. Meeting Called to Order 4:35 pm

2. Approval of Agenda 4:35pm

3. Approval of Minutes:

Motion to approve the August 20 minutes:

Motion by: Soudabeh Golpaygani

2<sup>nd</sup>: Logan Brunette

All in favour

Passed

4. Treasurer Report (Darlene Liutkus)

Budget in September is a draft for the year.

Sheri brought up a concern that \$3000 for the conference venue would not be enough as last year, it was almost \$4000. This led into a discussion about the UofM still being a possibility, as the Multi-Purpose Room could hold well over 500 people. Booked through the English Language Centre (if they are a sponsor for the conference) would be 157.70. Food for breakfast and boxed lunch was 10742.60 (based on 500 people). Costs of breakout rooms would be minimal, if not zero. The question was asked about an AV person available to be hired for the day. There was concern that the prices seem too good to be true and to go this route, there needs to be confirmation that these are the numbers that TEAM would be charged.

Action: Sheri send Tracey list of costs of the conference from last year (AV), so that Tracey can check the cost at the UofM.

Action: Sheri send Tracey a list of breakout rooms required last year (approximate sizes, requirements)

Action: Tracey confirm that costs for the conference (rooms and food) booked through ELC are the confirmed prices for the contract

Action: Tracey will look into what the sponsorship from ELC could be

Action: Darlene will create a spreadsheet for budget

There was discussion about Board members receiving some PD. Volunteer Manitoba is one organization that can offer sessions to Boards. It was noted that they can be more expensive than other possibilities out there.

Action: Tracey provide feedback from Strategic Planning session with her other Board is like

Action: All members consider their role and any PD they might want to pursue

Action: Darlene connect with Marvin about any TEAM membership fees that TESL Canada is requesting

Action: Darlene talk to TESL Canada about how to pay the membership fee as they come in – quarterly payment isn't quite working for us

Motion to approve the proposed budget 2015-2016 budget

Motion by: Sheri Seymour

2<sup>nd</sup>. Soudabeh Golpaygani

All in favour

Passed

5. Secretary Report – Tracey Giesbrecht

Researched room booking and food booking for conference if it were held at the UofM.

Forwarded information to Yaw and Desirae

6. Communications Report (Logan Brunette) Hong, Iwona and Logan – There is a meeting next week to plan. Desirae suggested having a highlight article for the newsletter.

Action: Desirae has an item for the newsletter – Jonathan Bower – forward to Logan

Action: Logan add info in the newsletter about the \$50 gift draw winner for completing the conference survey

Action: Logan check out newsletters from other provinces to see what they included

7. PD Report (Yaw Amoah-Gyampoh) – sent before the meeting

Conference is to be held at UofW. Desirae will talk to Yaw about the UofM still being a possibility.

8. Membership Report (Luis Lopez)

Old section has been revised and has been separated from the treasurer. The two positions will work together. There is a new membership letter. If letter is put in mail chimp, it would be sent out to them automatically.

Action: Luis put in social media links to the letter and the TEAM website.

Action: Put the new membership letter into mail chimp.

TESL ON: If a member of the organization, individual gets a discount at different businesses – is this something for us to pursue? Suggestions: Micheals, Tim's or smaller shops. Boston Pizza. We might have to have a card – unchangeable pdf – include expiry date which it would be the establishment's responsibility to check validity.

7 cups of tea website – anonymously chat with someone - peer support – is this something to pursue? Should we have volunteers to be the support? One suggestion was that it might be better to leave the support with the "experts" and not stretch ourselves too thin.

Action: Luis: Create a survey for membership benefits.

9. Fundraising Report (Soudabeh Golpaygani)

Meetings with Desirae

April 2 – quiz night – Union Centre – 275 Broadway – for tables of 8  
50/50 and silent auction

10. TEAM-TEAL Liaison Report (Kevin Carter) – given by Desirae Mercer

Team and TEAL will create a document for the TESL Canada bulletin  
Needs assessment and requests from TESL Canada – will take to the conference  
Kevin will be stepping down – Looking for someone to move into this position 18 months  
Monthly meetings with TESL Canada and sub-committee meetings  
Rep goes to conference paid for by TESL Canada  
Manitoba has about 400 members  
Manuals have been created and will be distributed to members

#### 11. President's Report (Desirae Mercer)

Manola has asked to change her status with the organization. If this is done, then we can more easily have quorum.

- A. MOTION to accept change in board role for Manola Barlow from member-at-large to ad-hoc committee member

Motion by: Sheri Seymour

2<sup>nd</sup> - Darlene Liutkus

All in favour

Passed

- B. MOTION to accept TESL Canada Lifetime Membership nominee, Rita Prokopetz  
Free lifetime membership to TESL Canada; already lifetime member of TEAM

Motion by: Logan Bruntte

2<sup>nd</sup> - Darlene Liutkus

All in favour

Passed

- C. MOTION to accept the proposed Provincial Representative Substitute of Eunhee Kim Buettner to go to TESL Canada

Motion by: Hong Nguyen

2<sup>nd</sup> - Darlene Liutkus

All in favour

Passed

It was suggested that instead of doing call out for others interested in stepping in to go to TESL Canada if the current rep is not able to go, is to try and fill internally with a candidate and if unable, then ask the other group to find someone (this is if the TESL Canada rep responsibility rotates each commitment period).

Desirae is going to propose to raise the TEAM membership fee, and to look at having a it as a yearly fee from whenever a person registers.

Action: Desirae look into annual membership fees

Communication – build in redundancy – cc all emails to Desirae

Slack – everyone should log into that in the next week. All communication will go through this

Action: send Desirae food requests for next meeting

#### 12. Call with Judy Sillito – Vice-President of TESL Canada Federation – questions about changes with TESL Canada

What benefits can we expect after the strategic plan to move TESL Canada into a more relevant place? TESL Canada hasn't been leading and supporting provinces. Trying to identify what they can do to be a value. CIC is looking at a national platform for language learning. How to reconfigure the makeup of the board so that the provincial reps are more than

messengers, but to have more of a voice? Need more voice and agency from different stakeholders.

Settlement language – Not everyone is in that field. Is there a place for ESP and EAP. Yes As a stronger and more relevant board can look for these other areas – K-12, ESP, EAP Immigration issues do affect students in all those areas. TESL Canada has been a blank slate and need more representation for the other areas.

### 13. New Business

For next agenda:

EAP – discussion on how to engage this segment of the professional community

Discuss general calendar document in October

There hasn't been succession planning – there are no manuals to be passed onto new board members, but members from last year were asked to do that.

List of Actions to be taken before the next board meeting:

Action: Sheri send Tracey list of costs of the conference from last year (AV), so that Tracey can check the cost at the UofM.

Action: Sheri send Tracey a list of breakout rooms required last year (approximate sizes, requirements)

Action: Tracey confirm that costs for the conference (rooms and food) booked through ELC are the confirmed prices for the contract

Action: Tracey will look into what the sponsorship from ELC could be

Action: Darlene will create a spreadsheet for budget

Action: Tracey provide feedback from Strategic Planning session with her other Board is like

Action: All members consider their role and any PD they might want to pursue

Action: Darlene connect with Marvin about any TEAM membership fees that TESL Canada is requesting

Action: Darlene talk to TESL Canada about how to pay the membership fee as they come in – quarterly payment isn't quite working for us

Action: Desirae has an item for the newsletter – Jonathan Bower – forward to Logan

Action: Logan add info in the newsletter about the \$50 gift draw winner for completing the conference survey

Action: Logan check out newsletters from other provinces to see what they included

Action: Luis put in social media links to the letter and the TEAM website.

Action: Luis: Create a survey for membership benefits.

Action: Put the new membership letter into mail chimp.

Action: Desirae look into annual membership fees

Action: All Board members must get their membership

Action: Desirae will send a doodle poll for meeting time

Action: Board members send Desirae food requests for next meeting

### 14. Adjournment

#### 2. List of actions from last board meeting:

*Action: Desirae create a google doc for the SWOT analysis of TESL Canada. Members respond by Wednesday. - completed*

*Action: Vote on SWOT analysis of TESL Canada - completed*

*Action: Desirae will send out lists of responsibilities to the Board - completed*

*Action: Desirae will liaise with TEAL Manitoba re: silent auction prize - \$50 from TEAL*

*and*

*from TEAM – completed – art will be purchased from Two Rivers boutique at The Forks. Morden's chocolates or some other kind of Manitoba made food will also be part of the package.*

*Action: Members to let Desirae know about any concerns about partnering with MPLAN*



*conference – no concerns, but there won't be a partnership, but will be involved - completed*

*Action: Desirae will set up a voting doodle for meeting times - completed*

15. Meeting adjourned at 6:31pm.

Motion to Adjourn: Logan Brunette

2<sup>nd</sup>: Darlene Liutkus

All in favour

Passed

Friday, October 23, 2015

4:30-6:30PM

400-275 Portage Avenue, Winnipeg

**In Attendance:** Desirae Mercer (by phone), Tracey Giesbrecht, Darlene Liutkus, Soudabeh Golpaygani, Hong Nguyen, Iwona Gniadek

**Regrets:** Kathy Block, Yaw Amoah-Gyampoh, Logan Brunette, Sherry Seymour, Luis Lopez  
Kevin Carter (TESL Canada Rep)

Is Quorum met: **NO** 6 members present 5 members absent

This is a record of discussions. No motions could be made or passed.

1. Welcome

**2. Agenda (4:45 [with minutes])**

i. Minutes – Minutes of September 25 were distributed before the meeting.

ii. President's Report – Report was sent out before the meeting. (4:45-4:55)

iii. Committee Reports – Communications, PD, and Secretary reports were sent out before the meeting. All committee chairs are reminded to please submit activity reports at least one week prior to the meeting (including the President). Please be sure that all members are included on these emails.

**3. PD Report (Yaw Amoah-Gyampoh) (4:55-5:05)**

TEAM Conference updates – see PD report about theme, speaker and venue.

i. PD in Brandon – will discuss in November

**4. Communications Report (Logan Brunette) (5:05-5:15)**

Needs help from board with: What needs to be communicated with members at the moment?

Shorter twitter handle ideas.

Iwona needs to look into the pro version of the website to see what we need to do to start using it.

Mail Chimp and Pay Pal – Des will get Communications committee to set this up. Darlene will have to look in Mail Chimp from time to time to see who the new members are.

**5. Secretary Report (Tracey Giesbrecht) (5:15-5:25)**

In order to use a consent agenda for meetings, a motion will need to be passed. This could be done as a vote by email, so that the consent agenda could be used at the next meeting.

**6. Membership Report - Oral (Luis Lopez) (5:25-5:35) No Report**

**7. Fundraising Report – Oral (Soudabeh Golpaygani) (5:35-5:45)**

Soudabeh needs to design a poster advertising the Quiz night. It was recommended that she look at a design website to see if there is anything she could use. It was suggested that she talk to Sherry to see if Sherry's contact could help her. Soudabeh needs to prepare a letter for silent auction prizes. Soudabeh

will benefit from assistance with getting rainbow auction prizes, advertising and finding volunteers. It is strongly requested that each of you come up with a table of 8 for the Quiz Night event.

8. TEAM-TEAL Liaison Report - Oral (Kevin Carter; presented by Desirae Mercer) (5:45-5:50)

Sherry has expressed interest in this. Anyone else interested in being the Liaison rep should let Desirae know ASAP.

9. Treasurer Report - Oral (Darlene Liutkus) (5:50-6)

Wants to negotiate the monthly fee rates with the bank to see what they can do for us. Darlene will also look into who has the TEAM credit card, as there is one attached to the account. Darlene will do what Marvin did for paying membership fees. She will talk to Marvin more about the names sent in for membership.

8. Oral report regarding UM Tutor Training workshop (Hong Nguyen; slides sent to board) (6-6:05)

This was a useful session. There will be more discussion about how this could be used for TEAM.

9. Other Business – (6:05-6:10)

i. EAP Discussion (tabled until Kathy Block can attend)

ii. Document – Discussion about the TEAM General Operations Calendar. Tracey asked what the purpose of the quiz was and felt that it was not the most positive way to outline roles and expectations for Board members. Desirae asked if members have concerns about things that they bring them up to her in a timely fashion, so that they can be dealt with. There will not be a quiz. It was clarified that the fundraising chair does not determine where the raised funds go, but that options are presented to the Board and a decision is made from there.

10. Action Items from the last board meeting: (6:10-6:15)

Action: Sheri send Tracey list of costs of the conference from last year (AV), so that Tracey can check the cost at the UofM. completed

Action: Sheri send Tracey a list of breakout rooms required last year (approximate sizes, requirements). completed

Action: Tracey confirm that costs for the conference (rooms and food) booked through ELC are the confirmed prices for the contract Pending – waiting for a contact to provide information about this procedure.

Action: Tracey will look into what the sponsorship from ELC could be. Pending – Tracey requested from Desirae and Yaw the quotes that they received from the UofM to compare the numbers. The Associate Director needs to see numbers to look at what additional support (beyond reduced venue/room rates), the ELC will provide.

Action: Darlene will create a spreadsheet for budget. Pending – this will begin next month

Action: Tracey provide feedback from Strategic Planning session with her other Board is like - completed

Action: All members consider their role and any PD they might want to pursue. Ongoing – suggestions to Desirae

Action: Darlene connect with Marvin about any TEAM membership fees that TESL Canada is

requesting. Pending

Action: Darlene talk to TESL Canada about how to pay the membership fee as they come in – quarterly payment isn't quite working for us. Pending

Action: Desirae has an item for the newsletter – Jonathan Bower – forward to Logan - completed

Action: Logan add info in the newsletter about the \$50 gift draw winner for completing the conference survey - pending

Action: Logan check out newsletters from other provinces to see what they included - pending

Action: Luis put in social media links to the letter and the TEAM website. - pending

Action: Luis: Create a survey for membership benefits. - pending

Action: Put the new membership letter into mail chimp. - pending

Action: Desirae look into annual membership fees - pending – this cannot be changed without an all-member vote at the AGM – tabled to AGM

Action: All Board members must get their membership paid - pending

Action: Desirae will send a doodle poll for meeting time

Action: Board members send Desirae food requests for next meeting

#### 11. List of actions to be taken before next board meeting:

1. Slack – starting from today, all TEAM correspondence will be via Slack. Please add the app to your phone or open a tab on your computer so that you will receive notifications.
2. Awards Chair – we need one! Any ideas? Otherwise, the board will work as a group to decide about awards. We need to send out a call for awards in November via email.
3. TESL Canada Rep – we will have a vote with TEAL MB about the next TESL Canada Rep; right now, we do not have one.

Next Meeting Dates for November, December, and January (Tuesdays 6-8, Fridays 4:45-6:45?)

Meeting adjourned at:6:02pm



TEAM Meeting 24 November 2015  
Location: 127 Buxton Road 6:30PM-8:30PM

**In Attendance:** Desirae Mercer, Tracey Giesbrecht, Soudabeh Golpaygani, Hong Nguyen, Logan Brunette, Sherry Seymour, Kathy Block, Yaw Amoah-Gyampoh, Eunhee Buetner

**Regrets:** Iwona Gniadek, Darlene Liutkus

Meeting start: 6:48pm

1. Welcome (6:30-6:35)

2. Agenda (6:35-6:40)

MOTION to approve agenda -

made by: Logan

seconded by: Yaw

Carried (6:50) – amendment to Treasurer report being submitted to SLACK.

i. Minutes – Minutes of October 23, 2015, were distributed before the meeting.

(6:50-6:51) Quorum was not met so don't need to approve

3. Committee Reports – Communications, PD, Fundraising, Treasurer and Secretary reports were sent out before the meeting. All committee chairs are reminded to please submit activity reports at least one week prior to the meeting

i. **TEAM/TEAL Liaison Report** – Report was sent out before the meeting. (6:51-7:18) – Eunhee went over the highlights of the Board Meeting at TESL Canada conference. 130 page manual for governance. They also produced a document in how members can engage in TESL Canada. PD includes webinars and face-to-face workshops. Tom Ferrell will come back to Winnipeg for one of these workshops. We will need to decide dates with TEAL MB. All PD is on the TESL Canada website. TEAL MB will send an email to members to see if they want to remain part of TESL Canada. TESL Canada is working towards advocating for K-12. Sherry asked for TEAL to send an email to invite Sherry of the next meeting. Kathy asked if there has been discussion about Syrian refugees. There has been discussion and they are looking at how they can help. There will be an open PD session. Eunhee will send the information to Desirae. December 1, 5-7pm at the MTS Building on Portage. Eunhee's email: [tgilj1980@gmail.com](mailto:tgilj1980@gmail.com)

**Action:** Desirae to send Yunhee an email to get a membership and to copy Darlene.

ii. **Communications Report** (Logan Brunette) (7:24-7:26)

Needs help from board with: What needs to be communicated with members at the moment?

Add about Syrian Refugees to the newsletter

Rent assist program may help anyone who is low income Manitoba (temporary foreign workers, international students immigrants ) who may qualify for it. If what they spend on housing is a certain percentage of their income. People can be on income assistance or employment insurance as well.

**Action:** Use the 2014-15 member list to send the newsletter

iii. Secretary Report (Tracey Giesbrecht) (7:25-7:30)

iv. Membership Report – Luis is resigning from his position.

Move to accept the resignation of Luis Lopes:

Motion made by: Sherry Seymour

2<sup>nd</sup>: Kathy Block

v. **Fundraising Report** (Soudabeh Golpaygani) (7:35-7:47)

Needs help from board with: Soudabeh will benefit from assistance with getting rainbow auction prizes, advertising and finding volunteers. Usually students like to help. We can provide a letter of thanks. It is strongly requested that each member come up with a table of 8 for the Quiz Night event. We have partnered with other groups before, but we won't this year.

Members give Soudabeh feedback about the posters ASAP.

Soudabeh has created a spreadsheet to keep track of the businesses that have been approached. Members are asked to update it with any businesses approached and/or prizes donated.

vi. **Treasurer Report** - (Darlene Liutkus) (7:47-7:59)

Desirae will support Darlene with memberships now that Luis has resigned.

Online membership will be completed in this week.

This year, we will take away the teammate fee and replace it with an early bird incentive for the conference.

vii. **PD Report** (Yaw Amoah-Gyampoh) (8:03-9:07)

There is a bit of a concern that there will be a loss of funding for CIC programs and that people may not have PD funds. Yaw doesn't seem to think that there will be an issue with people attending in May. CIC funding ends in April. The next contract is for 3 years after.

Yaw discussed the focus and theme of the conference.

There was discussion about the conference focus and keynote speaker. Tracey raised questions about the process in which the change in focus of the conference was done. She felt that it would be a topic brought to the Board to discuss, as the Board approves the budget and the conference is the largest financial piece of the budget. Desirae said that the PD committee makes all decisions for the conference and people wanting to join the committee are welcome to.

It was asked if there would be a second keynote speaker like last year. There could be.

There was discussion about two of the indigenous speakers having political platforms. Brian Bowman maybe a greeter speaker. Kathy felt this may be something to reconsider. One suggestion was Associate Vice-President, Indigenous Affairs: Wab Kinew

Ideas of connections for presenters and Aboriginal leaders need to be put on Slack.

TEAM Conference updates –

a. Venue – U of W. U of M will be considered for 2017 conference.

b. Theme - Connections

c. Speaker – open

d. PD in Brandon – (moved forward from October meeting)

Online PD – probably ESP or EAP – Manitoba Nurses Union – Sylvia in Brandon and Barb Swire at WELARC

4. Other Business –

i. **EAP Discussion** (9:07-9:13)

It's a special interest area and not to take away from anywhere. Find speakers who may also like to Skype in and present.

Kathy Block and Tracey Giesbrecht will help approach people in teaching in EAP.

ii. **Electronic Meetings** – motion needed (in accordance with RROO) (9:18-9:29)

Motion to move that Board meetings be able to be conducted in the manner agreed upon by Board members including using online or telephonic means to conduct meetings for simultaneous aural communication among all participating members equivalent to those meetings held in one room or area. The first meeting of a newly elected Board must be face-to-face.

Motion: Sherry Seymour

2<sup>nd</sup> Soudabeh Golpaygani

Discussion about electronic meetings:

Challenge of not being able to read body language. For face to face meetings there are the challenges of parking and paying for dinner. E-meetings provide more opportunity for people to be at the meetings.

One member is uncomfortable with the meeting possibly being recorded. This will not happen.

All in favour

Motion carried

iii. **Robert's Rules of Order** – motion needed to change bylaws (9:17-9:18)

Motion to adopt the most recent edition of Robert's Rule of Order to govern all TEAM Board meetings and to be added to the TEAM bylaws.

Motion: Sherry Seymour

2<sup>nd</sup> Yaw Amoah-Gyampoh

All in favour

Motion carried

iv.) Next Meeting Dates for December, January, and February (Tuesdays 6-8, Fridays 4:45-6:45?) (9:29-9:38)

December 15 6:30-8:30 RRC at the Forks – Logan will confirm

5. Action Items from the last board meeting (and list of actions to be taken before next board meeting): (8:25-8:30)

Action: All members consider their role and any PD they might want to pursue

Action: Darlene connect with Marvin about any TEAM membership fees that TESL Canada is requesting

Action: Darlene talk to TESL Canada about how to pay the membership fee as they come in – quarterly payment isn't quite working for us

Action: Desirae has an item for the newsletter – Jonathan Bower – forward to Logan (tabled until next meeting)

Action: Logan add info in the newsletter about the \$50 gift draw winner for completing the conference survey

Action: Logan check out newsletters from other provinces to see what they included (completed?)

Action: Luis put in social media links to the letter and the TEAM website (completed?) Action: Luis: Create a survey for membership benefits (completed?)

Action: Put the new membership letter into mail chimp (completed?)

Action: Desirae look into annual membership fees (cannot change these without all-member vote) tabled

Action: All Board members must get their membership paid

6. List of actions to be taken before next board meeting:

All board members send letter of solicitation for donations/prizes for fundraiser

Slack – all TEAM correspondence will be via Slack. Please add the app to your phone or open a tab on your computer so that you will receive notifications.

Awards Chair – we need one! Any ideas? Otherwise, the board will work as a group to decide about awards. We need to send out a call for awards in November via email.

TESL Canada Rep – we will have a vote with TEAL MB about the next TESL Canada Rep; right now, Sherry Seymour is our interim representative.

Communication Committee: Call for Board members and volunteers to help in various aspects on TEAM. Will receive letters of participation. Ad hoc committee members. 20 hours of time.

Create a task list and see if people can help. Tasks need to put in the newsletter, for example:

Awards vetting

This month we need volunteers for:

Board Members put Ideas of connections for presenters and Aboriginal leaders on Slack.

7. Adjournment (8:30)

Meeting adjourned at: Yaw 9:39



TEAM Meeting 15 December 2015  
Location: 123 Main Street 6:30PM-8:30PM

**In Attendance:** Desirae Mercer, Soudabeh Golpaygani, Hong Nguyen, Logan Brunette, Sherry Seymour, Kathy Block, Yaw Amoah-Gyampoh, Iwona Gnadiak (Skype)

**Regrets:** Tracey Giesbrecht, Darlene Liutkus

Meeting start: 6:30pm

1. Welcome (6:30-6:35)

2. Agenda (6:35-6:40)

MOTION to approve agenda -

made by: Sherry

seconded by: Yaw

Carried (6:53)

i. Minutes – Minutes of November 24, 2015, were distributed before the meeting.

Amendments requested:

- it is highly irregular for the board to disapprove the work of the PD committee (to replace "the PD committee makes all of the decisions")

- Debra Schweyer is the ED at WELARC

MOTION to approve minutes-

made by: Yaw

seconded by: Logan

Carried

3. Committee Reports –All committee chairs are reminded to please submit activity reports at least one week prior to the meeting

i. **TEAM/TEAL Liaison Report** – oral report

**Action:** Desirae to send Yunhee an email to get a membership and to copy Darlene.

**ACTION:** Sherry will follow up with TEAL about the next meeting

**ACTION:** Logan will ask TEAL for permission to link to their Facebook page (posting updates)

**ACTION:** Sherry will ask Li-Shih Hong/Tom Farrell

ii. **Communications Report** (Logan Brunette)

Needs help from board with: What needs to be communicated with members at the moment?

**ACTION:** Survey: What do people want to see at the conference?

**ACTION:** Save the date for the conference/Quiz Night (May 27/April 2) on FB

**ACTION:** Twitter/LinkdIn/Facebook push-to-post

iii. Secretary Report (Tracey Giesbrecht) sent out before meeting

iv. Membership Report – Desirae (oral)

- membership welcome letter to be sent to new members; troubleshooting help requested

- membership fee is due for all board members

- seeking new membership chair

v. **Fundraising Report** (Soudabeh Golpaygani) ()

Needs help from board with: Soudabeh will benefit from assistance with getting rainbow auction prizes, advertising and finding volunteers. Usually students like to help. We can provide a letter of thanks. It is strongly requested that each member come up with a table of 8 for the Quiz Night event. We have partnered with other groups before, but we won't this year.

Soudabeh has created a spreadsheet to keep track of the businesses that have been approached. Members are asked to update it with any businesses approached and/or prizes donated.

**ACTION:** decide to partner with IRCOM? Ask if they would like us to partner? **NEXT STEP ACTION ITEM:** update the fundraiser letter (by January 6) – volunteers/participants in the Quiz Night, help with advertising, help with rainbow auction prizes, and their name/logo going on their posters/letters

Posters – normal size, about 50,

MIRSSA – has Syrian Arabic translators

**ACTION:** Iwona will contact her journalist friend/ Syrian – about a TEAM Talk = charge for it, 50% of the proceeds will go to either Welcome Place - what was Syria like before Arab Spring, what changed about life there, who's coming to Canada – how is English taught in Syria – what is the attitude towards Canadian – how did the educational system work - level of literacy, etc. on a general level – the audience for the TEAM talk – teachers will want to know how they can help people

coming in to their classes? What are the differences, diversity? Power dynamics? Men-women relations?

vi. **Treasurer Report** - (Darlene Liutkus)

Desirae will support Darlene with memberships now that Luis has resigned. The accountant will prepare a letter of review for us as usual.

vii. **PD Report** (Yaw Amoah-Gyampoh) ()

- CIC-funded program funding to remain consistent with last year's funding due to focus on Syrian refugees coming this year

Yaw will discuss the theme, focus, and keynote.

TEAM Conference updates from November 2015 meeting –

a. Venue – U of W. U of M will be considered for 2017 conference.

b. Theme - Connections

c. Speaker – open

d. PD in Brandon – (moved forward from October meeting)

Online PD – probably ESP or EAP – Manitoba Nurses Union – Sylvia in Brandon, Deb Schweyer at WELARC, etc.

December 15 Meeting 2015 UPDATES:

Yaw: Idea for the conference: Connections/Aboriginal speakers, still in the works; still not sure how EAP/ESP/settlement will all come together and be included. Several presenters have been approached; something like the lightning talks at TESL Canada and different lengths of presentations and workshops are being considered because newer presenters may only want to present for a short amount of time. Offering more options for presentations (poster presentations, etc.) will increase the proposals for presentations.

Yaw would like to see more student presentations (e.g., students who have gone through programs; etc. This can get more teachers interested because they would hear first-hand about students' experiences).

In January, there will be lots to do: making the conference relevant

ACTION: approach coordinators about the conference and ask them to encourage their instructors to present at the conference; etc.

how do you plan for lots of types of presentations? How do we organize the time schedule, etc.? One issue that will be better this year at UW is that renovations have taken place and there will be better rooms available this year.

Call for proposals ready in early January? Deadline in mid-February?

ACTION: Kathy to elaborate on points of EAP discussion next

4. Other Business –

i. **EAP Discussion**

**Kathy Block and Tracey Giesbrecht will help approach people in teaching in EAP**

in the older days, some of the institutions used to get together and talk about what they were doing with AEPUCE (UM/RRC, etc.) one idea is that it might be interesting to bring together a panel to talk about how students transition into college; e.g., the business course at UW which is different, etc. make it less intimidating to present – make it a panel.

Have discussion group rooms this year with a facilitator instead of discussion tables like last year; that is a workshop idea – come in for one event at one specific time...

**ACTION: Contact the BC TEAL presenter who presented on how to present at a conference;**

**ACTION: how to do “action research” - contact a UM professor**

**ACTION: need to know more about the structure of the conference day BEFORE the EAP ad hoc committee can tap shoulders**

iv.) Next Meeting Dates for December, January, and (Tuesdays 6-8, Fridays 4:45-6:45?)

December 15 6:30-8:30 RRC at the Forks – Logan will confirm

5. Action Items from the last board meeting (and list of actions to be taken before next board meeting):

**Action: All members consider their role and any PD they might want to pursue (staying for another year? Please be ready to commit by February meeting) consider making board positions a 2-year commitment with one year as committee-member overlap**

Completed or continuing action items from last meeting:

Action: Darlene connect with Marvin about any TEAM membership fees that TESL Canada is requesting (completed)

Action: Darlene talk to TESL Canada about how to pay the membership fee as they come in – quarterly payment isn't quite working for us (not yet)

Action: Desirae has an item for the newsletter – Jonathan Bower – forward to Logan (tabled until next meeting) (not yet)

Action: Logan add info in the newsletter about the \$50 gift draw winner for completing the conference survey

**Action: Logan check out newsletters from other provinces to see what they included (completed?)**

**Action: Luis put in social media links to the letter and the TEAM website (not yet?) Action: Luis: Create a survey for**

membership benefits (not yet?)

Action: Put the new membership letter into mail chimp (not yet?)

Action: Desirae look into annual membership fees (cannot change these without all-member vote) tabled

Action: All Board members must get their membership paid (completed?)

6. List of actions to be taken before next board meeting:

All board members send letter of solicitation for donations/prizes for fundraiser (

Slack – all TEAM correspondence will be via Slack. Please add the app to your phone or open a tab on your computer so that you will receive notifications.

Awards Chair – we need one! Any ideas? Otherwise, the board will work as a group to decide about awards. We need to send out a call for awards in November via email. (To be done in January newsletter)

TESL Canada Rep – we will have a vote with TEAL MB about the next TESL Canada Rep; right now, Sherry Seymour is our interim representative. (Receiving messages?) Call for bulletin update

Communication Committee: Call for Board members and volunteers to help in various aspects on TEAM. Will receive letters of participation. Ad hoc committee members. 20 hours of time.

Create a task list and see if people can help. Tasks need to put in the newsletter, for example:

- Awards vetting
- This month we need volunteers for:

Board Members put Ideas of connections for presenters and Aboriginal leaders on Slack.

ACTION: add the TEAM logo to slack/letterhead – Jenny (12:15)

7. Adjournment Logan called

Meeting adjourned at: 8:48PM

## TEAM Meeting January 8, 2016

**In Attendance:** Desirae Mercer, Tracey Giesbrecht, Soudabeh Golpaygani, Hong Nguyen, Logan Brunette, Sherry Seymour, Kathy Block, Yaw Amoah-Gyampoh, Eunhee Buetner, Iwona Gniadek  
**Regrets:**, Darlene Liutkus

Meeting start: 6:48pm

1. Welcome (6:30-6:35)

2. Agenda (6:35-6:40)

MOTION to approve agenda -

made by: Logan

seconded by: Yaw

Carried (6:50) – amendment to Treasurer report being submitted to SLACK.

i. Minutes – Minutes of October 23, 2015, were distributed before the meeting.

(6:50-6:51) Quorum was not met so don't need to approve

3. Committee Reports – Communications, PD, Fundraising, Treasurer and Secretary reports were sent out before the meeting. All committee chairs are reminded to please submit activity reports at least one week prior to the meeting

i. **TEAM/TEAL Liaison Report** – Report was sent out before the meeting. (6:51-7:18) – Eunhee went over the highlights of the Board Meeting at TESL Canada conference. 130 page manual for governance. They also produced a document in how members can engage in TESL Canada. PD includes webinars and face-to-face workshops. Tom Ferrell will come back to Winnipeg for one of these workshops. We will need to decide dates with TEAL MB. All PD is on the TESL Canada website. TEAL MB will send an email to members to see if they want to remain part of TESL Canada. TESL Canada is working towards advocating for K-12. Sherry asked for TEAL to send an email to invite Sherry of the next meeting. Kathy asked if there has been discussion about Syrian refugees. There has been discussion and they are looking at how they can help. There will be an open PD session. Eunhee will send the information to Desirae. December 1, 5-7pm at the MTS Building on Portage. Eunhee's email: [tgilj1980@gmail.com](mailto:tgilj1980@gmail.com)

**Action:** Desirae to send Yunhee an email to get a membership and to copy Darlene.

ii. **Communications Report** (Logan Brunette) (7:24-7:26)

Needs help from board with: What needs to be communicated with members at the moment?

Add about Syrian Refugees to the newsletter

Rent assist program may help anyone who is low income Manitoba (temporary foreign workers, international students immigrants ) who may qualify for it. If what they spend on housing is a certain percentage of their income. People can be on income assistance or employment insurance as well.

**Action:** Use the 2014-15 member list to send the newsletter

iii. Secretary Report (Tracey Giesbrecht) (7:25-7:30)

iv. Membership Report – Luis is resigning from his position.

Move to accept the resignation of Luis Lopes:

Motion made by: Sherry Seymour

2<sup>nd</sup>: Kathy Block

v. **Fundraising Report** (Soudabeh Golpaygani) (7:35-7:47)

Needs help from board with: Soudabeh will benefit from assistance with getting rainbow auction prizes, advertising and finding volunteers. Usually students like to help. We can provide a letter of thanks. It is strongly requested that each member come up with a table of 8 for the Quiz Night event. We have partnered with other groups before, but we won't this year.

Members give Soudabeh feedback about the posters ASAP.

Soudabeh has created a spreadsheet to keep track of the businesses that have been approached. Members are asked to update it with any businesses approached and/or prizes donated.

vi. **Treasurer Report** - (Darlene Liutkus) (7:47-7:59)

Desirae will support Darlene with memberships now that Luis has resigned.

Online membership will be completed in this week.

This year, we will take away the teammate fee and replace it with an early bird incentive for the conference.

vii. **PD Report** (Yaw Amoah-Gyampoh) (8:03-9:07)

There is a bit of a concern that there will be a loss of funding for CIC programs and that people may not have PD funds. Yaw doesn't seem to think that there will be an issue with people attending in May. CIC funding ends in April. The next contract is for 3 years after.

Yaw discussed the focus and theme of the conference.

There was discussion about the conference focus and keynote speaker. Tracey raised questions about the process in which the change in focus of the conference was done. She felt that it would be a topic brought to the Board to discuss, as the Board approves the budget and the conference is the largest financial piece of the budget. Desirae said that the PD committee makes all decisions for the conference and people wanting to join the committee are welcome to.

It was asked if there would be a second keynote speaker like last year. There could be.

There was discussion about two of the indigenous speakers having political platforms. Brian Bowman maybe a greeter speaker. Kathy felt this may be something to reconsider. One suggestion was Associate Vice-President, Indigenous Affairs: Wab Kinew

Ideas of connections for presenters and Aboriginal leaders need to be put on Slack.

TEAM Conference updates –

a. Venue – U of W. U of M will be considered for 2017 conference.

b. Theme - Connections

c. Speaker – open

d. PD in Brandon – (moved forward from October meeting)

Online PD – probably ESP or EAP – Manitoba Nurses Union – Sylvia in Brandon and Barb Swire at WELARC

4. Other Business –

i. **EAP Discussion** (9:07-9:13)

It's a special interest area and not to take away from anywhere. Find speakers who may also like to Skype in and present.

Kathy Block and Tracey Giesbrecht will help approach people in teaching in EAP.

ii. **Electronic Meetings** – motion needed (in accordance with RROO) (9:18-9:29)

Motion to move that Board meetings be able to be conducted in the manner agreed upon by Board members including using online or telephonic means to conduct meetings for simultaneous aural communication among all participating members equivalent to those meetings held in one room or area. The first meeting of a newly elected Board must be face-to-face.

Motion: Sherry Seymour

2<sup>nd</sup> Soudabeh Golpaygani

Discussion about electronic meetings:

Challenge of not being able to read body language. For face to face meetings there are the challenges of parking and paying for dinner. E-meetings provide more opportunity for people to be at the meetings.

One member is uncomfortable with the meeting possibly being recorded. This will not happen.

All in favour

Motion carried

iii. **Robert's Rules of Order** – motion needed to change bylaws (9:17-9:18)

Motion to adopt the most recent edition of Robert's Rule of Order to govern all TEAM Board meetings and to be added to the TEAM bylaws.

Motion: Sherry Seymour

2<sup>nd</sup> Yaw Amoah-Gyampoh

All in favour

Motion carried

iv.) Next Meeting Dates for December, January, and February (Tuesdays 6-8, Fridays 4:45-6:45?) (9:29-9:38)

December 15 6:30-8:30 RRC at the Forks – Logan will confirm

5. Action Items from the last board meeting (and list of actions to be taken before next board meeting): (8:25-8:30)

Action: All members consider their role and any PD they might want to pursue

Action: Darlene connect with Marvin about any TEAM membership fees that TESL Canada is requesting

Action: Darlene talk to TESL Canada about how to pay the membership fee as they come in – quarterly payment isn't quite working for us

Action: Desirae has an item for the newsletter – Jonathan Bower – forward to Logan (tabled until next meeting)

Action: Logan add info in the newsletter about the \$50 gift draw winner for completing the conference survey

Action: Logan check out newsletters from other provinces to see what they included (completed?)

Action: Luis put in social media links to the letter and the TEAM website (completed?) Action: Luis: Create a survey for membership benefits (completed?)

Action: Put the new membership letter into mail chimp (completed?)

Action: Desirae look into annual membership fees (cannot change these without all-member vote) tabled

Action: All Board members must get their membership paid

6. List of actions to be taken before next board meeting:

All board members send letter of solicitation for donations/prizes for fundraiser

Slack – all TEAM correspondence will be via Slack. Please add the app to your phone or open a tab on your computer so that you will receive notifications.

Awards Chair – we need one! Any ideas? Otherwise, the board will work as a group to decide about awards. We need to send out a call for awards in November via email.

TESL Canada Rep – we will have a vote with TEAL MB about the next TESL Canada Rep; right now, Sherry Seymour is our interim representative.

Communication Committee: Call for Board members and volunteers to help in various aspects on TEAM. Will receive letters of participation. Ad hoc committee members. 20 hours of time.

Create a task list and see if people can help. Tasks need to put in the newsletter, for example:

Awards vetting

This month we need volunteers for:

Board Members put Ideas of connections for presenters and Aboriginal leaders on Slack.

7. Adjournment (8:30)

Meeting adjourned at: Yaw 9:39

TEAM Meeting 11 March 2016  
Location: 81 Garry MNU Classroom 6PM-8PM

**In Attendance:** Desirae Mercer, Tracey Giesbrecht, Logan Brunette, Kathy Block, Yaw Amoah-Gyampoh, Iwona Gnadiak (Skype), Andy Reimer

**Regrets:** Hong Nguyen, Sherry Seymour, Soudabeh Golpaygani

Meeting start: 5:50PM

1. Welcome (5:50-5:55)

2. Agenda (5:55)

MOTION to approve agenda -

made by: Iwona

seconded by: Logan

Carried

i. Minutes – Email minutes of February 24, 2016, were distributed before the meeting.

MOTION to approve minutes-

made by: Logan

seconded by: Kathy

Carried

### 3. Communications Committee: Logan

Prepare a PPT for people in C-TESL programs about TEAM.

Survey –

Des will send old surveys to Logan.

Winnipeg 2018 TESL Canada Conference At the next meeting, there will be a vote for us to accept TESL Canada's request for us to host this.

Succession planning for Board members and opportunity to do position shadowing. There would also be a vote at the AGM to change the by-laws.

Conference proposals close March 18. Iwona will send out another message to staff to remind them of the deadline.

Complication document of government services will be put together by Andy. Publically available links for teachers to give to students. Rent-Assist.

International students who become permanent residents don't usually know services available to them.

Irina – Will present at TEAM Conference. March 5<sup>th</sup> went to Prairie Linguistics Workshops. Simone (?) presented at TEAL MB a couple years ago. Future speakers from out of province wouldn't have to pay a presentation fee.

Motion to approve that invited presenters may be eligible to have their presenter fees waived depending on Board approval.

Motion: Logan

2<sup>nd</sup>. Andy

carried

Discussion – this would apply to people who were specifically invited.

### 4. Treasurer Report

Andrew: hasn't had a chance to review the treasurer documents. He will be set up tomorrow for signing authority. Letter of review from Mark Foullard?. One goal is to have a Mint account to see what is happening in the account but no access.

Motion to approve that TEAM explores setting up a MINT account with the goal of financial transparency for Board Members who deal with financial information with READ ONLY access. The efficacy of the decision will reviewed in December 2016.

Motion: Andrew

2<sup>nd</sup>. Irina

Discussion: Review privacy settings before setting up the account. Is it worth the time and energy to upkeep and to pass on to new treasurer and Board members.

All in Favour - 5

2 abstain

Motion passed

### 5. Fundraiser – Sou

A professional planner is helping Sou.

Need to get the liquor and gaming permit.

TEAM Talk is tomorrow (March 12). Des and Iwona have looked at the powerpoint. The discussion is broad and general, so it will appeal to anyone. She's a very engaging speaker. Right now, there are about 10 people who are going to attend. TEAM will provide her with a hundred dollar honorarium.

Any money that is raised will go to IRCOM.

### 6. Secretary Report – submitted prior to meeting

## 7: Other Business

Iwona – nothing to report

Kathy and Tracey - EAP discussion – Panel for EAP instruction at upper levels and how they help international students transition. Some writing tutors will possibly present at the conference.

Presentation in “how to give a presentation” – Yaw will approach someone

## 8. Replacement of Treasurer: Email meeting February 22-24



TEAM Meeting February 24-26 March 2016

Location: email

**In Attendance:** Desirae Mercer, Tracey Giesbrecht, Soudabeh Golpaygani, Logan Brunette, Kathy Block, Yaw Amoah-Gyampoh, Iwona Gnadiiek, Hong Nguyen, Sherry Seymour

**Regrets:**

Meeting start: 10:40AM February 24 2016

1. Agenda

MOTION to approve agenda -

made by: Yaw

seconded by: Sherry

Carried

2. MOTION to approve Andrew Reimer as Treasurer of TEAM until end of the current term of office on August 31, 2016, or until another candidate can be appointed -

made by: Tracey

seconded by: Soudabeh

Carried

3. Adjournment

MOTION to adjourn email meeting -

made by: Iwona

Carried at 8:45PM on February 24 2016

Motion by email: February 25

Motion for TEAM to cover the membership fee for Andrew Reimer so that TEAM has a Treasurer for the remainder of the 2015-16 year.

Motion: Tracey

2<sup>nd</sup>: Irina

Carried

Motion to approve the minutes from the online meeting

Motion: Logan

2<sup>nd</sup> Irina

carried

9. Conference

Panel of people for discussion. Want to generate questions from the membership for the panelists about teaching and different elements of teaching.

Getting presenters – still important to get more people

There are 10-11 rooms with 4 times. If less than 50 presenters, the day may be changed. There have been a few people offer to do multiple sessions.

Counsellor from RRC Chad Smith will present on LBGT community.

MADLAT – is having a conference in May this year at RRC. There could be someone there who could be a good presenter for the conference. Yaw will look into it.

LIPS – Local Immigration Partnership – brings together newcomer services – federally funded

2 instructors from MITT from the Pembina location, are interested in helping with the Board. Yaw will contact them about possible opportunities with the PD committee.

Vacancies on the Board – there are some now that could be filled.

Volunteers will be needed for the conference.

Yaw needs some help with publishers. He will be in touch with Tracey. Tracey or her coordinators will contact them about the conference and booths.

RRC and UW will be attending to conference.

Early bird special will be available for all schools with a limited time.

10. Communications membership 564  
TEAM Talks – 36.2% of people have looked .2% clicked  
Call for presentations – 35.5% 8,6  
Newsletter – 45.5% opened 8.3 clicked  
Question for the membership: What do people want to do? Networking opportunity.  
Fundraising/networking opportunities – paint night, bubble soccer, Goldeyes game  
Adjourn meeting: 7:27  
Yaw

TEAM Meeting 29 April 2016  
Location: 81 Garry MNU Classroom 5PM-7PM

**In Attendance:** Desirae Mercer, Sherry Seymour, Hong Nguyen, Logan Brunette, Soudabeh Golpaygani Kathy Block, Yaw Amoah-Gyampoh, Iwona Gnadiiek (Skype), Andy Reimer, Irina Volchok

**Regrets:** Kathy Block, Tracey Giesbrecht

Meeting start: 5:42

X. Welcome (5:42-5:45)

XI. Approval of minutes from March 2016 (5:45)

MOTION to approve minutes-

Moved by: Irena

Seconded by: Hong

Carried

XII. Fundraiser Report: Soudabeh

-Sou and Desirae presented a cheque valued at \$2294.50 to IRCOM representatives. This money came from the profits of the Quiz night fundraiser held on

XIII. Treasurer's Report: Andy

-There was open liquor that was left over from the Quiz night fundraiser which Andy bought. He suggests that there be fewer options for liquor for next year's fundraiser to prevent this problem.

-Andy will present investment options for money in TEAM's savings account at the next meeting.

-Andy is in the process of updating the list of members who have paid as well as people who have paid their conference fees and will provide an update at the next meeting.

XIV. Communications Report: Logan

-Submitted prior to meeting

-The website needs to be updated, and since Logan doesn't have the time to commit to it, he can delegate the task to other communications committee members. Desirae also suggested that Clayton Lorraine may be contacted to assist with the website.

XV. President's Report: Desirae

- going to vote next meeting on whether to split the cost of Kevin Carter's cancelled flight to the TESL Canada conference. TEAL has offered to pay the other half. The cost for TEAM would be \$150
- TEAM awards nomination form needs to be sent out in the next newsletter. Some nominations have already come though.
- Board members need to consider whether they will be staying on next year or not. If they are not planning on returning, it would be very helpful if they could recruit someone to take their place in addition to being available to hand off duties.
- the AGM needs to be advertised in the next newsletter.

XVI. PD report: Yaw

- we are anticipating less attendees this year (approximately 50% less)
- food budget is going to change from last year depending on numbers and the type of food provided will include more vegetarian options than last year in keeping with suggestions from members.
- the panel discussion will take the bulk of the day. There are 14 morning sessions as well as 3 afternoon sessions.
- So far, there are a total of 45 presenters
- Yaw needs access to the information regarding booth purchasers the day of the conference.

XVII. New Business

- We are still looking for an indigenous speaker for the conference. ACTION ITEM: Iwona will contact a speaker that she knows of
- We need confirmed volunteers for the day of the conference. ACTION ITEM: Soudabeh will get Yaw in touch with the Quiz night volunteers
- We are looking for more swag for the folders given to conference attendees.

XVIII. Adjournment (6:55)

Moves: Sherry  
Seconds: Irena

TEAM Meeting May 13, 2016  
Location: 81 Garry MNU Classroom/RRC 5:15PM-7:15PM

**In Attendance:** Desirae Mercer, Tracey Giesbrecht, Kathy Block, Yaw Amoah-Gyampoh, Andrew Reimer, Irina Volchok

**Regrets:** Hong Nguyen, Sherry Seymour, Soudabeh Golpaygani, Logan Brunette, Iwona Gnadiak

Meeting start: 5:15PM

1. Welcome

2. Agenda (5:15)

MOTION to approve agenda – no agenda set before meeting

Minutes – Email minutes of April 29, 2016, were distributed before the meeting. There was an error. The number attending the conference is down 15% and not 50%.

MOTION to approve minutes-

made by: Irina

seconded by: Yaw 5:40

Carried

3. Presenting TEAM awards – Kathy will present the TEAM awards. The committee will give feedback by email. Kathy will choose the winners. Winners will know on the 19<sup>th</sup> that they have been nominated. Winners get a cheque and flowers. Kathy will talk to Andrew. Same budget as last year. Kathy brought up a concern about noise in the room last year and having people's attention during the speeches.

4. Conference

Attendance – RRC 50; WSD; WELARC, MNU,

There may be some issues with people who think they are members, but they aren't and their registration for the conference.

Agenda: Roxanne Reid – still waiting for confirmation that she is going to present. Trina hasn't gotten a hold of her. She is an Indigenous speaker.

Everyone else has confirmed or declined. There are enough presenters. Some information will be posted on the website very soon. The timetable will be up early next week. Panel 9-10:15. There is one session after that. Lunch and then 2 sessions.

Volunteers are needed that day. Kaleigh Quinn will be helping, as well as some student volunteers.

Need a sense from the Board of what people can help with. Last year, Marvin handled on-site registration. Desirae is doing it and will need some assistance. Eventbrite page for registration. Two lines – pre-registered and day off registration. One concern about using Eventbrite is if the internet is slow or interrupted.

Registration – 7:45-8:45

Welcome from President 8:45-9:00am

Panel 9:00-10:15am

10:30-11:45 Breakout session (13 presentations at a time)

11:30 Lunch

12:30-1:00 Book Draw and Awards

1:00-2:15

2:30-4:30

2:30- 3:45 (13) or 2:30-4:30

3:45-4:45 (5 sessions)

Last session finishes at 4:45

15 rooms booked

Food is all vegetarian this year.

Volunteers will be trained by Kaleigh Quinn.

MITT and UofW is putting in advertising.

7 plus maybe 2 – tables (Cambridge and Pearson)

5. Other

1. Discussion about offering a stipend to the conference chair. A request for a motion at the AGM to provide a stipend for the conference chair. Kathy and Andrew will work together to think of a motion to present at the AGM. Stipends for the Treasurer and President should also be considered for the AGM on June 1<sup>st</sup>. Up for annual review by the Board. Look into what is a wage and stipend.
2. TESL Canada was looking at asking TEAM to host the TESL Canada Conference. Different city and provincial organizations are willing to help organize the conference.
3. Irina has put her name forward for being President of TEAM for next year.
4. Take documents from this conference for next year. Have that information to compare location for possibly have the conference at the UofM.

Meeting Adjourned: 7:40 pm

Motion: Irina

2<sup>nd</sup>: Yaw

### **Secretary End-Of-Year Report**

Primary duties consisted of taking and distributing minutes. Proposed changes to Bylaws. The TEAM Executive approved the two following Bylaws in November:

- XIX. **Electronic Meetings** – Board Meetings may be conducted in the manner agreed upon by Board members including using online or telephonic means to conduct meetings for simultaneous aural communication among all participating members equivalent to those meetings held in one room or area. The first meeting of a newly elected Board must be face-to-face.
- XX. **Governing Document** - Motion to adopt the most recent edition of Robert’s Rule of Order to govern all TEAM Board meetings and to be added to the TEAM bylaws.

Other duties included:

- 13. Assisted with promoting Quiz Night and sponsorship of a table
- 14. TEAM Conference
  - A. Promoted the conference and approached possible speakers
  - B. Worked with Kathy Block in enhance the EAP side of the conference
  - C. Researched information
  - D. Volunteered
- 15. Ad-Hoc Awards Committee

Submitted by Tracey Giesbrecht

**Fundraising Activity Report 2016**  
**Submitted by Soudabeh Golpaygani (Fundraising Chair)**  
**May 31, 2016**

This year, the date for TEAM's fundraising Quiz Night had already been decided for April 2, 2016. The Fundraising activities were:

- XXI. Communicated with TEAM's president and also the previous fundraising chair to know about this year's fundraising goals and duties.
- XXII. Contacted the quiz masters and the venue to confirm arrangements
- XXIII. Designed and distributed the poster of the event
- XXIV. Recruited student volunteers
- XXV. Sent invitation letters to EAL programs and Settlement service providers in Winnipeg
- XXVI. Promoted the event to a wide range of organizations
- XXVII. Communicated with IRCOM's ED regarding the necessary arrangements
- XXVIII. Sent letters of solicitation to businesses and organizations
- XXIX. Sponsored one table for the event
- XXX. Collected and wrapped the prizes
- XXXI. Worked closely with TEAM's president, volunteers and the quiz masters during the event
- XXXII. Prepared and sent letters of gratitude and certifications to volunteers
- XXXIII. Presented the cheque of the fund raised at the event to IRCOM
- XXXIV. Prepared and sent a short report on the event, names of the volunteers and prize or money donors, as well as photos to the communication committee to put on TEAM's website and newsletter

Other duties:

Assisted with volunteer recruitment and also registering the attendees at TEAM conference

## **Job description**

### **Fundraising Chair**

- XXXV. Participates as a member of the TEAM executive committee
- XXXVI. Attends monthly meetings and submit monthly reports to board members
- XXXVII. Develops fundraising plan for the year that will allow TEAM to meet budgetary needs
- XXXVIII. Creates and submits a list of possible fundraising ideas to TEAM members
- XXXIX. Plans and organizes TEAM fundraising Quiz Night
- XL. Consider partnering and profit sharing with another organization
- XLI. Maintains a history of the fundraising event, documenting total funds raised and member attendance
- XLII. Provides a final report for TEAM

**Developed by Soudabeh Golpaygani 30 May 2016**



## Welcoming Committee End-of-Year Report

### Primary Duties:

- Learned TEAM Bylaws;
- Learned responsibilities of the Chair of Welcoming Committee;
- Learned to work with MailChimp;
- Updated the list of members (with the help of the President);
- Researched and collected information about membership in other EAL organizations (this was reported to the President during one-on-one meetings);
- Attended TEAM meetings (did not attend Quiz Nights and Fundraising);
- Recruited a speaker from Regina;
- Recruited TEAM;
- Volunteered during the conference.

### Terms of reference as per TEAM Bylaws:

The Chairperson of the Welcoming Committee shall be responsible for :

1. recruitment of members for the Welcoming Committee;
2. representing the activities to the Executive Committee;
3. maintain up-to-date list of members;
4. sending a welcoming letter to all new members (note: this is done automatically).

Created by Irina Volchok May 2016

## **Awards Report 2016**

**Submitted by Kathy Block (Interim Chair, Awards Committee)  
May 28, 2016**

This year, 9 nominations were received for TEAM awards, in four categories: volunteer, teacher, international learner, and immigrant learner. The deadline for nominations was May 19, 2016, and, because we received multiple nominations within particular categories, an ad hoc committee was struck on May 20 to make decisions about who would receive the awards this year.

The committee included Paz Bowman (Red River College), Desirae Mercer (WELARC), Tracey Giesbrecht (University of Manitoba, English Language Centre), and Kathy Block (University of Manitoba, Academic Learning Centre). Members of this committee deserve a special thank you since they went to work quickly and thoughtfully. A special thank you goes to Paz (past Chair), who not only participated in the decision-making but created the letters and certificates and helped me get organized for the awards presentation.

The deadline for notifications to nominators was May 21, which was too tight given the decisions that had to be made. However, decisions were made by May 22 and all nominators were notified as quickly as possible.

The awards were presented at lunchtime at the TEAM conference on May 27, 2016. Recipients were Joan Reid (volunteer), Carol Hutchinson-Peters (teacher), Tatiane Regina De Oliveira Dias (international learner), and Ciza Kanyambali (immigrant learner). All of the recipients were able to attend (as well as some family members) and all recipients made a short speech.

Recipients received the following:

Volunteer: \$150 cheque, framed certificate, a letter from TEAM, flowers

Teacher: \$250 cheque, framed certificate, a letter from TEAM, flowers

International Learner: \$50 gift card to McNally, a card signed by the TEAM president, framed certificate, a letter from TEAM, flowers

Immigrant Learner: \$250 cheque, framed certificate, a letter from TEAM, flowers

### Recommendation

A motion will be brought to the AGM on June 1, 2016 to make the dollar amounts received by the international and immigrant learners the same.

## Job Description

### Awards Committee Chair

- XLIII. participates as a member of the TEAM executive committee
- XLIV. reviews and revises criteria for awards with the TEAM executive
- XLV. communicates with the TEAM President, Fundraising Chair and Treasurer to ensure that funds are available for the awards
- XLVI. establishes the annual deadline for nominations
- XLVII. establishes the deadline for notifications of successful and unsuccessful nominations
- XLVIII. communicates with TEAM membership using the TEAM website, newsletter and social media tools the awards criteria as well as important dates related to the awards
- XLIX. establishes and facilitates an ad hoc committee of at least 4 members (including the chair) from 4 institutions that deliver EAL programming to make decisions about award recipients
- L. communicates with award recipients
- LI. communicates with nominators
- LII. organizes award presentations, including preparation of all necessary documents and cheques for award recipients
- LIII. provides a final report for TEAM

### Awards Committee Members

along with the chair, makes decisions about award recipients based on the criteria established by the TEAM executive committee in such a way that all deadlines for notification can be met  
assists with the preparation of documents for award recipients  
assists with the awards presentation  
suggests changes to the awards criteria to be taken to the TEAM executive for the following year

Created by Kathy Block May 2016

## TEAM Communications Committee Terms of Reference

### **Group Members**

- LIV. Logan Brunette (chair)
- LV. Iwona Gniadek
- LVI. Hong Nguyen

### **Goal**

Inform members of TEAM about relevant news in the community and function as a forum for members to voice themselves

### **Deliverables**

Newsletter & e-mail communication (Mailchimp)  
Social media accounts (Facebook, Twitter, LinkedIn)  
Website (Weebly)

### **Scope / Jurisdiction**

16. Responsible for reporting on any information relevant to members via communication tools. Newsworthy items include but are not limited to: PD updates (team talks & conference), fundraising (quiz night), membership information, job postings, updates of affiliated organizations (TESL Canada, MIRSSA, etc.), awards, AGM details, resources, and related news items.
17. Newsletters must go through drafts vetted by other board members in order to edit for grammar and punctuation, accuracy of information, and aesthetics
18. Social media accounts are mainly updated by communications committee members, but they may be posted to by any executive board member. Items may also be forwarded to communications members to share (Ex. Job postings)
19. Pages of the website are updated as needed

### **Additional Notes**

3. Communication outside of meetings is generally held by e-mail
4. Social Media Content Strategy is a shared document on google docs
5. Projects in the works include: recruitment PowerPoint project, website facelift (wordpress)

## TEAM Communications Committee End-of-Term Report

**Period of Time:** June 2015-June 2016

**Committee Chair:** Logan Brunette

**Committee Members:** Iwona Gniadek, HongNguyen

**Objective:** Inform members of TEAM about relevant news in the community and function as a forum for members to voice themselves

**Summary of Accomplishments:** Although everyone was new to the communications committee, and to TEAM, we accomplished our objective. It was a good learning year for everyone. Social media accounts and the newsletter were utilized to communicate to members. We shared job postings, information about PD events and fundraisers, affiliated organization updates, recruited for the board, resources, and related news items.

**Activities in Progress:** Currently, there are two projects underway. The most essential being the website. The website is in need of a facelift as well as a board member to maintain it so that it meets standards similar to those our provincial counterparts. It has been suggested that we migrate our website from weebly to wordpress for increased mobile support as well as overall improvement. The second project is the recruitment powerpoint presentation.

**Recommendations:** A board member be trained in how to use wordpress and website maintenance.

**TEAM (Teaching EAL to Adults in Manitoba)**  
**President's Report of Activities Fiscal Year 2015-2016**

**President:** Desirae Mercer

*This report includes point-form notes about the TEAM President's general tasks, document work, and monthly activities throughout the fiscal year 2015-2016. The final section includes the President's reflections on TEAM's work towards achieving the Strategic Planning Goals (2015) during the fiscal year 2015-2016.*

**General Tasks:**

- created board meeting agendas
- created/managed polls for meetings
- responded to general member questions via email
- liaised with TESL Canada, MEALO, MANSO, MB TEAL and MPLAN; reported to TEAM
- created documents for use by TEAM board members and general members (see list of documents, below)
- researched and provided answers to questions regarding TEAM institutional memory and questions about board governance to TEAM board members
- provided training and/or mentorship to the following incoming board members: Fundraising Chair, TEAM/TEAL Liaison (representative to TESL Canada AGM and face-to-face board meeting); two Treasurers, Communications Committee Chair, and two Welcoming Committee Chairs, Professional Development Chair (who was also assisted by outgoing Professional Development Chair), and Awards Chair
- Assisted Treasurer -
  - o created PayPal account for purchases
  - o renewed online banking for purchases
  - o collected payments for membership and conference attendance; remitted these to the Treasurer
  - o created task lists/reminders for Treasurer
  - o connected with accountant Mark Fuad to start process of notice to reader and tax filing for TEAM
  - o paid and updated TEAM organization name with the Companies Office
  - o researched incorporation as an option for TEAM
  - o provided ongoing support with managing the list of conference registrations/invoices/payments due
  - o organized conference registration tables and collected payments due at conference
- Assisted with Quiz Night Fundraiser –
  - o Secured the venue and entertainers for 2016 and 2017
  - o Paid and submitted receipts for the above as well as all food, beverages, alcoholic beverages, tickets, ancillary materials such as plates, cups, etc.
  - o Created and edited the EventBrite page for ticketing, etc. (see Documents Created/Edited for more details)
  - o provided feedback about deadlines, etc.
  - o Liaised between Fundraising Chair and donation recipient (IRCOM)
  - o obtained Liquor and Gaming Authority permits
  - o established organization number with LGA

Assisted Awards Committee -

- provided feedback on award nominees
- created fillable web form for nominations

**Documents Created/Edited 2015-2016:**

meeting agendas

AGM agenda

President's activities reports

website: managed and updated several pages

Facebook page: updated TEAM information, added news stories of interest relating to ESL and immigrants to Manitoba

newsletter: wrote content about Quiz Night, sector updates, and TEAM Talk; edited content; managed

MailChimp: updated new subscriber form, updated data spreadsheet on subscribers

TEAM conference:

edited/proofread "Programme Booklet"

edited/proofread "Call for Proposals" document and web form

edited/proofread "Sponsorship" web form

created "Conference Survey" web form

edited conference attendee/sponsor/invited speaker spreadsheet along with Treasurer

created name badges for conference attendees

created/proofread conference information for website and newsletter

created PayPal buttons for various conference tickets and sponsorship

Quiz Night Fundraiser:

created/edited EventBrite page for tickets

edited event poster

created letter of solicitation for prizes/donations/tickets

created newsletter, website and Facebook posts

TEAM Talk 2016 – Maysoun Darweesh

edited/proofread Maysoun's PowerPoint presentation

created/edited EventBrite page for tickets

created spreadsheet for participant information/donations

**Additional Monthly Activities**

August 2015

- organized meet-and-greet potluck
- sent out list of responsibilities to new board members
- created TEAM's SWOT analysis document to remit to TESL Canada for TESL Canada's upcoming strategic planning
- liaised with MB TEAL about TESL Canada conference and about MB's silent auction prize for the TESL conference

September 2015

- interviewed members of Manitoba START
- researched Volunteer Manitoba PD for board members/grant-writing
- arranged phone call from President of TESL Canada, Judy Sillito, to TEAM board meeting

October 2015

- attended UM Tutor Training session; reported to TEAM board; spoke with Kathy Block about best practices regarding tutor training with the intention to reinstate the TEAM tutor list with minimal liability to TEAM (as well as PD opportunity/ethics training for potential TEAM tutors)

November 2015

- added information about Rent Assist and Syrian refugees to newsletter

January-May 2016 – see “General Tasks” and “Documents Created/Edited”, above

**Reflections on TEAM's Progress Towards Strategic Planning Goals (2015-2016 focus)**

- re-examined board roles and made change requests
- developed strategies for gathering feedback more effectively by using digital forms
- worked with MANSO, TESL Canada, MB TEAL and MPLAN to share information and strengthen relationships
- redesigned logo as start towards strengthening brand
- suggested Post Office Box and telephone numbers in order to strengthen infrastructure
- delivered a large annual conference with the theme of “connections” to facilitate connections between and across organizations related to EAL and settlement
- asserted provincial role in TESL Canada
- delivered TEAM Talk related to timely settlement issue (Syrian refugee issues)



## **TEAM Proposed Board Meeting Schedule 2016-2017**

### **Meeting Types Throughout Year:**

Annual General Meeting (usually after conference)

Special General Meetings (only as needed)

Regular Meetings of the Board (Meetings will usually on 2<sup>nd</sup> or 3<sup>rd</sup> Friday of the month)

Committee Meetings (decided by each committee)

Board Retreat (optional)

### **2016**

(2<sup>nd</sup> Friday) **July 8, 5:30-8:30PM** – meet and greet, welcome, board photos, potluck, committee members welcome, TEAL board welcome, organizational history and strategic planning check-in, Q&A

### **no meeting in August**

(3<sup>rd</sup> Friday) **September 16, 5:30-7:30PM** (because Sept 5, Monday, is Labour Day) – board PD meeting – guest speakers to advise about board best practices/conference planning hints – TEAM annual draft budget needs to be submitted for board approval by Treasurer

(3<sup>rd</sup> Friday) **October 21, 5:30-7:30PM** (Thanksgiving is Monday, Oct 10; Weds. Oct 12 is Yom Kippur)

(3<sup>rd</sup> Friday) **November 18, 5:30-7:30PM** (Remembrance Day is on Friday, November 11)

(2<sup>nd</sup> Friday) **December 9, 5:30-7:30PM**

### **2017**

(3<sup>rd</sup> Friday) **January 20, 5:30-7:30PM**

\*\*\*February 3 (desired)? or February 18 (confirmed)? Quiz Night Fundraiser\*\*\*

(2<sup>nd</sup> Friday) **February 10, 5:30-7:30PM** (because Louis Riel Day is on Feb 20)

(2<sup>nd</sup> Friday) **March 10, 5:30-7:30PM** (because March 17 is St. Patrick's Day)

(3<sup>rd</sup> Friday) **April 21, 5:30-7:30PM** (because Easter and Passover have ended)

**May: TBA** – a meeting two weeks before conference and a meeting one day before conference

**June: TBA** – TEAL event (retreat) and AGM

**July: TBA** – new board meeting: organizational history, meet and greet, welcome, photos, potluck, Q&A