

**KOTESOL Executive Council Meeting**  
**Sunday, December 15th, 2002, 1-4 pm**  
**Hyecheon College, Daejeon**

**Minutes**

**1. Opening of the Meeting:** President Woo, Sangdo at 1:15 pm, called the meeting to order. Those in attendance included: Woo, Sangdo, President; Myung-Jai Kang, first VP; Paul Mead, 2nd VP; David Shaffer, Treasurer; Kevin Landry, Secretary; Robert Dickey, Immediate Past President; John E. Phillips, TechComm Chair; Sangho Han, Research Committee Chair; Kevin Parent, Membership and Publicity Committee Chair; Yangdon Ju, Conference Committee Chair; David Kim, Conference Committee Co-Chair; Kyung-sook Yeum, Seoul Chapter Representative; Jason Renshaw, Busan-Gyeongnam Chapter Representative; Suh Oo-sheek, Daejeon Chapter Representative; Paul Hwang, Cheongju Chapter Representative; Steve Garrigues, Deagu-Gyeongbuk Chapter Representative, Tim Lewis, Jr., in-coming National Webmaster and invited attendee, and visitors Roger Fusselman, Peter Nelson, Julie Stockton, Cheryl Choi, and Rachel A. Phillips.

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1. **a. Opening Remarks:** S. Woo mentioned how smoothly the meetings ran with R. Dickey presiding and hoped to live up to the previous adherence to Robert's Rules of Orders.
  
1. **b. Introduction of Executive Members:** The Council members were introduced by name, running through the offices of President down to Secretary and points were made to clearly show whether a Chapter was represented by a member other than its president such as in O. Suh's case as Daejeon's representative, and T. Lewis was welcomed as new National Webmaster but reminded that, although invited, he sat with no vote. Those at the table are permitted to add to discussion but voting privileges are only held by those mentioned in the Constitution and Bylaws of Korea TESOL (see V. 1. & 2. for details).
  
2. **Reading/Adoption of the Minutes of the Previous Meeting:** The Minutes of the 2002 Korea TESOL Annual Business Meeting of October 6th were handed out. Photocopies were provided from a file submitted by Joseph Nicholas, previous National Secretary and current Nominations and Elections Chair. Changes or

questions were requested, Larry Hoffarth's name was corrected from Harry Hoffarth and "operational partners" was revised to "Organizational Partners" as can be seen in the edition filed in the Secretary's Binder.

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### **Motion**

R. Dickey moved that the minutes be accepted with the minor spelling and grammar corrections. Paul Mead seconded the motion.

### **Result**

The motion was unanimously passed by a voice vote.

\*Chapter Reports were re-prioritized from Agenda item number five to being done after item two (before the scheduled Treasurer's Report and Committee Reports, so that speakers' traveling time could be allowed for).

## **5. Chapter Reports**

**a. The Busan-Gyeongnam Chapter Report** was given by J. Renshaw. He emphasized the need for a KOTESOL handbook and said that his chapter would develop one. K. Parent and K. Yeum pledged support from their respective Chapters, Seoul & Daejeon, for collaboration and further discussion. Material from the TECs would be made available to them.

**d. The Daejeon-Chungnam Chapter Report** by O. Suh, mentioned the additional meeting place of Cheonan, that their Chapter's speech event included adults/parents, and building membership to bring in Korean English teachers at Secondary Schools.

**g. The Seoul Chapter Report** as stated by K. Yeum, told of a strong new executive, comprising 42% of KOTESOL's membership, but that low monthly meeting attendance was a major concern as well as how to involve more of the 180 members to benefit everybody.

**3. The Treasurer's Report** was delayed due to time constraints on members presenting Chapter Reports. D. Shaffer distributed copies to those present showing a balance of 92,01,936. Discussion of Hyecheon College training and transportation led to D. Kim's question of expected revenue as of yet unpaid. OPs owed more than a couple million and

the expense of the upcoming journal was mentioned as two upcoming changes to the present balance.

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### **Motion**

A motion to accept the Treasurer's Report as presented was made by R. Dickey and seconded by K. Parent.

### **Result**

The Treasurer's Report was unanimously accepted as presented.

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## **4. Committee Reports.**

**a. The Conference Committee Report** given by Y. Ju stated that they were ready to start and T. Lewis would be their Webmaster. Details of the Conference were not yet precisely set pertaining to entrance fees, exact presenters, or confirmed venue. All were in the works and some vague references were named: Pre-registration would be discounted, P. M. Lightbown and H.D. Brown, and a few others have been inquired in to as possible speakers, and the Seoul Educational Training Institute (SETI) will probably be the venue.

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### **Motion**

A motion to *accept the Conference Committee Report* was made by J. Phillips, and seconded by D. Kim

### **Result**

Report accepted as presented.

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**b. The Membership & Publicity Committee Report** made by K. Parent presented the Council with examples of membership cards from other organizations and told us that the numbers and letter combination shown on the website has been changed. The role of KOTESOL Ambassadors was briefly described as “representing KOTESOL at non-KOTESOL events”. New publicity brochures were shared with those present and seemed impressive as they are in full color and are done with glossy paper.

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### **Motion & Result**

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D. Shaffer moved to accept, P. Mead seconded, and the Report was accepted as presented.

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**c. Research Committee Report** delivered by S. Han, addressed research published by KOTESOL as well as that done or attempted by members. An increase in proposals was asked for from both Korean and non-Korean members. Work was done with the Research SIG that led to an explanation of its relationship. TechComm was questioned concerning a bulletin board and whether the website <[www.kotesol.org](http://www.kotesol.org)> would be able to host it to help those interested in working with them.

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### **Discussion**

Grants were reported as being in the process of finalization. D. Kim wondered why there was such a low submission rate for KOTESOL research grants. Lack of advertisement and small amount of grant were included in the report as observations of possible reasons.

M. Kang questioned the jurisdiction of the Journal and the Research Committee. It was explained that each publication had its editors and S. Han officially had no linkage to them as they fell under the Publications Chair, R. Dickey. The Research Committee judges proposals for grants but does not judge presentation proposals to the International Conference.

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### **Motion and Result**

With no further questions, D. Shaffer moved to accept, P. Mead seconded and the Report was accepted as presented.

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**e. Technologies Committee Report** given by J. Phillips, opened with the announcement of a redesign by L. Hoffarth which has been given the green light and should be up and running during the following week. The site has utilized templates developed to improve the look and feel of our online presence. A Webmaster course has been in development and was created 90% by T. Lewis who shall be the official Conference and National Webmaster pending acceptance.

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### **Discussion**

R. Dickey requested an inventory of hard assets, and computer maintenance was discussed. There was a decision not to replace failed machines unless needed. Software purchases were brought up as an issue difficult to monitor, as legal responsibility and license

agreement may not allow for Chapter-level changes. The issue of unused elderly equipment was mentioned and will be investigated.

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### **Motion and Result**

A motion was made by R. Dickey to accept and seconded by Y. Ju, and the report was accepted as presented.

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**f. Publication Committee Report** given by R. Dickey, briefly explained that their next meeting would be in the spring. Six TECs have been produced this year and extra copies were brought to the meeting and made available for anyone able to make use of them. The Conference Proceedings are a tad late and may end up being mailed only just before January. The deadlines of the next issue of the PAC Journal will be kept and Andrew Finch remains as editor to insure continuity.

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### **Motion and Result**

With no questions, J. Phillips moved to accept, K. Parent seconded and the report was accepted as presented.

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## **6. Unfinished Business**

### **a. The Timing of the Annual Business Meeting**

A change to the timing of the Annual Business Meeting was suggested through email. The question of when the best time to hold it was raised. D. Shaffer, J. Phillips, R. Dickey contributed to the discussion of whether it should continue to be part of the Conference on the last day. D. Kim, T. Lewis, and R. Phillips joined in and the pros and cons of various times led to exploration of reasons to move the meeting. The idea of having a buffet arose as well as concern for OPs, encouragement of attendance, the reality of scheduled presentations, closing ceremonies, and length of time KOTESOL Officers are elected for (refer to section V. *Officers and Elections* of our Constitution) were all discussed.

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### **Motion**

M. Kang moved for no change from the tradition of holding the meeting Sunday afternoon at the International Conference, and K. Parent seconded the motion. S. Han supported the motion mentioning the responsibility to attend and the need for Officers to invite and encourage other members. K. Parent suggested having the meeting better advertised with a blurb.

### **Action**

No motion for a change in the timing of the meeting was made. There will, therefore, be no change in the timing of the Annual Business Meeting.

The Council broke for a recess at 2:35pm.

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We reconvened at 2:55 hoping to conclude the meeting by 4:00.

## **3. New Business**

### **6. a. Membership Dues and Conference Fees (Separate vs. Combined)**

The Conference of October 2002 at Sook Myung Women's University was raised and the reason for poor attendance was speculated as due to membership fee and it being required as compared to other years when becoming a member was optional. The rhetorical question "How do you ask those who don't come why they didn't?" was put to the room but no innovative surveys were proposed. The KATE example was offered as a comparison. They pay 20 thousand for their conference plus 30 thousand annually.

The Oxford Day, Cambridge Day, and ALAK convention were mentioned and compared in terms of their price, motivation, and accomplishments. It was stated that through discussions with OPs many are somewhat dissatisfied with KOTESOL and although each have a different character all probably expect to be well treated when investing in our organization and taking part in our Conference.

T. Lewis considered the registration fee being too expensive when membership was required. He also felt a lack of publicity was to blame for a mediocre impression of the international conference of 2002. Although membership was required many new members

joined. D. Kim suggested an incentive to join such as reduced conference fee for next year's Conference could lure some attendees to joining but that required membership should be reconsidered. J. Phillips, P. Nelson and K. Parent added their thoughts on the matter. Discussion continued on the issue of dues and conference attendance among the above-mentioned participants along with R. Dickey.

### **Motion**

As a consensus was hinted at, D. Shaffer moved that "KOTESOL International Conference attendees not be required to be members of Korea TESOL, and that there be a conference discount fee for members". Y. Ju seconded the motion.

### **Discussion**

Additional comments came from T. Lewis, R. Dickey, P. Mead, and further discussion concerning whether the Conference Committee had jurisdiction or who was to rule on the matter. S. Han also contributed by saying that the KOTESOL President should take responsibly in drawing OPs since in Korea the leader of an organization is expected to take part in negotiations. It was felt all around that Korean customs ought to be considered and made use of for KOTESOL to flourish.

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### **Result**

10 votes for the motion of *non-member conference attendees*

1 opposed (J. Phillips)

1 abstain (K. Parent)

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### **Action**

Motion accepted.

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## **6. b. Two-year Membership Option (75,000 won)**

### **Motion**

K. Parent proposed the two-year option and although as a figure to divide between national and Chapter by the Treasurer, giving half to the appropriate Chapter (37,500) was not seen as a real problem. 50% of the two year membership payment would be credited to the chapters in the first year, as is done with lifetime memberships. The motion to allow the option was seconded by J. Phillips and put to vote.

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**Result**

11 votes in favor of *Two-year membership option*

1 abstention

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**Action**

Motion accepted

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**6. c. 2003 Chapter Representatives' Meeting(s)**

J. Phillips and D. Kim thought of the drawing together of Executives from Chapter level leaders as a good idea. Presidents and VPs of the Regions learn a lot from networking in person and other levels (Secretaries, Treasurers, Out-Reach coordinators, etc.) probably have skills to share and hone to help KOTESOL better perform in varying circumstances throughout the nation. April was suggested as a possible time for their gathering.

**6. d. SIG Representatives' Meeting**

P. Mead suggested having SIG Leaders get together and compare notes on what was being done so that they could learn from each other's success and efforts. D. Kim (Research SIG) and K. Landry (Teacher Education & Development SIG), the two Facilitators at the table, agreed it was a good idea and January was proposed as the time for the first one. Another could occur during the year if deemed fitting.

**6. e. Spring National Conference**

The question of a Spring National Conference was left unanswered awaiting further input from any of the Chapters who held Regional Conferences last year who might be interested in renaming their annual events as National. All requests seemed welcome and future equerries may be made to the KOTESOL President.

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**6. f. KOTESOL Teacher's Guide Publication**

The KOTESOL Teacher's Handbook had been marketed and published years ago but not in great numbers. R. Dickey explained its history and its contents were discussed via electronic mail. S. Han felt it was rather one-sidedly written for expatriates. Due to the fact that it is dated, it was suggested that it could be rewritten and perhaps given out to new



members to learn about teaching in Korea. J. Renshaw had suggested the Busan Chapter could do a similar version based on the idea with help from others but it would more than likely become, in fact a different book. The current version is copyrighted and is left up to the Publications Chair to deal with. Suggestions included Internet Publishing, being available in bookstores for KOTESOL publicity, or in-house publishing at a loss.

#### **6. g. Website Update**

T. Lewis will take over as Webmaster for National. The National Secretary will be expected to inspect the KOTESOL web site and act as a “General Editor” to gather submissions from members and liaison corrections and updates with the National Webmaster and leaders responsible for submitting current information. Placing the KOTESOL membership database online had been discussed for several weeks prior to the meeting. However, as mentioned by R. Dickey, 1/3 of our members have requested confidentiality so the KOTESOL database must be kept confidential. J. Phillips, reassured us that we would not be putting the database online at this time

#### **6. h. English Camp.**

##### **Discussion**

K. Parent mentioned the possibility of KOTESOL using our own members to host an English Camp for Learners of English. K. Yeum was consulted and mentioned difficulties and requirements since her experience was that it entailed more logistics and red tape than any of us could imagine.

##### **Motion**

J. Phillips moved “That the English Camp be referred to a committee headed by K. Parent to create a basic outline and business plan” and this was seconded by D. Kim. R. Dickey argued that referring to a committee may be a waste of energies that could be put to better use.

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##### **Result**

1 In favor of *Referring to Committee*

10 Opposed

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##### **Action**

Motion failed

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## **6. i. Sharing Membership List**

### **Discussion**

R. Dickey presented us with valuable insight and explained that KOTESOL has been asked to assist a school with publicity, and we did so for Sookmyung in a mailing exchange. KOTESOL has on record all of its members and mails them periodicals several times per year. Advertisements could be inserted along with the TEC or printed on the envelope as long as we ensure data security and confidentiality. It was said that our list is valuable but many members may only want KOTESOL to contact them and probably are not interested in receiving junk mail. The consensus appeared to be that any mailing has to be considered a service to members such as a useful program opening or the like. The concept of KOTESOL- assigned e-mail addresses arose and was considered to maintain electronic connection between members and the national executive since many address change.

### **Motion**

A move was made stated as "The KOTESOL list could be shared on the condition reciprocal services benefited members" by D. Kim.

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### **Result**

The motion failed to be adopted, for lack of a second.

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### **Motion**

A new motion "Reciprocal mailing services may be provided by KOTESOL, as long as data security is maintained, at the discretion of the President" was put by J. Phillips and seconded by K. Landry. R. Dickey added that members' preference for confidentiality had to remain respected.

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### **Result**

8 votes in favor of *Reciprocal Mailing*

0 opposed

1 abstention (D. Kim)

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### **Action**

Motion Passed.

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## **6. j. Promoting Research in KOTESOL**

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**Discussion**

The grants for research were thought to be confining, stated as only two and of an exact amount by D. Kim. He expressed his desire for flexibility and need to advertise availability of Research Grants. It was thought that different research requires different amounts and quality work was desired.

**Motion**

D. Kim moved that “the Research Committee should increase the grant amount of individual grants within their budget.” And R. Dickey seconded this.

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**Result**

5 votes for *flexibility of grant amount as determined by The Research Committee.*

3 opposed to the motion

1 abstention (P. Mead)

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**Action**

Motion accepted.

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**6. 1. Budget Deliberation and Approval**

D. Shaffer submitted the KOTESOL 2003 Budget Proposal with an opening Balance of 85,000,000, Income of 56,000,000, Expenses of 61,764,000, and showing a closing Balance of 79,235,000.

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**Motion**

After some deliberation on including exact breakdown of funds and slight modifications to certain figures, R. Dickey moved to accept as amended and P. Mead seconded.

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**Result**

9 in favor of *approving the budget*

0 opposed

0 abstained

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**Action**

2003 Budget accepted.

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## 6. 1. OPs' Contribution and OP Feedback

### Discussion

It was stated that there were many OP presentations at the last convention. More KOTESOL members should be encouraged to make presentations and share their expertise with the rest of our society. Rather than limit the OPs, it would be better to increase the number of non-commercial presentations. The next Conference will hopefully be at a location that will allow booksellers to display their wares in a more advantageous atmosphere, although that venue will cost KOTESOL much more.

### Motion

A new category of OP was proposed to deal with businesses wishing to set up tables at the International Conference but not selling a service on site. R. Dickey proposed NEP (Non-Educational Partner) to be a new category of OP with benefits as of yet undermined and D. Shaffer seconded the motion.

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### Result

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0 in favor of *new OP called Non-Educational Partner*

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6 opposed

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3 abstained

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### Action

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Motioned failed to be accepted.

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## 6. n. Other Issues

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Y. Ju suggested a speech contest be sponsored by KOTESOL to attract middle and high school teachers to the association. K. Parent interjected that Daejeon Chapter does one. A National one seemed hard to coordinate but perhaps a rotating or moving venue would be possible in the future. The President closed the meeting at 6:40, fully two and a half hours overtime as we were all running out of steam.

Respectfully Submitted,

Kevin Laurence Landry, KOTESOL National Secretary

< Minor font correction in one place in the text >