



Plain Language  
Association  
International

# Annual report 2021–22

## Contents

---

<b>The PLAIN board</b>	<b>3</b>
<b>President's message</b>	<b>4</b>
<b>Report card on PLAIN 2025 goals</b>	<b>6</b>
<b>Committee reports</b>	<b>7</b>
<b>1. Membership</b>	<b>7</b>
1.1 Membership is stable	7
1.2 Membership initiatives	7
1.3 Membership statistics	8
<b>2. Conference</b>	<b>10</b>
2.1 PLAIN is offering webinars to members	10
2.2 We are planning our in-person conference next year	10
2.3 We're promoting plain language in Spain and Argentina	10
<b>3. Communications</b>	<b>11</b>
3.1 Developing the PLAIN website into a helpful destination for members	11
3.2 A communication plan to provide our members with regular, useful information	11
3.3 A clear and cohesive messaging strategy for marketing and member recruitment efforts and regular engagement with members	12
<b>4. Professional development</b>	<b>13</b>
4.1 Supporting the IPLF – the standard and other projects	13
4.2 Plain language awards	13
4.3 Publications	14
<b>5. Regional coordination and development</b>	<b>15</b>
5.1 Developing regional networks	15
<b>6. Governance and finance</b>	<b>17</b>
6.1 Understanding our governance structure	17
6.2 2022 AGM will elect two new board members	17
6.3 Presenting the Treasurer's report	18
6.4 Treasurer submits a request for motion	19

## The PLAIN board



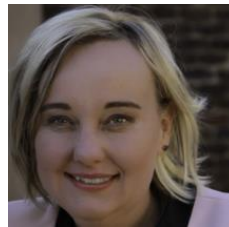
**Margrethe Kvarenes**, Norway | President (2018–22)  
 Joined the board, 2016  
 Committees: Finance & governance



**Ingrid Olsson**, Sweden  
 Joined the board, 2020  
 Committees: Membership



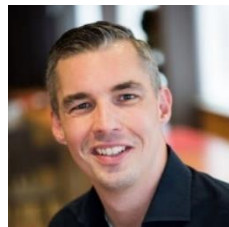
**Bede Sunter**, Australia | Secretary (2019–)  
 Joined the board, 2017  
 Committees: Finance & governance (Chair), Professional development



**Irene Stotko**, South Africa  
 Joined the board, 2017  
 Committees: Conference (Co-chair)



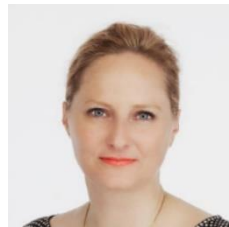
**Nicole Watkins Campbell**, Canada | Treasurer (2020–)  
 Joined the board, 2020  
 Committees: Finance & governance



**Lodewijk van Noort**, Netherlands  
 Joined the board, 2021  
 Committees: Conference, Communications



**Dominiek Braedt**, Belgium  
 Joined the board, 2020  
 Committees: Professional development, Membership



**Melinda Melcher**, Switzerland/Germany  
 Joined the board, 2020  
 Committees: Regional development (Chair), Membership



**Hannah Sapunor-Davis**, Germany  
 Joined the board, 2019  
 Committees: Communications (Chair), Professional development



**Natalia Torro**, Netherlands/Argentina  
 Joined the board, 2020  
 Committees: Conference (Co-chair) Regional development,



**Heloisa Fischer**, Brazil  
 Joined the board, 2021  
 Committees: Membership (Chair), Regional development,



**Romina Marazzato Sparano**, USA  
 Joined the board, 2020  
 Committees: Professional development (Chair), Communications

For more information, please see [Board of directors](#), on our website.

## President's message

---

Dear members,

This year's annual report brings to a close my six years as a member of the PLAIN board and my four years as PLAIN's President. I am grateful for every chance I have had to engage with you, members of PLAIN, and with my dedicated fellow board members.

It's been six years of change:

- From teleconferences (audio only) to Zoom meetings – what a relief to actually see one's board colleagues.
- From emails to Slack interaction – what an energy boost to be able to collaborate in all committee discussions.
- From an old to a brand-new strategic plan, informed by our member survey – what a good feeling to act on the wishes of our members.
- From in-person conferences in Graz and Oslo to the fully digital Access for All conference with its virtual world cafés and content accessible from all parts of the globe – what learning opportunities.

The Access for All conference leads me to talk about PLAIN's core goal: to increase the reach of plain language internationally, introducing plain language knowledge to more and more regions, countries and individuals. To do so, we know that we must make it accessible and rewarding to become, and keep being, a member of PLAIN. This past year we have taken many steps to support this goal:

- We have rolled out our discounted membership fees for middle- and lower-income countries, which makes membership fees fairer and membership more accessible.
- We have introduced automatic renewal of membership, which reduces administration for both board and members and should prevent us from losing members accidentally.
- We have introduced group membership – in 4 levels, which should give more relevant benefits to our organizational members.
- We cleaned up our membership management system, which gave us a better overview of actual members.
- We organized virtual webinars and LinkedIn talks, bringing together experts from around the world.
- We published 2 multilingual e-journals and 4 newsletters.
- We increased our presence in social media.
- We established a communications guide to ensure that our organizational communication is helpful and consistent for our audiences.
- We added Portuguese-speaking regions to our two other regional development pilots, German-speaking regions and Spanish-speaking regions.
- Our regional development approach is now integrated in most activities, through our e-journal, newsletter, social media interaction with members and in our new membership structure.

For more, I invite you to read this annual report. My special thanks go to Communications Committee chair Hannah Sapunor-Davis, who is leaving the board. Hannah is a true communication strategist who has professionalized PLAIN's communication to a high level and been a creative and knowledgeable editor of our e-journal. She also has the quality of asking the right – but sometimes uncomfortable – questions, at the right time, making sure important matters are investigated from all angles. Hannah is dedicated and conscientious and moves things forward. We will miss her greatly and thank her for her many contributions.

I am deeply thankful to all my fellow board members for every hour we have spent together working for our members and for PLAIN; for their smiles and laughs, their energy, their trust, their guidance and their dedication.

Margrethe Kvarenes, President  
November 2022

## Report card on PLAIN 2025 goals

Strategic goal	Status
<b>1. Membership</b>	
1.1. Double membership over the next 3 years and work towards 1000 members by 2025.	Ongoing
1.2. Increase membership from non-English speaking countries to 50% of members to become more truly international.	Ongoing
1.3. Improve the membership structure to deliver more tangible benefits to professional practitioners and public supporters.	Achieved
1.4. Collaborate with other plain language organizations by offering mutual membership benefits.	Ongoing
1.5. Adjust membership fees in line with increasing member benefits.	In progress
<b>2. Conference</b>	
2.1. Offer both in-person and virtual conferences, working towards optimizing the value of fully virtual conferences.	Achieved
2.2. Continue to standardize the processes for organizing the location, promotion and sponsorship of conferences.	Ongoing
2.3. Maintain participation at 400+ per event (whether online, hybrid or in-person) and increase multilingual, multicultural attendance.	Ongoing
2.4. Increase activities such as running webinars, organizing smaller events, offering networking opportunities.	Advanced
2.5. Make some conference materials public but offer extra information to members as part of their membership benefits.	Ongoing
<b>3. Communications</b>	
3.1. Develop the PLAIN website into a helpful destination for members.	In progress
3.2. Develop a communication plan to provide our members with regular, useful information.	Achieved
3.3. Develop a clear and cohesive messaging strategy for marketing and member recruitment efforts and regular engagement with members.	In progress
<b>4. Professional development</b>	
4.1. Publish a PLAIN e-journal at least twice a year.	Achieved
4.2. Develop an online library of standards, best practices, research reports, articles, and news items that will inform and support members in their work and workplaces.	Not started
4.3. Continue our awards program to increase the peer-based recognition of plain language practitioners and organizations.	Ongoing
4.4. Run a 'climate' survey each year and produce a report.	Not started
4.5. Continue to support the IPLF (International Plain Language Federation).	Ongoing
4.6. Facilitate professional development for members.	Ongoing
<b>5. Regional coordination and development</b>	
5.1. Build geography- and language-based regional networks for plain language.	Advanced
<b>6. Finance and governance</b>	
6.1. Increase the board's strategic focus and reduce operational responsibilities.	Ongoing
6.2. Increase annual budget to at least \$100,000 through increased membership, sponsorship, and income generated by our activities.	Ongoing

## Committee reports

---

### 1. Membership

Membership Committee Heloisa Fischer (Chair) | Ingrid Olsen | Dominiek Braet

#### 1.1 Membership is stable

---

As of November 2, 2022, PLAIN has 358 members. Of those, 303 are fully paid-up active members. There are 55 members ‘pending renewal’ – that is, they have not yet committed to renewing. Last year we reported 325 paid-up active members. However, not all of those 325 members were truly active – some were non-financial but still listed as active in the database. The true number of active members in 2021 was 310. We have now overhauled the membership system and introduced automatic renewal, so that situation will not arise again. However, there has been no increase in membership in the past year. Many have joined but, sadly, many have left.

PLAIN members come from 37 countries. Just over 30% of our members come from non-English speaking countries, very similar to last year.

#### 1.2 Membership initiatives

---

The Membership Committee worked with the Communications and Finance & governance committees to deliver 3 initiatives that were approved by the 2021 annual general meeting.

In the process, we made improvements to our membership database, our website content and our system messaging to members (the messages automatically generated by the membership management system).

The 3 initiatives came into effect on 31 August 2022.

##### **Discounted fees for lower-income countries**

We have created 2 new levels of individual membership. These are identified by ‘zones’ based on the World Bank 3-level categorization of countries by GDP per capita. Details are [on our website](#). Since we initiated the discounts, 2 new members from India have joined.

##### **Group membership**

Group membership means that organizations can extend the benefits of PLAIN membership to their employees and colleagues. We have established 4 levels of group membership with fees ranging from USD 150 (5 members) to USD 700 (20+ members). The Australia-based Plain English Foundation was the first organization to take up a group membership. We are currently working with several other organizations to create group memberships. Details about group membership are [on our website](#).

##### **Automatic renewal of membership fees**

We have made all levels of membership automatically renewing. This means that, once you have provided us with your payment details, your membership will be renewed automatically each year. This is similar to most contemporary subscription services and billing for utilities, such as electricity and internet services. The initiative reduces administrative effort both for us and members.

Before implementing this initiative, we examined the legislation of several key jurisdictions (EU, USA, Canada, Australia) to ensure that we were acting legally and ethically. Informed by that research we ensured that we have:

- informed existing members about the introduction of automatic renewal
- informed incoming new members that fees are automatically renewing
- provided adequate alerts when automatic renewal is about to happen (at 30 days and 3 days before renewal)
- made it easy to cancel membership.

If you have any questions or comments about automatic renewal, please contact us at [membership@plainlanguagenetwork.org](mailto:membership@plainlanguagenetwork.org).

### **Cleaning up the membership database**

At the beginning of the year, we discovered there were some 40 members who had not paid fees for some time – through no fault of theirs, but due to a system issue. We had to do something to convert those non-paying members to paying members before we could introduce automatic renewal. We also had members who had applied to join but had never completed the process by paying for their membership. In addition, we had numerous ‘lapsed’ members who were still registered in the database. Through a communication campaign and other processes, we managed to convert 15 non-paying members into paying members. We also now have more accurate membership data.

## **1.3 Membership statistics**

---

Data collected on November 2, 2022 (range: October 13, 2021 to November 2, 2022)

### **Members – 358**

Active	303	Members whose fees are current. See note 1
Pending renewal	55	Members who have not renewed but who have not lapsed yet. See note 2
New members	111	Members joined since October 13, 2021
Members lapsed	125	See note 3

### **Notes**

- 1 Membership appears to have dropped since last year (325 active members). However, not all of those 325 members were truly active – some were non-financial but still listed as active in the database. The true number of active members was 310.
- 2 In the new automatic renewal environment, there will be no ‘pending renewal’ members.
- 3 More members have lapsed than have joined but many of those who have lapsed had been inactive and non-financial for some time.
- 4 We now have more accurate membership statistics than in previous years.



### Members by level

1. Individual member (zone 1)	292	<b>Notes</b> Some 35 current members are eligible for the zone-2 discount which will be applied when they renew or possibly before then.
1. Individual member (zone 2)	0	
1. Individual member (zone3)	2	
2. Enhanced individual	9	
3. Organization member	25	
4. Enhanced organization member	11	
5. Student	17	
Tier-1 group	0	
Tier-2 group	1	
Tier-3 group	0	
Tier-4 group	0	

### Members by country

English speaking countries (Australia, Canada, Ireland, New Zealand, South Africa, UK, USA) = 242 (67.6%)

Non-English speaking countries = 116 (32.4%)

#### Alphabetical

Argentina	5
Australia	37
Belgium	5
Brazil	7
Canada	95
Chile	2
Denmark	1
Ecuador	2
Estonia	1
Finland	6
France	7
Germany	13
Greece	1
Hong Kong	1
Hungary	2
India	2
Ireland	7
Israel	4
Italy	4

Japan	4
Luxembourg	1
Malaysia	1
Mexico	4
Netherlands	6
New Zealand	12
Norway	4
Philippines	1
Portugal	4
Russia	3
South Africa	16
South Korea	1
Spain	6
Sweden	10
Switzerland	7
Thailand	1
United Kingdom	7
United States	68
<b>Total</b>	<b>358</b>

#### By numbers

Canada	95
United States	68
Australia	37
South Africa	16
Germany	13
New Zealand	12
Sweden	10
Brazil	7
France	7
Ireland	7
Switzerland	7
United Kingdom	7
Finland	6
Netherlands	6
Spain	6
Argentina	5
Belgium	5
Israel	4
Italy	4

Japan	4
Mexico	4
Norway	4
Portugal	4
Russia	3
Chile	2
Ecuador	2
Hungary	2
India	2
Denmark	1
Estonia	1
Greece	1
Hong Kong	1
Luxembourg	1
Malaysia	1
Philippines	1
South Korea	1
Thailand	1
<b>Total</b>	<b>358</b>

## 2. Conference

Conference Committee	Irene Stotko (Co-chair)   Natalia Torro (Co-chair) Lodewijk van Noort
----------------------	--

### 2.1 PLAIN is offering webinars to members

---

Running webinars is helping to spread plain language expertise and keeping members connected. At least 3 new members joined in order to attend a webinar.

The first webinar was arranged in February, *The sense and nonsense of icons and pictograms*, with Charlotte van Hooijdonk from the Netherlands. In July, the webinar *A court closer to its citizens*, was arranged with Judge Lorena Tula del Moral from Argentina – on the role of plain language in building an open, online, and model law-court in Buenos Aires. In addition, we interviewed Rodrigo Dellutri on plain language in guaranteeing the rights of children, and Natalia Echegoyemberry on using plain language to protect consumer rights in bank loans.

These [webinar recordings are available on our website](#) to all members.

### 2.2 We are planning our in-person conference next year

---

We had discussions with 3 potential country hosts and received 2 bids. Our conference goal is multilingual, multicultural attendance.

The board rated the bids and decided on the winning host country. Since then, we have held weekly meetings with the host to start planning the conference, appoint steering and conference committees, and conclude agreements.

### 2.3 We're promoting plain language in Spain and Argentina

---

Guiding potential conference hosts is a big task, which Natalia has taken on and successfully closed, with the two bids that we received. We are lucky to have translation and conference hosting expertise as well as broad cultural knowledge in the Conference Committee.

The committee thanks Margrethe for her guidance and conference expertise.

## 3. Communications

Communications  
Committee

Hannah Sapunor-Davis (Chair) | Romina Marazzato Sparano  
Lodewijk van Noort | James Fisher-Martins (freelance assistant)

### 3.1 Developing the PLAIN website into a helpful destination for members

---

Based on feedback from our members we continue to adapt and expand the website into a place where members can:

- find resources
- connect with other members
- stay up to date on PLAIN network developments.

In 2022, James Fisher-Martins joined the team as a freelance communications assistant. He has proven to be an invaluable resource for assessing, updating, and managing the website. With his WordPress skills, he has helped us identify and resolve website issues. Romina will lead the next steps in developing the website into a helpful destination for members.

The board resolved to put the member’s directory behind the member login wall due to complaints from members about spam and data privacy. The board aims to make the directory public again once we have found a way to do so safely, where members are fully aware of the information they are making public.

We continue to develop the resource area of the website. Recent additions include:

- recordings of webinars
- member discounts
- a free issue of the e-journal that anyone can download on the e-journal page
- updated page of recent member newsletters.

### 3.2 A communication plan to provide our members with regular, useful information

---

We are sharing news with our members in a consistent manner. Many of the day-to-day tasks have been handed over to James, so that the committee can focus on the bigger picture. The biggest growth by far is in activity on our LinkedIn page. Our quarterly email newsletters continue to have open rates of 65% and over. We have leveraged our existing communication tools to promote this year’s PLAIN webinars, which have resulted in good turnout.

Targeted outreach efforts are a frequent topic of discussion in the Communications Committee. We aim to provide more robust support for the Membership and Regional Development committees in reaching potential new members. Following the implementation of our communications guide (goal #3), we will be able to take more steps towards effective targeted campaigns.

### **3.3 A clear and cohesive messaging strategy for marketing and member recruitment efforts and regular engagement with members**

---

We have taken the first steps in this goal by creating a communications guide. The guide, developed for board members, contractors and volunteers, includes:

- how to talk about PLAIN
- how to adapt messages to different platforms
- how to manage positive and negative feedback.

The aim of the guide is to ensure that our organizational communication is helpful and consistent for our audiences.

The next step will be putting the “PLAIN story” into words. The Communications Committee will lead this exercise in the coming months by capturing feedback and input from founders, directors, and members. After this, we can support the membership committee in developing recruitment strategies.

## 4. Professional development

Professional Development Committee	Romina Marazzato Sparano (Chair)   Bede Sunter Dominiek Braet   Hannah Sapunor-Davis
------------------------------------	---

### 4.1 Supporting the IPLF – the standard and other projects

---

#### The IPLF

The International Plain Language Federation (IPLF) is a working group jointly formed by the 3 major plain language organizations: Clarity International, PLAIN and the Center for Plain Language to work on developing plain language as a profession, typically where the 3 member organizations share a goal.

For more information about the IPLF and its work, [see the IPLF website](#).

#### The standard for plain language

In September 2019, Technical Committee 37 (TC37) of the International Standards Organization (ISO) voted in favor of the proposal by Standards Australia to develop an international, multi-language standard for plain language.

IPLF has overseen the development of the standard, with drafting carried out by Working Group 11 (WG11) of TC 37. PLAIN is a ‘liaison organization’ to WG11. A number of PLAIN members have been active participants in the working group throughout the project. PLAIN members have also provided their feedback. The PLAIN board has consulted PLAIN members several times at important milestones in the development process.

Currently, it is expected that the standard, ISO 24495, will be released early in 2023.

#### Other IPLF projects

The IPLF is also working on 3 other major projects

- Certification – the Certification Committee is working to develop and implement certification for plain language organizations, practitioners, training and documents
- Localization of the ISO standard – the Localization and Implementation Committee is focused on helping countries around the world adopt the ISO standard for plain language
- Training – the Training Committee is working towards standardizing training in plain language and developing a library of plain language resources

As with development of the standard, these projects have attracted the interest and involvement of a number of PLAIN members.

### 4.2 Plain language awards

---

PLAIN continues to offer 2 awards for achievement in plain language:

- The Christine Mowat Plain Language Achievement Award
- The Cheryl Stephens Award for Innovation in Plain Language.

(Please see [PLAIN’s website](#) for details of these 2 awards and think about whom you might like to nominate in 2023.)

The awards are presented every 2 years at PLAIN’s biennial conference.

### 4.3 Publications

---

The e-journal continues to be a benefit that members value. In the last year, we published 2 issues:

- Volume 3 No 2, published in late 2021 focuses on the work of the IPLF and the ISO working group. This issue is free to non-members, due to the importance of its content. It serves not only to provide insight into the work going on behind the plain language standard, but also as a preview of coming membership benefits, which we hope will promote PLAIN membership.
- Volume 4 No 1, centers around the theme of “Know your reader”. It features 9 articles (3 of which are bi-lingual) from new contributors, from 8 countries. Promotion of this issue on LinkedIn resulted in great engagement from both authors and readers.

We have also published 4 *Plain matters* newsletters in the last year.

## 5. Regional coordination and development

Regional Coordination &  
Development Committee

Melinda Melcher (Chair) | Natalia Torro | Heloisa Fischer

The Regional Coordination & Development Committee was formed in 2021 to help us to become more diverse and international by building geography- and language-based regional networks for plain language.

### 5.1 Developing regional networks

This year our committee was strengthened by Heloisa Fischer from Brazil. We now focus on three languages/regions and build networks and knowledge in Portuguese-speaking regions, the German-speaking area of Central Europe and in Spanish-speaking regions. We have now recruited “PLAIN ambassadors” for the German- and Spanish-speaking regions, who have committed to promoting plain language and liaising with PLAIN to increase local engagement. Last but not least the committee provided valuable resource tips in all three languages to the International Plain Language Federation to be included in the Federation’s plain language media library, which is currently being built to serve all member organizations.

Following are highlights of developments in our 3 main language regions

#### German-speaking (DACH<sup>1</sup>) region

In the German-speaking region plain language is gaining increasing recognition.

- We have strengthened the German-language LinkedIn group ([PLAIN DACH](#)), which grew by 27 members this year (77 in total). We continue to build engagement.
- We have promoted initiatives in the German-speaking regions, for example, [the development of the DIN standard for plain German](#).
- We organized a webinar with researcher Karel von der Waarde *Principles of plain graphic design* and Dr. Xavier Moonen *Principles of testing design*.
- We continue to engage with local plain language networks such as [Portal Einfache Sprache](#) in Germany, and several universities of applied sciences in Switzerland.
- We faced some setbacks in engaging additional PLAIN ambassadors but will continue to contact potential candidates.

#### Spanish-speaking regions

- We now have 3 PLAIN ambassadors: Mónica Yopez, Antonio Martín and Brigitte Quintero (Ecuador, Spain and Colombia respectively). They are working hard to strengthen our links with plain language practitioners in those countries.
- We have strengthened the Spanish-language LinkedIn group ([PLAIN en español](#)), which now has 12 new members (88 in total). We continue to build engagement.
- We have promoted initiatives and events in the Spanish-speaking regions, for example, [EnClaro](#), a plain language week with experts in the field.
- With the Conference Committee, we organized a webinar with Judge Lola from Argentina *A court closer to its citizens*.

<sup>1</sup> DACH – D (Germany), A (Austria), CH (Switzerland)

- We continue to engage with plain language networks such as Observatorio de Lenguaje Claro in Argentina.
- We had two firm proposals to host the next PLAIN conference, both from Spanish-speaking countries.

#### **Portuguese-speaking regions**

- Our LinkedIn group ([PLAIN em Português – Linguagem Simples](#)) has been growing steadily. We now have a total of 476 followers (430 from Brazil, 15 from Portugal, 1 from Mozambique and 30 from other countries).
- We have created an email group connecting Brazilian PLAIN members to inform them in Portuguese about benefits and important news.
- We participated in an online event of the Brazilian Plain Language Network in which we presented PLAIN and the benefits of becoming a member.



## 6. Governance and finance

Governance & Finance Committee     Bede Sunter (Chair) | Margrethe Kvarenes | Nicole Watkins Campbell

The Governance & Finance Committee provides guidance and strategic advice to the other committees as required. The current make-up of the committee is the same as the Executive (president, treasurer and secretary).

### 6.1 Understanding our governance structure

---

#### **The working board carries out most of its work at committee level**

Since the 2021 AGM, we held 5 board meetings as well as individual committee meetings.

Every director participates in one or more of the following committees:

- Executive (President, Vice President, Treasurer and Secretary)
- Membership
- Conference
- Communications
- Professional development
- Regional coordination and development
- Governance and finance.

Each committee has at least 2 directors, including the chair. We can also invite other members of PLAIN to participate in any committee, except the Executive. You can find out more about our board members [on our website](#).

#### **Governance activities promote the smooth running of the board**

With an international board working across 7 time zones, finding meeting times to suit everyone presents its challenges. (During northern hemisphere standard time our time zones represent a difference of 19 hours.)

The secretary organizes the meetings, prepares an agenda with the president and takes minutes.

This year the board has developed its very first budget – for the financial year 2022-2023. The budget enables us to make sound financial decisions to maximize the value of membership for our members.

For the AGM, we prepare an agenda and provide this report, and other supporting documents. The AGM is held virtually.

Future work for governance will focus on improving the management of our corporate knowledge to provide better continuity in light of the turnover of directors written into our bylaws.

### 6.2 2022 AGM will elect two new board members

---

PLAIN's annual general meeting will take place on Tuesday, November 22, 2022. Two positions are available this year, for 3-year terms.

Directors serve for 3-year terms so at each AGM we have some directors vacating positions, that we need to fill. This year we have selected candidates to join the working board.

We are saying goodbye, with great regret, to Hannah Sapunor-Davis, who has been a driving force in communications and publications. Hannah has done wonderful work to modernize the website and bring discipline to communications. We thank Hannah for her valuable contribution and we wish her the very best.

Our president, Margrethe Kvarenes, is retiring this year after six years on the board and four years as president. We thank her for her outstanding leadership skills, her people focus and her strategic guidance to move PLAIN towards internationalization and diversity.

The PLAIN board is proposing two candidates for the two vacant seats. We will ask the AGM to approve the candidates. According to our bylaws the board will appoint a new president at its first meeting after the AGM.

A short profile of each of the nominating candidates will be included with the agenda for the AGM.

### **6.3 Presenting the Treasurer's report**

---

PLAIN's income grew slightly this year, while expenditures also grew.

Our major source of revenue for this year was memberships; we also got back most of our investment in the 2021 conference.

Our major expenses were professional fees to manage the organization's communications and for e-journal design.

PLAIN is legally based in Canada, and our financial statements and our governance reporting meet the requirements of Canada's *Not-for-Profit Corporations Act*. Ottawa accountants ABFK, chartered professional accountants, reviewed our financial statements, and the board approved this decision and expense. A financial review is not a complete audit but allows us to meet our obligations under Canadian law and is much less expensive than an audit.

PLAIN's financial statements accompany this report; they cover the period July 1, 2021 to June 30, 2022. We will table the financial statements for comments and endorsement at the 2022 AGM. In the 2022 financial statements all amounts are in Canadian dollars unless stated otherwise.

#### **Notes**

- Statement of financial position

In 2022, PLAIN's financial position was \$80,514, which is \$14,607 more than in 2021. Financial position is the value of the organization's assets: in our case, memberships.

- Statement of revenues and expenditures

Revenues: \$28,682

- Membership fees: \$23,226
- 2021 conference: We invested \$6451 (the Canadian equivalent of US \$5000) in the 2021 Access for All conference, and this year received \$5423 as our share of conference income.

Expenditures: \$13,932

- Professional fees: a designer for the PLAIN Journal; communications support; chartered professional accountants to review our financial statements
- Memberships: a membership management online system
- Website expenses: website hosting, development and maintenance

- Interest and bank charges: online payment processing to ensure funds reach our bank account securely for payor and payee
- Insurance: Errors and omissions insurance for the PLAIN board
- Telephone expenses: conference calling for board meetings

#### **6.4 Treasurer submits a request for motion**

---

As Treasurer, I respectfully submit this report and ask for a motion to approve this report and the financial statements.