

Annual General Meeting Agenda 2 June 2016 Canadian Network for Innovation in Education

1. Adoption of Agenda
2. Approval of the Minutes of the 2015 Annual General Meeting
3. Business Arising from Minutes
4. President's Report [**Kari Rasmussen**]
5. Secretary-Treasurer's Report [**David Macdonald**]
 - 5.1 Audit (2014-2015)
 - 5.2 Appointment of auditors
 - 5.3 Budget
 - 5.4 Membership Figures
6. Reports/Business from Committees (Oral)
 - 6.1 Nominations/Elections [**David Macdonald**]
 - 6.2 *International Journal of E-Learning & Distance Education* [**Irwin Devries**]
 - 6.3 *Canadian Journal of Learning and Technology* [**Heather Kanuka**]
7. Welcome from Incoming President [**Melissa Jakubec**]
8. New Business
9. Adjournment



CNIE RCIE

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Minutes of the Annual General Meeting

Inn at the Forks, Winnipeg, Manitoba 29 May 2015

Present: 26 CNIE members attended the 2015 Annual General Meeting.

Officers Present:

Marc Imbeault (President)

Sandy Hughes (Secretary-Treasurer)

Kari Rasmussen (Vice-President)

Directors:

Director – Research: Martha Gabriel (absent)

Director – Policy-makers and/or administrators: David Francis (absent)

Director – Media producers and distributors: Katrin Becker

Director – Distance/open learning professionals: David Macdonald

Director – At large: Melissa Jakubec

Director - Education/Training Technology Specialists: vacant (formerly Erika Smith)

Director – Administration: Tim Howard (absent)

Welcome and Call to Order

Kari Rasmussen, Vice-President of CNIE-RCIE welcomed all delegates to the Annual General Meeting.

1. **Adoption of the Agenda:** Some items on the agenda were re-ordered in order to accommodate schedules for those making reports. An additional item 5.5 was added for a motion concerning membership fees.

Motion: To adopt the agenda as amended. Moved by Cathy Kelly/Seconded by Melissa Jakubec. **(CARRIED)**

2. **Approval of the Minutes of the 2014 CNIE AGM: Motion: To approve the minutes of the 2014 CNIE AGM.**

Moved by Robert Lawson/Seconded by Susan Cleyle. **(CARRIED)**

3. **Business Arising from the Minutes.** None

4. President's Report – Marc Imbeault

Marc thanked the members of the Board for their work in the past year. Marc congratulated the journal editors for the renewal of the funding. This past year we focussed on membership, communication plan and conferences. These topics were inter-related. A key focus was renewal of the CNIE website. The changes are not apparent yet, but they will be evident shortly. The new site should be much easier to use. We also focussed on the joint conferences with CAUCE for this year, and next year. Concerning finances, with 250 members we need to consider the costs associated with the Secretariat.

Treasurer's Report

5.1 Audit (2013-2014)

Audited figures for 2013/2014 are shown in the 2013/2014 'Actual' Column of the Budget Schedule provided at the meeting. A decrease in membership revenue as well as a few one-time expenditures related to a membership drive

and legal fees associated with changes relating to the Canada Not-for-Profit Corporations Act resulted in a deficit to the budget of \$10,199 for 2013/2014.

Motion: To approve the 2013-2014 CNIE Audit

Moved by Sandy Hughes/Seconded by Katrin Becker. **(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 Cathy Kelly. **(CARRIED)**

5.3 Approval of the Budget for 2015/2016

The budget for 2015/2016 shows a modest surplus as the Secretariat fees have been substantially reduced. Additional plans underway with the incoming executive will help to drastically reduce the deficit and put CNIE into a strong financial position.

Motion: To approve the 2015/2016 budget as presented.

Moved by Sandy Hughes/Seconded by Cathy Kelly **(CARRIED)**

5.4 Membership Figures

The membership figures are provided in the package. There is a slight decline in membership however plans are underway to reverse the decline and provide added value to members. Kari commented on the upcoming focus toward student involvement. Also providing lower fees for smaller organizations will help to increase membership. We would also like to lower the fees further, which is possible with increased membership.

5.5 Membership Fee Adjustment

Motion: Moved by Sandy Hughes/Seconded by Susan Cleyle that the annual membership fees for 2015/2016 be adjusted as of October 1 2015, as follows:

- Regular member \$110 (decrease from \$125)
- Organizational member \$400 plus \$110 per additional member (decrease from \$440)
- Student member \$40 (decrease from \$65)
- Retired and lifetime member - no change
- Corporate member (\$1,000, which includes advertisement in CNIE hosted events) (previously undefined)

CARRIED.

6. Reports/Business from Committees

6.1 Nominations/Elections

Board of Directors for 2015-2016

Kari Rasmussen (President)

Marc Imbeault (Past President)

Melissa Jakubec (Vice-President)

Cathy Snow (Secretary-Treasurer)

Martha Gabriel (Research)

Katrin Becker (Media Production and Distribution)

David McDonald (Distance/Open Learning Professionals)

To be appointed (Education/Training Technology Specialists) – A call will be put forward.

Motion: To accept the Nominations Report as presented.

Moved by Robert Lawson /Seconded by Moira Morrison. **(CARRIED)**

6.2 and 6.3 Journals

The journals are well respected. The International Journal of E-Learning and Distance Education has a healthy history. The name of the journal was changed to incorporate current terminology. Vince was able to secure SSHRC funding to keep the journal strong. There has been an increase in submissions from international scholars. The Canadian Journal of Learning and Technology is also well respected. Both journals are solid journals for submission. Those submissions approved for publication are strong.

On behalf of the IJDE, Lorraine Carter presented the award to **Karen Lee (et al), University of Texas**, for the IJDE. The winner for the award for the CJLT was not able to attend the conference. The journals are a distinguishing feature of CNIE.

7. Welcome from Incoming President: Kari Rasmussen

Kari is looking forward to the next year. The Board is strong and we had an excellent Board meeting this week with great ideas. We believe we can revitalize the organization. The Board will take on two main webinar conferences this year. The fall event will be a showcase for CNIE members. In the Spring, we will focus on student work and showcase that work. CNIE members should feel free to contact Kari with ideas and suggestions.

8. **New Business** Nothing to report

9. **Adjournment: Motion to Adjourn:** Moved by Jennifer O’Roarke. **(CARRIED).**

PROPOSED CNIE BUDGET
BUDGET PROPOSÉ DU RCIÉ
1 October 2016 - 30 September 2017
du 1er octobre 2016 au 30 septembre 2017

May 2016
Mai 2016

Revenue / Revenus

	2016 - 2017 Budget	2015 - 2016 Estimate	2015 - 2016 Budget	2014 - 2015 Actual To be reviewed	2014 - 2015 Budget
	Budget	Estimation	Budget	Réel À être vérifié	Budget
Membership fees / Cotisation des membres	\$ 17,000	\$ 17,000	\$ 30,000	\$ 26,725	\$ 35,000
Interest income and exchange / Intérêts bancaires et échange	\$ -	\$ -	\$ -	\$ -	\$ -
IJEDE / RIALED	\$ 400	\$ 400	\$ 300	\$ 258	\$ 300
CJLT / RCAT	\$ 300	\$ 300	\$ 150	\$ 960	\$ 150
Conference / Congrès	\$ 20,000	\$ 5,000	\$ 4,000	\$ 2,860	\$ 40,000
Awards / Prix	\$ 900	\$ 900	\$ 600	\$ 900	\$ 600
Graduate Research Stipend / Allocation de recherche pour les diplômés	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous / Divers	\$ -	\$ -	\$ -	\$ 12,000	\$ -
TOTAL	\$ 38,600	\$ 23,600	\$ 35,050	\$ 43,703	\$ 76,050

Expenses / Dépenses

Programmes and publications / Programmes et publications

Conference / Congrès	\$ 17,500	\$ -	\$ 600	\$ 2,336	\$ 30,000
Awards / Prix	\$ 600	\$ -	\$ 600	\$ 668	\$ 600
Graduate Research Stipend / Allocation de recherche pour les diplômés	\$ -	\$ -	\$ -	\$ -	\$ -
Support to AMTEC Trust / Soutien au Fiducie de l'AMTEC	\$ 850	\$ 850	\$ 1,500	\$ 1,336	\$ 1,750
Pro-d Workshops / Ateliers P-pro	\$ -	\$ -	\$ -	\$ -	\$ -
JDE / RÉD	\$ -	\$ -	\$ -	\$ -	\$ -
CJLT / RCAT	\$ -	\$ -	\$ -	\$ -	\$ -
Web site / Site Web	\$ 162	\$ 75	\$ 500	\$ 162	\$ 500
Annual report / Rapport annuel	\$ -	\$ -	\$ 200	\$ -	\$ 200
SUBTOTAL / SOUS-TOTAL	\$ 19,112	\$ 925	\$ 3,400	\$ 4,502	\$ 33,050

Administration

Secretariat / Secrétariat**	\$ 10,000	\$ 10,000	\$ 18,000	\$ -	\$ 32,000
Advertising & promotion / Publicité et promotion	\$ -	\$ -	\$ -	\$ -	\$ -
Legal & Audit / Services légaux et de vérification	\$ 2,500	\$ 4,000	\$ 4,000	\$ 4,295	\$ 4,000
Insurance / Assurance	\$ 725	\$ 725	\$ 2,000	\$ 2,199	\$ 2,000
Financial service charges / Frais bancaires	\$ 1,650	\$ 1,650	\$ 2,500	\$ 1,609	\$ 2,500
Office supplies & Printing / Fournitures de bureau et imprimerie	\$ -	\$ -	\$ -	\$ -	\$ -
Translation / Traduction	\$ 250	\$ 250	\$ 300	\$ 170	\$ 300
Postage and courier / Courrier et messagerie	\$ 100	\$ 100	\$ 500	\$ 47	\$ 500
Telephone and Internet / Téléphone et Internet	\$ -	\$ -	\$ 50	\$ -	\$ 150
Board of Directors / Conseil d'administration	\$ 50	\$ 50	\$ 1,000	\$ 22	\$ 1,000
Miscellaneous / Divers	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL / SOUS-TOTAL	\$ 15,275	\$ 16,775	\$ 28,350	\$ 8,342	\$ 42,450
TOTAL	\$ 34,387	\$ 17,700	\$ 31,750	\$ 12,844	\$ 75,500

Excess of revenue over expenses / Excédent du revenu sur les dépenses	\$ 4,213	\$ 5,900	\$ 3,300	\$ 30,859	\$ 550
Deficit, beginning of year / Déficit au début de l'exercice				\$ 24,655	
Surplus, end of the year / Surplus à la fin de l'exercice				\$ 6,204	

	2015-2016*	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	
Regular	36	96	116	101	84	85	138	146	Titulaire
Student	7	14	23	21	21	19	33	32	Étudiant
Retired	3	1	1	2	1	1	9	10	Rétraite
Honorary	21	20	19	18	18	17	15	13	Honoraire
Complimentary	2	2	2	2	2	2	2	1	Complimentaire
Org-Designate Pers.	27	28	34	42	52	41	64	67	Org-Pers. Désignée
Org-Additional Pers.	75	90	115	147	184	153	223	265	Org-Pers. supplément.
TOTAL	171	251	310	333	362	318	484	534	TOTAL
Atlantic	38	47	44	53	48	33	67	65	Atlantique
Québec	12	18	26	27	36	43	55	59	Québec
Ontario	55	55	123	97	84	79	109	111	Ontario
Prairie	37	66	80	95	135	118	187	212	Prairie
Western	26	60	32	56	56	42	58	75	Ouest
USA	3	4	2	2	1	2	2	2	É.-U.
International	0	1	3	3	2	1	6	10	International
TOTAL	171	251	310	333	362	318	484	534	TOTAL
Female	99	146	181	166	201	183	277	320	Femme
Male	72	105	129	167	161	135	207	214	Homme
TOTAL	171	251	310	333	362	318	484	534	TOTAL
French	17	22	32	30	43	48	62	62	Français
English	154	229	278	303	319	270	422	472	Anglais
TOTAL	171	251	310	333	362	318	484	534	TOTAL

*as of 13 May 2016 - in progress