



Canadian Association of Second Language Teachers
Association canadienne des professeurs de langues secondes

Minutes | Procès-verbal

CASLT's 2025 Annual General Meeting
Assemblée générale annuelle 2025 de l'ACPLS

Friday, October 3, 2025, 1:15 p.m. - 3:00 p.m. ET
Le vendredi 3 octobre 2025, 13 h 15 à 15 h HE

Chair of AGM | Présidence de l'AGA : James Steele

1. Call to order | Ouverture de l'assemblée

James Steele, AGM chair, called the meeting to order at 1:15 p.m.

2. Adoption of the agenda | Adoption de l'ordre du jour

Motion to approve the agenda as presented.

Moved: Marc-Albert Paquette; Seconded: Tara Dryburgh; Carried.

**3. Minutes of the Annual General Meeting from October 4, 2024 |
Procès-verbal de l'Assemblée générale annuelle du 4 octobre 2024**

Motion to approve the 2024 AGM minutes as presented.

Moved: Lana Mill; Seconded: Rome Lavrencic; Carried.

4. Business arising from the 2024 minutes | Affaires découlant du procès-verbal de 2024

There is no business arising from the 2024 Annual General Meeting.

5. Amendments to Bylaw No. 1 | Amendements au règlement n° 1

The meeting chair explained the process for arriving at a vote on the amended Bylaw. The chair reviewed the proposed changes and then requested that someone make a motion to approve the changes.

Motion to approve the amended Bylaw No. 1 as presented.

Moved: Tara Dryburgh; Seconded: Stéphanie Garand; Carried.



Discussion:

Lana Mill proposed a friendly amendment to Section 1(g) of the bylaws to adopt gender-inclusive language, suggesting that references to “his, her, or their” be replaced with “their.”

Following discussion, a formal motion was put forward to revise the bylaw to use gender-neutral language by replacing instances of “his, her, or their” with “their.”

Motion to use gender-neutral language by replacing instances of “his, her, or their” with “their.”

Moved: Lana Mill; Seconded: Paula Kristmanson; Carried.

Further discussion noted that the issue of gendered pronouns will need to be revisited if the bylaws are translated into French, as the document currently exists only in English. Yasmina observed that gendered pronouns may not apply in equivalent contexts in French.

6. Reports | Rapports**6.1. Treasurer’s Report | Rapport de la trésorière - Trish Kolber**

Trish Kolber presented highlights from the budget. She noted an increase in salary expenses, reflecting the addition of a new staff member dedicated to outreach. Travel costs also rose due to greater participation in promotion and outreach events. Revenues from publications increased, alongside additional grant funding from Canadian Heritage and insurance payments related to the recent flood. The organization continues to maintain a prudent reserve fund to prepare for potential future fiscal shortfalls.

Motion to approve the Treasurer’s Report as presented.

Moved: Marc-Albert Paquette; Seconded: Lana Mill; Carried.

6.2. Auditors’ Report | Rapport des auditeurs

Auditor’s report presented by Étienne LeBlanc, from the firm of Marcil-Lavallée et associés.

The auditor’s report was presented and included notes on the increase in publications revenue, the receipt of insurance payouts, and expenses related to the Languages Without Borders conference. It was noted that conference revenues and expenses recorded in the 2024-2025 fiscal year were paid in advance, during the previous financial year.

Motion to approve the 2025 audited financial reports.

Moved: Josée Le Bouthillier; Seconded: Rochelle Guida; Carried.

6.3. Nomination of financial auditors for the 2025-2026 fiscal year | Nomination des vérificateurs financiers pour l’exercice 2025-2026

Motion to appoint Marcil-Lavallée et associés as the 2025-26 financial auditors.

Moved: Katherine Mueller; Seconded: Marc-Albert Paquette; Carried.

6.4. President's Report | Rapport de la présidente - Yasmina Lemieux

Yasmina Lemieux presented the President's Report, highlighting key actions achieved by CASLT over the past year. The complete [President's Report](#) can be found on the CASLT website.

Motion to approve the President's Report.

Moved: Katherine Mueller; Seconded: Rome Lavrencic; Carried.

6.5. 2025-2026 Programming | Programmation 2025-2026

Katherine Mueller presented CASLT's programming plan for 2025-2026.

- FSL Fundamentals: 8 multi-week online synchronous courses planned
- Professional Learning Days: 2 virtual events scheduled (November 21, 2025; January 30, 2026)
- Workshops: 8 sessions available
- Resources: Renewal and updates to existing materials underway
- New Project: Exploring the cultures of la francophonie in the FSL classroom
- Webinars: 4 sessions in the "Success for All" series
- Research: SSHRC research partnership development
- Staffing: New Learning and Outreach position filled by Verónica Ríos

7. Introduction of the Board of Directors | Présentation du Conseil d'administration

- President: Yasmina Lemieux
- Vice-President: Katherine Mueller
- Treasurer: Trish Kolber
- Secretary: Philippa Parks
- Director at Large: James Steele
- Director at Large: Mark Duwyn

8. Introduction of the National Council | Présentation du Conseil national

- British Columbia - Rome Lavrencic
- Alberta - Mais Helwah
- Saskatchewan - Tara Dryburgh
- Manitoba - Stéphanie Garand
- Ontario - Rochelle Guida
- Québec - Jacqueline Mallais
- New Brunswick - Anthony Nolletti
- Nova Scotia - Tony Bucci
- Prince Edward Island - Lana Mill
- Newfoundland and Labrador - Laun Shoemaker
- Yukon - Shannon Donald
- Northwest Territories - Maude Frosst
- Nunavut - Anabel Soto

9. Thanks | Remerciements

Yasmina thanked the CASLT staff, partner organizations, sponsors, members and the Department of Canadian Heritage for the continued support and collaboration.

10. Adjournment | Levée de l'assemblée

Moved: Trish Kolber; Seconded: Mark Duwyn; Carried.

Submitted by Philippa Parks

October 3, 2025