

Annual General Meeting Agenda 29 May 2015 Canadian Network for Innovation in Education

1. Adoption of Agenda
2. Approval of the Minutes of the 2014 Annual General Meeting
3. Business Arising from Minutes
4. President's Report [**Marc Imbeault**]
5. Secretary-Treasurer's Report [**Sandy Hughes**]
 - 5.1 Audit (2013-2014)
 - 5.2 Appointment of auditors
 - 5.3 Budget
 - 5.4 Membership Figures
6. Reports/Business from Committees (Oral)
 - 6.1 Nominations/Elections [**Diane Janes**]
 - 6.2 *International Journal of E-Learning & Distance Education* [**Vince Salyers**]
 - 6.3 *Canadian Journal of Learning and Technology* [**Heather Kanuka**]
7. Welcome from Incoming President [**Kari Rasmussen**]
8. New Business
9. Adjournment

**Minutes of the Annual General Meeting
Thompson Rivers University, Kamloops, Alberta
15 May 2014**

Present: Approximately 25 CNIE members attended the 2014 Annual Conference at Thompson Rivers University.

Officers:

Diane Janes (President)
Sandy Hughes (Secretary-Treasurer)
Marc Imbeault (Vice-President)

Directors:

Director – Research: Martha Gabriel
Director – Policy-makers and/or administrators: David Francis (ABSENT)
Director – Media producers and distributors: Cindy Ives
Director – Distance/open learning professionals: Theresa Pittman (ABSENT)
Director – Education/training technology specialists: Erika Smith

Welcome and Call to Order

Diane Janes, President of CNIE-RCIE welcomed all delegates to the Annual General Meeting.

1. Adoption of the Agenda

Motion: To adopt the agenda.

Moved by Erika Smith/Seconded by Martha Gabriel. **(CARRIED)**

2. Approval of the Minutes of the 2014 CNIE AGM

Minutes of the 2013 annual general meeting will be posted on the CNIE website. An email will be forwarded to the membership to approve the minutes by an electronic vote.

3. Business Arising from the Minutes.

None

4. President's Report

This year has been very busy for me personally and professionally. The conference at Carleton was well received. We've been trying to increase membership and organize board members with sector responsibilities combined with regions. We worked with Bill Fricker on how to best promote and evaluate membership going forward. Bill will present on his research in this regard tomorrow. We have two excellence editors – Heather and Vince – with the journals. Please consider volunteering for work with the journals. We have been working with CAID and Erika to partner with CNIE. Please extend a warm welcome to them. We very much appreciate the hard work of TRU in putting together the

conference. Next year's conference will be in Manitoba and it will be a joint conference. The Board will need to examine the relationship with AMTECH and the associated trust. We need to continue to grow financially. Tim Howard continues to represent the Secretariat. Diane would like to thank Theresa Pittman as her term concludes on the Board. Diane would like to thank Lorraine for her support over the past year, and to Marc, who will bring clarity and vision to CNIE. Thanks to TRU for hosting the conference.

Treasurer's Report

5.1 Audit (2012-2013)

There is a possibility of new rates for the Secretariat fees. CSSE charges a secretariat fee to CNIE and two other groups and there was discussion about making the fee more equitable across the three groups. The current deficit arose from a room booking issue associated with conference guest rooms a couple of years ago.

Motion: To approve the 2012-2013 CNIE Audit

Moved by Sandy Hughes/Seconded by Cindy Ives. **(CARRIED)**

5.2 Appointment of Auditors

Motion: To appoint McCay, Duff and Company as the organization's auditors for 2014-2015.

Moved by Sandy Hughes /Seconded by David McDonald. **(CARRIED)**

5.3 Approval of the Budget

The budget for 2014/2015 will be posted on the CNIE website. An email will be forwarded to the membership to approve the budget by an electronic vote.

5.4 Membership Figures

Bill Fricker has been working as Communications Director, actively recruiting new members to participate in CNIE. The result has been favorable and membership has increased by **XX%**.

Anything further to add here?

6. Reports/Business from Committees

6.1 Nominations/Elections

Board of Directors for 2014-2015

Marc Imbeault (President)

Diane Janes (Past President)

Vacant (Vice-President)

Sandy Hughes (Secretary-Treasurer)

Martha Gabriel (Research)

Cindy Ives (Media Production and Distribution)

David McDonald (Distance/Open Learning Professionals)

Erika Smith (Education/Training Technology Specialists)

Donna Downey (Media Producers and Distributors)

Motion: To accept the Nominations Report as presented.

Moved by Lorraine Carter /Seconded by Kari Rasmussen. **(CARRIED)**

6. Reports/Business from Committees

6.2 and 6.3 Journals

The journals are healthy. The re-named Journal of Distance Education as The International Journal of E-learning and Distance Learning is operational now. The journal (Vince as editor) is supported by a SSHRC grant. There were a number of papers and book reviews.

Anything further to add here?

7. Welcome from Incoming President: Marc Imbeault

Marc indicated that he is pleased to become the President of the organization. We hope you see you next year in Winnipeg.

Marc – would you like to add anything further?

8. New Business

Nothing to report

9. Adjournment

Motion to Adjourn: Moved by Cindy Ives. **(CARRIED).**

NOTES FOR THE 2015 CNIE AGM

2.0 APPROVAL OF MINUTES

Note that the 2013 minutes of the AGM and the 2015 budget were approved by e-vote.

5.1 The column titled 2013/2014 Actual represents the amounts from the auditor's report.

Note:

- revenue slightly lower than budget due to decreased membership fee revenue
- conference expenses were apx \$5,000 higher than anticipated
- legal & audit fees were apx \$3,000 higher than anticipated due to legal fees associated with changes to the Canada Not-for-Profit Corporations Act (one-time situation)
- additionally, \$4,500 was paid to Bill Fricker, as noted in the 2013 President's Report to put dedicated effort into membership renewal
- this led to an annual deficit of \$10,199, which added to the pre-existing deficit of \$14,457 resulted in a carry forward deficit of \$24,656

AUDITOR'S REPORT REQUIRES APPROVAL

Sandy: Motion: To approve the auditor's report as represented by the audited figures presented.

5.2 McKay, Duff and Company have been auditors for several years and appear to be providing satisfactory service for a reasonable cost. Motion to re-appoint them as auditors for 2014/2015.

Sandy: Motion: To approve McKay, Duff and Company as the auditors for 2014/2015.

5.3 2014/2015 budget and 2015/2016 budget.

2014//2015

Note:

- revenues for 2014/2015 are off from the proposed budget in that revenue from membership fees is down by apx \$10,000
- ~~also, there was anticipated net revenue of \$40,000 projected from last year's conference which fell short by \$36,000; however expenses were also equally less than~~

~~budgeted, so that the net impact was a decrease from a net of \$10,000 to \$3,400 (ie \$6,600)~~ The anticipated conference net revenue was \$10,000 (\$40,000 in revenue less \$30,000 in expenses). This was based on prior years and prior to the decision to hold a joint conference with CAUCE. The anticipated net revenue is now \$3,400 (\$4,000 in revenue less \$600 in expenses).

- In terms of expenses, an additional investment of \$1,500 was put into revisions associated with the CNIE webpage
- The fiscal year ends in September , but it is anticipated that the deficit will grow by an additional \$17,000 this year, for a total of apx. \$42,000

2015/2016

Note:

- The budget for 2015/2016 has been adjusted to reflect a much more modest revenue from the conference, which should be more accurate moving forward
- Also, it is anticipated that membership fees will grow modestly next year
- In terms of expenditures, website costs have been diminished since the work was completed last year
- The biggest implication for the budget going forward is a considerable reduction in the Secretariat fee due to the Secretariat taking on additional work and realigning the fee accordingly
- For the past two years, it has been hoped that the budget will break even; the 2015/2016 budget presents a slightly brighter picture of recovery and reduction of the deficit
- If this can also be supported by increased membership, the organization is on its way to renewed financial health

PROPOSED CNIE BUDGET
BUDGET PROPOSÉ DU RCIÉ
1 October 2015 - 30 September 2016
du 1er octobre 2015 au 30 septembre 2016

May 2015
Mai 2015

Revenue / Revenus

	2015 - 2016 Budget	2014 - 2015 Estimate	2014 - 2015 Budget	2013 - 2014 Actual	2013 - 2014 Budget
	Budget	Estimation	Budget	Réel	Budget
Membership fees / Cotisation des membres	\$ 30,000	\$ 24,780	\$ 35,000	\$ 33,110	\$ 35,000
Interest income and exchange / Intérêts bancaires et échange	\$ -	\$ -	\$ -	\$ -	\$ -
IJEDE / RIALED	\$ 300	\$ 300	\$ 300	\$ 1,614	\$ 800
CJLT / RCAT	\$ 150	\$ 150	\$ 150	\$ 273	\$ 500
Conference / Congrès	\$ 4,000	\$ 4,000	\$ 40,000	\$ 41,364	\$ 41,000
Awards / Prix	\$ 600	\$ 900	\$ 600	\$ 600	\$ 750
Graduate Research Stipend / Allocation de recherche pour les diplômés	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous / Divers	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 35,050	\$ 30,130	\$ 76,050	\$ 76,961	\$ 78,050

Expenses / Dépenses

Programmes and publications / Programmes et publications

Conference / Congrès	\$ 600	\$ 600	\$ 30,000	\$ 35,846	\$ 30,000
Awards / Prix	\$ 600	\$ 700	\$ 600	\$ 710	\$ 750
Graduate Research Stipend / Allocation de recherche pour les diplômés	\$ -	\$ -	\$ -	\$ -	\$ -
Support to AMTEC Trust / Soutien au Fiducie de l'AMTEC	\$ 1,500	\$ 1,239	\$ 1,750	\$ 1,656	\$ 1,750
Pro-d Workshops / Ateliers P-pro	\$ -	\$ -	\$ -	\$ -	\$ -
JDE / RÉD	\$ -	\$ -	\$ -	\$ -	\$ -
CJLT / RCAT	\$ -	\$ -	\$ -	\$ -	\$ -
Web site / Site Web	\$ 500	\$ 2,000	\$ 500	\$ -	\$ 500
Annual report / Rapport annuel	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
SUBTOTAL / SOUS-TOTAL	\$ 3,400	\$ 4,739	\$ 33,050	\$ 38,412	\$ 33,200

Administration

Secretariat / Secrétariat**	\$ 18,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
Advertising & promotion / Publicité et promotion	\$ -	\$ -	\$ -	\$ -	\$ -
Legal & Audit / Services légaux et de vérification	\$ 4,000	\$ 4,000	\$ 4,000	\$ 6,498	\$ 3,500
Insurance / Assurance	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,124	\$ 2,000
Financial service charges / Frais bancaires	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,916	\$ 4,500
Office supplies & Printing / Fournitures de bureau et imprimerie	\$ -	\$ -	\$ -	\$ -	\$ 200
Translation / Traduction	\$ 300	\$ 500	\$ 300	\$ 390	\$ 1,000
Postage and courier / Courrier et messagerie	\$ 500	\$ 500	\$ 500	\$ 196	\$ 500
Telephone and Internet / Téléphone et Internet	\$ 50	\$ 50	\$ 150	\$ 124	\$ 150
Board of Directors / Conseil d'administration	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Miscellaneous / Divers	\$ -	\$ -	\$ -	\$ 4,500	\$ -
SUBTOTAL / SOUS-TOTAL	\$ 28,350	\$ 42,550	\$ 42,450	\$ 48,748	\$ 44,850
TOTAL	\$ 31,750	\$ 47,289	\$ 75,500	\$ 87,160	\$ 78,050

Excess of revenue over expenses / Excédent du revenu sur les dépenses	\$ 3,300	-\$ 17,159	\$ 550	-\$ 10,199	\$ -
Deficit, beginning of year / Déficit au début de l'exercice				-\$ 14,457	
Deficit, end of the year / Déficit à la fin de l'exercice				-\$ 24,656	

** budget amount subject to change pending signing update agreement

	2014-2015*	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	
Regular	92	116	101	84	85	138	146	154	Titulaire
Student	14	23	21	21	19	33	32	42	Étudiant
Retired	1	1	2	1	1	9	10	7	Rétraite
Honorary	20	19	18	18	17	15	13	12	Honoraire
Complimentary	2	2	2	2	2	2	1	1	Complimentaire
Org-Designate Pers.	28	34	42	52	41	64	67	72	Org-Pers. Désignée
Org-Additional Pers.	90	115	147	184	153	223	265	259	Org-Pers. supplément.
TOTAL	247	310	333	362	318	484	534	547	TOTAL
Atlantic	47	44	53	48	33	67	65	65	Atlantique
Québec	17	26	27	36	43	55	59	54	Québec
Ontario	54	123	97	84	79	109	111	134	Ontario
Prairie	65	80	95	135	118	187	212	206	Prairie
Western	59	32	56	56	42	58	75	77	Ouest
USA	4	2	2	1	2	2	2	2	É.-U.
International	1	3	3	2	1	6	10	9	International
TOTAL	247	310	333	362	318	484	534	547	TOTAL
Female	144	181	166	201	183	277	320	311	Femme
Male	103	129	167	161	135	207	214	236	Homme
TOTAL	247	310	333	362	318	484	534	547	TOTAL
French	21	32	30	43	48	62	62	71	Français
English	226	278	303	319	270	422	472	476	Anglais
TOTAL	247	310	333	362	318	484	534	547	TOTAL

*as of 22 May 2015 - in progress