

TasTESOL
2018 Annual General Meeting

MINUTES

Saturday, 1.00pm – 1.45pm 19th May 2018, Sacred Heart College, New Town

Present:

Marlene Chesney (*President & Chair*) assisted by Tom Daly; Bill McCann (*Secretary & Minutes*); also Irena Allen, Ruth Baily, Ian Bartle, Dennis Blachford, Mary Blake, Mary Brooke, Sam Campbell, Daniela Dadswell, Kylie Engisch, Marie-Rose Genovese, Jill Heslop, Ian Hewitt, Tracey Higgs, Jane Huffam, Gina Hurn, Dr Maree-rose Jones, Leanne Jordan, Anahita Karamadhootk, Anne Killalea, Anna Kingston, Alison Knight, Janet Legg, Marla Leitch, Jenny Markos, Barbara Marshall, Melanie Morris, Kylie Nelson, Louise Oxley, Debbie Pallister, Kandy Parker, Helen Parry, Suzanne Reszke, David Rochester, Tania Strong, Heather Thompson, Karen Thompson, Sarah Thompson, Jenny Vanderra, Ans van Heijster, Gayle Viney, Cristy Walker & Meghan Watson.

Total attendance of members: 45

Apologies

Mardi Adair, Sally Duay, Hilary Foley, Margie Headlam, Robyn Hextall, Moira Nicholls, Elizabeth O'Meagher & David Sturdy.

1. Minutes of 2017 AGM

The minutes were circulated last year and again before this meeting. They were accepted as accurate by the meeting (- moved: Daniela Dadswell & seconded: Irena Allen)

2. Matters arising from the Minutes of 2017 AGM

There were two items:

Re Item 4 (1) the committee was able to meet satisfactorily via 'Zoom'; 45 min meetings are free, and the committee has been booking two consecutive 45 min slots.

Re Item 5, the conference fee was increased from \$20 to \$35 for members, and from \$70 to \$75 for non-members.

3. Reports

(i) Marlene Chesney's **President's Report** (- *see below*) was circulated before this meeting, and Marlene spoke briefly about each section (Forums, Website, etc). The meeting voted to accept the report (- moved: Leanne Jordan & seconded: Dennis Blachford)

(ii) Bill McCann presented the **Treasurer's Report**/Financial Statement for the calendar year 2017 (- *see below*). Income easily exceeded expenditures, and the balance at the end of 2017 was \$7,784.35. The meeting voted to accept the report (- moved: Karen Thompson & seconded: Dennis Blachford)

(iii) **ACTA Councillor's Report** Ryna Dwyer has been representing TasTESOL at meetings of ACTA councillors throughout the year (around 7 meetings per year). She gave a report to the meeting verbally and summarised here:

a) Early in the year, Dr Helen Moore from ACTA asked that state associations rally members to meet local politicians to advocate on behalf of EAL/D students and teachers about declining services. Tom Daly did this for TasTESOL and briefly reported on meeting David O'Byrne (Labor candidate and now the Shadow Minister for Infrastructure and Transport, and Energy) just before the Tasmanian election in March, as well as presenting TasTESOL's point of view to the Liberal Minister for Education and Training, Jeremy Rockliff, via his Personal Assistant.

Kylie Engisch mentioned that the Tas Catholic Education Office had also approached the Minister to ask that the TCEO not be left out of communications about services migrants are eligible for.

At the national level, ACTA had established solid contact with the office of Tanya Plibersek, Labor Shadow Minister for Education.

b) ACTA's journal, *TESOL in Context*, has gone online (available at <http://tesolincontext.com.au>)

c) Also related to *TESOL in Context*, ACTA will soon be looking for reviewers of books and materials.

The meeting voted to accept the report (- moved: Daniela Dadswell, seconded: Kandy Parker)

4. Website

Bill McCann presented a written update on the website (- see below). Regarding the three discussion points at the bottom of the update, the meeting overwhelmingly agreed that (a) they wanted a website, (b) they wanted a new site as opposed to renovating the old one, and (c) they were happy for the committee to make decisions about proposals and costs.

Related to this:

a) There was a comment that, as we had a very healthy bank balance, it'd be better to employ a local developer despite the extra cost. (A local quote for a new site was \$1,200 vs \$1,000 from a Melbourne developer).

b) There was a question: seeing that we're paid up to Jan 2019 with the old site's host (Netregistry), could we get a refund? Bill said he thought not, and that it wasn't a significant amount (a portion of \$114.45) and so probably not worth pursuing.

5. Election of committee & office bearers

The positions of the committee and office bearers were declared vacant. Marlene asked for nominations and/or volunteers for the positions. There was a request to clarify what duties the various positions involved, and Marlene briefly outlined these.

After some discussion, volunteering and nominating, the committee was established as:

President: **Marlene Chesney** (nominated by Kylie Engisch, seconded Kandy Parker)

Secretary: **Bill McCann** (nominated by Kylie Engisch, seconded Ryna Dwyer)

Treasurer: **Daniela Dadswell** (nominated by Ryna Dwyer, seconded Mary Brooke)

The following volunteered to be on the committee and were accepted: **Kylie Engisch, Ruth Baily, Ryna Dwyer** (ACTA representative) & **Maree-rose Jones** (ACTA Councillor back-up). Also, **Helen Parry** was nominated to be on the committee by Marie-Rose Genovese and seconded by Ans van Heijster, and she agreed.

List of committee members: Ruth Bailey, Marlene Chesney, Daniela Dadswell, Ryna Dwyer, Kylie Engisch, Maree-rose Jones, Bill McCann, Helen Parry.

It was suggested that Marlene and Bill could perhaps mentor other committee members into being President and Secretary during the year.

6. Other business

a) Ryna Dwyer reported that she would try to organise a TasTESOL forum in Launceston in October.

b) Ruth Baily wondered if a prize in the TasTESOL conference raffle could be registration for the next ACTA conference.

PRESIDENT'S REPORT for the TasTESOL AGM 19th May 2018

This past year has been very successful. 67 people attended last year's conference, and by the end of 2017 our membership was 70. This was helped by a few newcomers joining at our Thursday forums.

FORUMS – HOBART

Our Hobart forums continued to be held at the Derwent Sailing Squadron and attracted good attendances. The variety and high quality of our guest speakers contributed to the success of the forums. The topics and speakers were all suggested by members, and I'd like to say a big thank-you to all of the presenters.

The forums were:

- May - Jeanne Wherrett, a retired EAL and Special Ed teacher presented '*A demonstration of locally produced literacy resources*'
- August - The title was '*Generating authentic 'real' language practice for your students: two motivating projects*'. The presenters were Leah Rosebrock and Suzie Han from Collegiate, and Lisa Stautmeister from The Welcome Dinner Project.
- November - Lisa Risby presented a wonderful talk, '*Comparing TESOL and teaching language and concepts to a child with autism*'.

The audience at our forums included volunteer tutors from TasTAFE, representatives from LINC and ACAL, teachers from all sectors and Postgraduate TESOL students. These forums were great opportunities for people to meet others working in similar areas and to network, and this is good for everyone's motivation. Several participants regularly stayed on for a meal at the venue afterwards where conversations could continue.

FORUM – LAUNCESTON

In 2017, our northern members presented a full-day Winter Forum, 'Transform learning into skills for work and life', organised by Iryna Dwyer from TasTAFE North. The day started with an interactive Q&A session between the audience and students studying the Certificate IV in Spoken and Written English. Then there were 4 excellent workshops. Thank you very much to Iryna and to all these presenters:

- Mary Brooke, Moderator of the Panel Q & A discussion.
- Irena Allen and Meg Watson – *SEE and ACSF: how do they connect?*
- Vicki Walker – *Readability support for text evaluation*
- Di Hollins – *Capturing ACSF indicators within the CSWE*
- Marlene Chesney – *Expanding students' vocabulary and having fun too!*
- Ken Draeger – *Edisons in the language classroom*

It should be noted that the first 4 sessions were all presented by a very talented team of TasTAFE North teachers. Mention also needs to be made of Greg Corfield, the Education Manager of TasTAFE North, who supported the Winter Forum by providing the venue and some refreshments. As the venue was free and participants brought their own lunch, there was no attendance fee for TasTESOL members. 20 attended, including a contingent from Hobart.

2018 FORUM DATES

The dates for the three 2018 forums in Hobart: 28th June, 13th September and 15th November – all Thursdays. All will be held at the Derwent Sailing Squadron from 5pm to 7pm. The speakers are yet to be organised. Please talk to your colleagues about TasTESOL and suggest ideas and/or presenters for workshops. The opportunity for a Launceston forum needs some discussion, as TasTAFE might not be available as a venue and some of their previous EAL teachers are now working elsewhere.

2017 COMMITTEE

Your hardworking committee met formally 3 times during the past year. It's terrific that the committee members live all over the state (Queenstown, Hobart, Launceston, Shearwater) however the meetings by skype/phone/Zoom have been challenging. The 2017 committee was Marlene Chesney (President), Bill McCann (Secretary), Leanne Jordan (Treasurer), Iryna Dwyer (ACTA representative), Mardi Adair, Daniela Dadswell and Ruth Baily.

Unfortunately, Leanne Jordan had to resign from the committee early on due to work commitments and some ill-health. Thanks to Leanne for her work while Treasurer. Thanks also to Bill McCann for taking on the Treasurer's role along with his secretarial duties.

Iryna Dwyer has been our ACTA representative for the past year, and she will update us with a separate report on the many national issues.

WEBSITE

Sadly, our website became inaccessible earlier this year. Apparently, it was hacked in order to send out spam emails and was consequently shut down. This is not unusual. There is more information about this attached to the Agenda and if time, we could have some discussion about this at the AGM as we have a formal proposal from a web developer for setting up a new site.

For 2018, it would be great to maintain a committee with people from different parts of the state and different sectors, and I'd encourage new people with fresh input to join too.

TasTESOL's motto is 'Sharing teaching knowledge, ideas and skills' and I think we all lived up to this well in 2017. Thank you very much for your support over the past year, and with your continued participation there should be another successful year for TasTESOL ahead.

Marlene Chesney – President

**TasTESOL Financial Report for the 2018 AGM
for the period 1st January 2017 – 31st December 2017**

TasTESOL Account: BSB 067002, Account No. 28006086, CBA, 109 Collins Street, Hobart

<u>Income</u>	
Membership fees (\$60 x 60, \$50 x 9, \$45 x 2)	4,140.00
Conference fees (mem \$1120, non-mem \$420)	1,540.00
Conference raffle proceeds	165.00
Forum fees	600.00
Interest received from bank account	31.32
Total	\$6,476.32

<u>Expenditure</u>	
Conference	2,579.43
Forums x 4	435.95
ACTA capitation for 2016 (74 members)	1,480.00
Insurance	325.00
Bank fees	4.50
Stationery (nametag holders, etc)	83.03
PO Box account	124.00
Website	87.45
Refunds (overpayment of conf fees & m'ship)	120.00
Total	\$5,239.36

Notes:

1. In 2017, there were 70 members incl. 2 student m'ships and 9 institution m'ships (TasTAFE N/NW). 71 m'ship payments are shown but 1 paid twice by mistake.
2. ACTA capitation is paid early in the year for the previous year's membership.
3. We pay 2 website fees to Netregistry: \$87.45 for cPanel hosting (or 'tech support') and \$27 for the domain name. The domain name fee is paid biannually in 'even' years, so not paid in 2017.
4. Conference costs: speakers (flights, dinner, gifts \$1,384), catering (\$875), kitchen-hand (\$295)
5. Forums (x 4): costs were catering (\$135), room hire (\$255), speaker gifts (\$45.95)
6. Usually, there is a NEAT subscription of \$100 pa. There was no charge in 2017 (possibly due to admin changes at NEAT) but we remained a member.
7. Insurance relates to public liability cover.

Bank reconciliation for the calendar year	Opening balance on bank statement 1/1/2017	\$6,544.89
	Income	\$6,476.32
	Expenditure	\$5,239.36
	<i>Expected</i> closing balance 31/12/17	\$7,781.85
	<i>Actual</i> closing balance on bank statement 31/12/17	\$7,784.35

NB:

1. The bank statement shows we have \$2.50 more than calculated from our income and expenses.
2. There were no unpresented cheques at 31/12/2017.

Treasurer's priorities for the rest of 2018

1. Update committee members authorised to sign cheques (- fill in and lodge forms with bank)
2. Organise documents for official audits for 2015 – 2017 (to start around June 2018)
3. Update TasTESOL's records with the ATO (our 'address', contact person, office bearers, etc)

Bill McCann,
Secretary

Website Update for 20018 AGM

Our website, www.tastesol.org.au was launched in 2007, but became inaccessible in early 2018. On investigation with Netregistry (the service provider), the site was shut down because it was emitting spam and contained malware. Apparently, this is a common problem with weakly protected sites – they're 'hijacked' for the purposes of sending out spam.

Netregistry advised us to have the site 'cleaned' by a web developer, and then we could apply for it to be available again.

However, three different computer people advised against this.

- Cleaning a site is an unpopular job and very time-consuming (i.e. costly).
- You can never be sure the site is completely bug-free.
- Once cleaned, such an old site may not be capable of supporting some modern features.
- Once cleaned, we'd only be back to 'square 1' i.e. with our old and unwieldy site that'd need revamping.

Advice from the web developers was to start afresh – to recover what files we want from the old site and to create a new site. The priorities should be:

- Use a provider that takes much more responsibility regarding security.
- Use a provider who offers good 'help'.
- Ensure the site is easy to manage (i.e. doesn't require great tech skills to update).
- Ensure the site is 'mobile responsive' (i.e. it looks good on any size screen esp a small phone screen)

Costs

Netregistry charges approx. \$120 pa (and we're paid up to mid-Jan 2019).

A different provider (e.g. SiteGround, SquareSpace) with much better security and readily available 'help' will charge approx. \$190pa.

As an initial step, I met with a local web developer, Cristian Mendoza, from Ajayu Design for an hour recently. (He developed the TCAL site and many others). We discussed what features and pages TasTESOL would and wouldn't need, and the next day he sent a detailed step-by-step proposal for creating a new site for **\$1,200**. (A cheaper site would be possible, but it'd have fewer features).

I also spoke to Michael Kannegiesser from Digital Environs in Melbourne, and he offered (verbally) to create a site for **\$1,000**.

To discuss:

1. Do we want a website?
2. Do we want the old one recovered, or a new site?
3. If we do want a new site, who should make the decisions about its creation and getting quotes – the committee, a sub-committee, an interest-group of members ...?

Bill McCann

Secretary, 6th May 2018