

**BCATML Annual General Meeting**  
Michael J. Fox Theatre & Burnaby South Secondary School  
Friday, October 23, 2015 – 3:00 pm

**Agenda**

- 1) Call to order
- 2) Adoption of the agenda and establishment of quorum
- 3) Adoption of the minutes of the AGM Friday, October 24, 2014 (see addendum)
- 4) Recognition:
  - a. Executive Committee
  - b. Conference Committee
  - c. Retiring members:
    - i. Cristina Gismondi – Secretary&Membership
    - ii. Nancy Griffith-Zahner – French Language Representative
    - iii. Trevor O’rourke – Spanish Language Representative
    - iv. Tina Tsai – Treasurer
- 5) Reports:
  - a. President’s Report
    - i. BCATML activities for 2014-2015
    - ii. Update of BC’s new Core French curriculum
    - iii. Future projects and endeavours
  - b. Treasurer’s Report
    - i. Review of past fiscal year
    - ii. Budget proposal 2015-2016
- 6) Constitutional amendments:
  - a. Motion: That Article 5 – Committees be amended to add paragraph #6 as per BCTF recommendation:  
*The majority of the BCATML Executive shall be active BCTF members (not Associate members).*
- 7) Election of Executive Committee for 2015-2016

President: Rome Lavrencic	German Rep: Angela Kleine-Buning
Vice-President: Stacey Sveistrup	Japanese Rep: Stacia Johnson
Secretary/Membership: Kelly MacLean	Mandarin Rep: Ping Li
Treasurer: _____	Punjabi Rep: Mandeep Dhaliwal
French Rep: _____	Other Languages Rep: Nicole Jarvis
Spanish Rep: _____	Elem./Mid Years Rep: _____
- 8) Other Business
  - a. BCATML new logo unveiled
- 9) Adjournment

## **BCATML Executive Roles & Responsibilities:**

### **President:**

- Be the spokesperson of the organization
- Organize, prepare and chair executive meetings and the Annual General Meeting
- Prepare an agenda to be sent to all executive members at least three days prior to a meeting
- Read over and approve the minutes from each meeting within one week of the meeting
- Present Presidential activity reports at each Executive meeting
- Liaise and seek guidance with the BCTF, the Ministry of Education, CASLT, other language organizations (SCOLA, WAFLT, OMLTA, etc.), and other PSAs
- Attend and report on BCTF PSAC meetings
- Compile and prepare the Outside Agencies report detailing communication and outreach
- Complete the Per Capita Grant and submit it to the BCTF before September 30<sup>th</sup>
- Provide leadership and support to all members of the executive
- Seek out and foster positive relationships with other language organizations
- Write a quarterly update of the activities undertaken by the Executive for the newsletter
- Be a member of the Conference Committee if there is no Conference Chair

It is recommended that a nominee for the role of President will have served on the Executive for a minimum of two years prior. In the absence of fulfilling the role of Conference Chair, or in the event that the Conference Chair becomes unavailable, the President/Vice-President automatically assumes the role of Conference Chair until a suitable replacement can be found.

### **Vice-President:**

- Assume presidential duties when required
- Support the president in performing his/her duties and take on additional roles as needed within the Executive
- Receive and verify minutes from the executive meetings
- Provide a written submission to the quarterly newsletter
- Present a Vice-President activity report at each Executive meeting
- Mentor and support members of the Executive committee into new roles to ensure smooth transitions
- Be a member of the Conference Committee if the President is not serving on the committee

It is recommended that a nominee for the role of Vice-President will have served on the Executive for a minimum of one year prior. In the absence of securing a Conference Chair, or in the event that the Conference Chair becomes unavailable, the President/Vice-President automatically assumes the role of Conference Chair until a suitable replacement can be found.

### **Treasurer:**

- Report to the executive the financial statements at each executive meeting
- Communicate with the BCTF accounting department about financial procedures
- Explain, distribute and collect expense forms at every meeting
- Monitor the finances of the PSA (BCTF & outside account)
- Prepare cheque requisitions
- Analyze and make recommendations to the executive based on the financial status of the BCATML
- Assist the president in preparing the Per Capita Grant (Form 2, Form 3, and Form 5)
- Prepare an annual budget statement and present it at the AGM
- Keep all financial records for a period of seven (7) years

## **BCATML Executive Roles & Responsibilities (continued):**

### **Secretary/ Membership:**

- Gather personal & work contact information for each executive member & submit to BCTF
- Contact the president two weeks prior to each meeting to set the agenda template, send it to the president to be finalized, and once confirmed, send out to the executive committee
- Record minutes of each executive meeting and submit to president for approval within 5 days; once approved, distribute to executive members within one week with a final copy to the BCTF
- Prepare AGM agenda for completion by the president
- Record minutes of the AGM and submit to the president for edits. Final version is then forwarded to the BCTF Records Department within two weeks of the fall conference
- Upload the Conference membership database to the BCTF within two weeks of the fall conference
- Report the current membership numbers at each executive meeting
- Keep track of membership database, noting expiry dates; sort for geographical clusters & gaps
- Coordinate with the Conference Registrar regarding conference membership database
- Send fall conference membership to CASLT as per bilateral joint membership agreement
- Collect articles and assemble BCATML's electronic newsletter for distribution (three issues)

In the absence of fulfilling the role of Registrar, or in the event that the Registrar becomes unavailable, the Secretary automatically assumes the role of Registrar until a suitable replacement can be found.

### **Language Representatives:**

- Attend and report on your respective language activity at each executive meetings
- Share BCATML information with colleagues and language teachers
- Promote BCATML conferences by sharing registration & workshop information
- Submit newsletter items: research, articles, resources, classroom activities, print-ready activities
- Seek out presenters for conference. Ensure that presenter proposals are submitted on time to Presenters Coordinator.
- Bring relevant issues and events to the attention of the executive, where appropriate
- Network to improve communication and increase membership numbers
- Research and report on websites useful for language teachers in BC to be added to our website
- Develop content (ie: resources) for BCATML's website pertaining to your respective language area
- Attend other conferences and report back to executive; submit articles to our newsletter
- Contact publishers for up-to-date product information
- Keep up-to-date on current research and pedagogy
- Contact list of people *other than publishers* to possibly attend, present, or have a table at our conference, including consulates, universities, colleges, bookstores
- Meet with the outgoing representative for mentoring & receive binder
- Facilitate BCATML approved workshop requests to members in the field
- Support teachers in your respective language area on matters pertaining to BC's curriculum

**BCATML AGM Minutes 2014**  
**October 24, 2014**  
**Delta Hotel and Conference Centre**

**1) Call to order at 11:23am**

**2) Adoption of the agenda**  
**(M. Ronsano, K. MacLean) CARRIED**

Establishment of quorum: Quorum established by the President.

**3) Adoption of the minutes of the Annual General Meeting Friday, Oct. 25, 2013**  
**(W. Yamazaki, T. O'Rourke) CARRIED**

**4) Recognition of the Executive Committee and Conference Committee:**

The President acknowledged the efforts of this year's Executive Committee. He also gave special thanks to retiring executive members Kathy Chmelyk (Past President) and Wendy Yamazaki (Japanese Language Representative) for their several years of tireless service to the BCATML.

The President gave special recognition and thanks to this year's Conference Committee Members: Cristina Gismondi (Registrar), Nancy Griffith-Zahner (Presenters Representative), Rome Lavrencic (Conference Chair & Exhibitors), and Tina Tsai (Treasurer).

**5) Reports:**

**a. President's Report:**

The President reviewed projects/initiatives BCATML completed in the last year:

- *CASLT Chez Vous Day: Assessment in Action Toolkit* (October 26, 2013)
- Overhaul and redesign of BCATML's website ([www.bcatml.org](http://www.bcatml.org)) including new services and functionality available online
- New learning project: *BCATML iPad Inquiry Project*. Two mobile libraries are now up and running.
- Renewed partnerships with other Language Associations: CASLT, BCLCA, OMLTA, SCOLA, MY PITA, Goethe institute, Japan Foundation, UK National Association of Languages Advisers (Jenny Carpenter – 2010)
- SCOLA sub-committee advocating for second language post-secondary studies
- Increased BCATML's social media presence especially on Facebook and Twitter – follow us at [@BCATML](https://twitter.com/BCATML)
- BCATML will send K. Chmelyk, R. Lavrencic, N. Griffith-Zahner, S. Sveistrup to the Ministry of Education in order to redesign the French curriculum
- Updated BCATML's handbook and Constitution with two amendments

**Motion: To accept the President's Report (H. Lee, Y. Tato) CARRIED**

**b. Treasurer's Report for 2013-2014**

The Treasurer reviewed the major expenses in the past year, and presented the 2014-2015 Operating Budget to the membership.

**Motion: To accept the Treasurer's report and adopt the 2014-2015 Operating Budget (N. Griffith-Zahner, S. Sveistrup) CARRIED**

**6) Constitutional Amendments:**

**Motion:** That Article 4 – Meetings paragraph #1 (The Annual General Meeting) be amended to include:

*d. A quorum at the Annual General Meeting shall consist of at least five (5) percent of the active members of the Association.*

*e. If within 30 minutes from the time appointed for the Annual General Meeting a quorum is not present, the eligible votes in person shall constitute a quorum in order to allow the meeting to proceed.*

**(S. Moore, E. Cousar)                     $\frac{3}{4}$  vote majority      CARRIED**

**Motion:** That Article 4 – Meetings paragraph #2 (General Meetings) be amended to include:

*d. A quorum at a General Meeting shall consist of at least five (5) percent of the active members of the Association.*

*e. If within 30 minutes from the time appointed for the General Meeting a quorum is not present, the eligible votes in person shall constitute a quorum in order to allow the meeting to proceed.*

**(A. Dunlop, S. Moore)                     $\frac{3}{4}$  vote majority      CARRIED**

**7) Election of Executive Committee for 2014**

**Table officers:**

President:	Rome Lavrencic
Vice-President:	VACANT
Treasurer:	Tina Tsai
Secretary:	Cristina Gismondi

**Language Representatives:**

French Rep:	Nancy Griffith-Zahner
German Rep:	Angela Kleine-Buning
Japanese Rep:	Stacia Johnson
Mandarin Rep:	Ping Li
Other Langs. Rep:	Kelly MacLean
Punjabi Rep:	Mandeep Dhaliwal
Spanish Rep:	Trevor O'Rourke
Elem. & Mid. Rep:	Nicole Jarvis

Voting was conducted by secret ballot. Voting cards were distributed to all eligible BCTF members as per Article 2 of the BCATML Constitution.

W. Yamazaki was nominated as primary scrutineer for the two elected positions (President & Elementary & Middle Years Representative), along with three other BCTF members from the AGM floor.

**Motion: To destroy the voting ballots cast.**

**(R. Lavrencic, C. Gismondi)      CARRIED**

**8) Other business: None**

**9) Adjournment 11:55 am  
(S. Moore, K. MacLean)      CARRIED**