

# National Executive Council Meeting

Leadership Retreat, Daejeon

Sunday, December 12, 2004

1:00-8:05 pm

1. The meeting was called to order by Pres. Yeum Kyungsook at 13:37. After the President's opening remarks, new officers were mentioned for the 2004-2005 term. Certificates of appointment/confirmation were given to the new officers in attendance:

Louisa Kim – 1<sup>st</sup> Vice-President

David Kim – 2<sup>nd</sup> Vice-President

Brian Heldenbrand – Secretary

David Shaffer – Treasurer

Jake Kimball – Nominations & Elections Committee Chair

Sharon Morrison – Conference Committee Chair

Sean Coutts – Conference Committee Co-Chair

Phil Owen – International Affairs Committee Chair

Peter Nelson – Teaching Certification Committee Chair

John Phillips – Technologies Committee Chair

Steve Garrigues – Daegu-Gyeongbuk Chapter President

Tory Torkelson – Seoul Chapter President

Patrick Guilfoyle – Busan-Gyeongnam Chapter President

Maria Lisak – Gwangju-Jeonnang Chapter President

Chris Grayson – Gangwon Chapter President

Allison Bill – North Jeolla Chapter President

Stephen Bew – Database Manager (Non-Council Position)

2. **Steve Garrigues moved that the minutes from the previous meeting, the Annual Business Meeting** (International Conference, Seoul, October 10, 2004, Sookmyung Women's University) **be accepted**. This was seconded by David Shaffer. The motion to approve the minutes passed unanimously, 16 votes to 0.

3. A brief **Treasurer's Report** was given by David Shaffer. Key points given were:

a. Three chapters have yet to receive their chapter dues shares for 2004.

(Suwon Chapter, Cheongju Chapter, and Gangwon Chapter)

b. The balance in the KOTESOL account before the Conference on October 9-10, 2005, was 137,012,557 won. The present balance is 135,232,144 won.

Steve Garrigues asked about the number of new members since the conference.

43 new members have joined KOTESOL since the conference. The Treasurer's Report was unanimously accepted by voice vote.

## 4. Officer's Reports

### 2nd Vice President's Report

Louisa Kim is happy to be able to serve in her position. She is looking forward to involving herself in National KOTESOL.

## 5. Standing Committee Reports

## **A. Conference Committee Report**

Sharon Morrison gave the report. She shared about the venue selection, theme and date for the 2005 Conference. A strong push has been made for using Sookmyung University again. This option is still under consideration. The dates for the conference will either be the 1<sup>st</sup> or 3<sup>rd</sup> weekend in October.

Someone asked why the 2<sup>nd</sup> weekend was not possible. The reason for not considering the 2<sup>nd</sup> weekend is because of the JALT Conference already being scheduled on the second weekend of October.

The Conference Committee is already in the process of finding speakers and filling volunteer positions for the 2005 Conference.

## **B. Nominations and Elections Committee Report**

Jake Kimball shared that the proxy votes did not pass according to Robert's Rules of Order. He mentioned that written guidelines for all candidates should be prepared and available online in order to ensure fair and ethical elections. It was also mentioned that procedures for online voting need to be in place very early for 2005 elections. He also shared that candidates should express their interest in running for office by June 1, 2005. Also, an online commercial provider (Survey Monkey) was selected and endorsed by the Nominations and Elections Committee Chair and Dr. Paul Robertson, the Membership Committee Chair.

## **C. Membership Committee Report**

Paul Robertson was not in attendance. The report was read by Patrick Guilfoyle. The KOTESOL logo was added to two major websites: efl-law.com and asian-efl-journal. In one month, about 1,300 people visited the KOTESOL homepage.

Paul mentioned he has been in contact with the Database Manager, Stephen Bew, in order to get the KOTESOL database up-to-date.

Regarding benefits for KOTESOL members, members are able to receive 10% discounts from Korean Air and Asiana Air, and other discounts at Outback Steakhouse. Other companies and restaurants are being contacted to request possible other benefits for KOTESOL members.

The major concern about discounts for members is the fact that these companies require membership cards. Paul recommends that KOTESOL produce membership cards in order to allow members the benefits offered by these companies.

Paul also mentioned the security of the National database. He believes the National database was passed on to a non-executive member in the Busan Chapter. An investigation was ordered, but no one was able to determine how this incident happened. Paul believes that KOTESOL needs to implement security steps so that the database is only in the hands of an authorized and known group. Also, Busan Chapter believes that the above-mentioned member of the Busan Chapter should be removed from KOTESOL, based on years of hostility towards Busan executives. The question has been asked as to how to deal with expelling KOTESOL members. Is it possible?

Paul Robertson also shared that his efl-law.com site, which began in August 2004 has already received over 1000 paid members. As food for thought, he wonders why KOTESOL, with its long and honorable history, has not attracted similar if not greater response.

Paul invited KOTESOL executives and members to join in the Asian EFL Conference Forum in May of 2005 (Busan). He believes this conference will be a good chance to boost KOTESOL membership.

David Shaffer stated that Robert Dickey commented that the “database was Busan Chapter’s Membership Report.” Also, Patrick Guilfoyle stated that the comment, “he has the national database” as only hearsay. Also, Patrick believes this act is a breach of confidentiality and stated that this person is not the membership coordinator in the Busan Chapter.

Peter Nelson asked about whether a legal issue is involved and whether or not protections can be built into the national database.

Stephen Bew asked a question as to who has access to the database and how is it possible to restrict access.

Maria Lisak commented that guidelines are needed in order to deal with this issue in the future. She also mentioned that the database information needs to be restricted to a specific group within KOTESOL.

Allison Bill mentioned that a protocol needs to be set up. Also, after someone is no longer serving as the National Database Manager, he/she should be required to delete this information from his/her files.

Finally, it was agreed that Paul Robertson and Stephen Bew should set up guidelines for each KOTESOL chapter to abide by the principles of the membership database.

#### **D. International Relations Committee Report**

This committee is heavily involved with keeping relationships with our international language organizations worldwide.

Phil Owen shared that he went to the JALT International Conference in November, 2004. He shared that Sean Coutts will represent KOTESOL at ThaiTESOL in January, 2005. Also, KOTESOL President, Dr. Yeum, will represent KOTESOL at the TESOL Convention in early March. Phil also shared that the IATEFL Conference, scheduled for April 5-9, 2005, has not yet confirmed a KOTESOL representative.

Phil commented that KOTESOL has not been using its PAC relationships. We need to promote more growing of these relations. He has requested a budget for 2005 in order to strengthen these ties.

Also, Phil shared that PAC 6 will be held in Bangkok, Thailand in January, 2007. Some members of PAC feel that a two-year gap between PAC 5 (this year in Vladivostok) is too long to wait. Several PAC representatives have suggested that an earlier activity by PAC before January, 2007 would be a good idea. Phil shared that PAC 7 in Seoul, 17 months after PAC 6 (Thailand) would be a possibility for KOTESOL.

Phil believes KOTESOL needs to learn more from these sister organizations and help us to grow more as an organization.

Maria Lisak commented that Jason Renshaw is planning work on the IATEFL committee for Young Learners. She mentioned that funding is good, but KOTESOL needs to give him proper recognition. Also, she questioned whether committees have mission statements. She was concerned as to the boundaries of committee leaders.

Someone commented that Demetra Gates Choi had her own definition of the position. Peter Nelson asked whether it was possible to deputize a person and let them take over some of the work in order that we don’t work Phil so hard.

Phil finds that it is necessary to increase the International Affairs Committee budget for 2005.

## **E. Research Committee Report**

Joo-Kyung Park was not able to attend the meeting. The report was read by David Kim.

First, David mentioned the names of the people on the Research Committee. They are Joo-Kyung Park, David Kim, David Shaffer, and Dongil Shin.

Next, projects and other activities for 2005 were mentioned. One project was the KOTESOL Membership Research Project. This would be a questionnaire survey with the purpose of identifying membership research needs, and the Committee wants of KOTESOL members in regards to conducting research. Details for this project, including the schedule and budget would be decided later. Also, the Research Committee is requesting research grants for 2005.

- 1) Two research grants of 500,000 won each for ELT research carried out in Korea by a KOTESOL member employed or studying in Korea for the duration of the research. The committee asks that the research be completed within one year and the results published in the Korea TESOL Journal or other comparable journals within one year of completion.
- 2) The Research Committee is requesting five research grants of 200,000 won each for academic presentations to be presented at the 2005 KOTESOL International Conference. The research papers of these presentations must be published in KOTESOL Proceedings 2005.

Both of these grants must be approved by the National Council via budget approval.

Maria Lisak spoke that she would request to table funds on research, in order to stabilize the membership database first. David Shaffer expressed that it doesn't need to be tabled. David Kim mentioned that the survey would cover the research areas of members, not the entire KOTESOL membership, but only those interested in doing research. Maria Lisak commented that it is still money being spent. David Kim stated that this research is useful for KOTESOL. Peter Nelson spoke and said that the tabling doesn't apply. It is either postponed or it dies.

Phil Owen shared that two research grants for 500,000 won and five research grants for 200,000 doesn't sound right. David Kim shared that these grants will be funded by KOTESOL. David Shaffer shared that this will stimulate research and will encourage people to do research in order to get published. Steve Garrigues believes that it makes more sense to have these presentations made at another conference, not the KOTESOL International Conference.

One member commented that a proposal must be sent in for these presentations, then they must be approved; then, they must be written, the presentation given, and then published in the Korea TESOL Journal. Allison Bill asked if the applicants had already been approved? She was concerned about how we are going to proceed with this? Is it for 2005 or 2006?

Maria Lisak shared that in terms of a mission statement, it is good to see investment. She asked if we are taking a percentage of the budget for these areas? She asked if we could ask for more information, such as timelines, people's names, etc. Brian asked if this has been done before? Tory asked if all will be approved. Jake commented that last year, only one was sent in, it was rejected and the money not used to support research. Allison commented that this needs better advertisement.

Phil shared that supporting research is good, but he believes that part two is not clear enough. Allison asked if this could be pushed to 2006?

David Kim said yes, that this timeline is possible and Steve Garrigues agreed that 2006 makes a lot of sense. Phil shared that we provide funds that are ready for 2005, but there is no

approval until June. David Kim suggested that the timeline is too restrictive. We should make it possible to start in November of next year, for a future KOTESOL conference. Phil shared that the money should not be provided until after the acceptance. David Shaffer included that it would be for the following year, and it would be done separately.

Patrick Guilfoyle asked about money being used as travel assistance for speakers. Allison asked if this could focus on new researchers. Steve shared that the way it is stated, it is open to all. Patrick asked about the criteria for selecting these people. Maria commented that she felt we were talking this to death. She asked, to avoid time issues, how can she advertise this to her members. David Kim mentioned it could be checked out on the website.

## **F. Technologies Committee Report**

John Philips shared that as of November, 2004, the KOTESOL server was running on Linux. He believes this provides better security and more options. He shared that our website is on life support. It needs more information. He asked us to go to the website and email him about ideas to improve the website. He asked what we could do for our members. He shared that message boards and forums if they are closed, they do not need a moderator; however, open forums need a monitor. He shared that it might be a nice idea for KOTESOL to have an e-newsletter. He suggested to form a committee to look into it; to see the usefulness of it and its benefits. Also, he believes strongly that we must bring enhancements to the website.

Allison Bill asked who makes changes to the websites. John shared that Michael Robertson is the National Webmaster; however, we need to find a new webmaster. At present, David Kim is the assistant. Dr. Yeum said that John is now looking for a new webmaster and is considering some possible people.

Maria Lisak was surprised that David is also serving as the webmaster. David said he is not serving as the webmaster, but only as an assistant. Maria was shocked to hear that Michael is not committed to doing this work. She asked how long has this been going on, and how KOTESOL can stop taxing some of its members.

John commented that there is the possibility of selling our website out to a professional organization. Dr. Yeum asked for John to look for a webmaster.

John shared that a tech seminar would be scheduled and that he would work hard to deal with content. He is hoping to get this project off the ground.

## **G. Long-Term Planning Committee Report**

Robert Dickey was not in attendance; the report was, instead, presented by David Shaffer. He mentioned that Carl Dustheimer is working with Gyeonggi Province and that they are wanting to work together with KOTESOL on a conference. He shared that the funding will come from the Gyeonggi English Culture Foundation. However, KOTESOL will be responsible for setting up the conference. The suggested dates for the conference are May 5-7, 2006. The presentations for the conference are to relate to immersion. The conference would be held at the Village site. He stated that 4 or 5 people could be included on the committee. Robert Dickey would be available to serve as the committee chair for the conference.

Peter Nelson opposed the proposal. He shared that he is very much against supporting this conference. He shared that he was unsure of the benefits and wondered how it would affect KOTESOL. He also wondered if we have the manpower to handle this conference. Allison commented that KOTESOL is putting in the manpower and the Gyeonggi English

Culture Foundation gets to put their name on the banner. Sharon Morrison stated that when she read the proposal, she laughed. She said that in order to put on this kind of a conference, we would need 4 or 5 Rob Dickey's to handle this work. She said it is too much work. The conference is grossly underestimating the time and involvement. She believes it would take away valuable manpower from KOTESOL.

David Shaffer commented that he could see few tangible benefits for KOTESOL. Someone asked who the target audience would be and the answer was given that the audience would primarily be secondary school teachers. Maria Lisak shared that working with other organizations is good. Camps in Korea are hot topics. She said that she liked the idea, but perhaps this is not the proper vehicle for getting the work done. Patrick Guilfoyle shared that he did not see enough benefits for KOTESOL. Sharon Morrison commented that we have a lot on our plate now. And we want to do our work well. We would be working for them, not necessarily with them. Also, they would be using our mailing list.

David Shaffer said that we must decide on this issue today. Dr. Yeum said that the decision would be made during new business. Everyone in attendance asked if we could vote on this issue now. **David Shaffer, therefore, moved that we accept the proposal for the Gyeonggi English Culture Foundation as put forth in the proposal.** The motion died for lack of a second.

#### **H. Teacher Certification Committee Report**

Peter Nelson shared about the possibility of KOTESOL offering certified proficiency courses. Positive points for considering this is that KOTESOL would develop a teaching program to supplement our mission statement. Also, KOTESOL would be able to tailor seminars/presentations to perceived teachers' needs in Korea. Offering courses might attract new members and would possibly increase our revenues. It also might increase our prestige within sister organizations. These courses might enable us to reach out to schools via online lectures. These courses might assist KOTESOL in playing a meaningful role in government-based initiatives. Finally, these courses might supplement and update our current teacher training.

Peter also shared about the negatives in KOTESOL certification. He mentioned that the KOTESOL agenda is already busy at the national level. He shared that the organizational skills required for this would be enormous. He mentioned the uncertainty of what would be taught and that many other organizations are doing the same thing. He mentioned, too, that we simply do not have the necessary resources available to offer courses. He went on to state that there would be location issues, payment issues to speakers, competition with location/regional KOTESOL conferences and chapter meetings, and that the recognition value by many people might be low.

Peter felt that a questionnaire needed to be considered and contact made with TESOL groups around the world in order to look at their programs and get their opinions. After 6 months, KOTESOL would have a better understanding as to how to proceed with this work.

Someone shared that we should write to sister organizations to check this out. Allison shared that KOTESOL should consider endorsing other's programs. Jake stated that an online teaching program is offered by TESOL, Inc.

Patrick Guilfoyle suggested we take a break.

After a short break, Jerry Foley blew his whistle and we returned to our seats.

Before the chapter reports, David Shaffer asked for the consensus of the Council on two treasury-related issues. The first was about reimbursement for travel expenses. In the past, taxi fares could be paid up to 5,000 won each way, and 75% of KTX fees were paid as well. Since the KTX now has more lines and other train lines have begun to disappear, and the price has gone down, he wondered if it was the wish of the Council for full KTX fees will be paid. He shared that because of this change transportation costs per person will increase.

Brian said that there are only three Council meetings per year. After hearing consensus from the Council, David Shaffer announced that if there were no objections, that for National Council meetings, full reimbursement for KTX fees and full reimbursement for taxi costs in the venue city will be paid. Someone shared that it might be a good idea to set a limit on taxi fare. The consensus was not to.

The second point raised was whether, if the situation arose, it would be acceptable for the treasurer to make a payment if it were in the approved budget and the request was properly made, but it was before the beginning of the fiscal year. No objection was made to this.

## 6. Chapter Reports

### Suwon-Gyeonggi Chapter

The order of reporting was switched so that Suwon-Gyeonggi Chapter could report earlier. Chapter Secretary Herri Kim gave the chapter report. For this year, their biggest events were the joint conferences held with the Gyeonggi-do English Teachers Association (GETA) on May 29-30, 2005, and July 10-11, 2005, at Suwon University. Over 250 participants were in attendance at each conference. An interesting point is that presently, all the members in this chapter are Korean. There are 30 members and 2 lifetime members. The chapter is in need of native English speakers to join in at the chapter meetings. Many council members agreed that this is a good problem to have. Maria Lisak shared that she appreciated hearing the chapter's story. She asked that the chapter story be sent to TEC so KOTESOL members could read about the good times.

### Busan-Gyeongnam Chapter

This report was given by Acting Chapter President Patrick Guilfoyle. He mentioned that 2004 has been a fruitful year for this chapter. Since December, 2003, the chapter has grown from 25 members to almost 100 members. Meetings are presently being held at Dongseo University in order to accommodate the increase in size and to use better equipment.

In April, 2004, the Busan-Gyeongnam KOTESOL Conference was held and over 400 attendees were at the Conference. At this Conference, 25 new members joined KOTESOL and the Conference exceeded their expectations.

In 2004, the chapter implemented a community outreach program with foreign volunteers being matched with orphanages. This program will continue in 2005. Also, in regards to benefits, members of the chapter receive discounts on Asiana Airlines (5%) and Korean Airlines (10%). The Busan-Gyeongnam Chapter will focus on attracting more female and Korean members in 2005.

### Daegu-Gyeongbuk Chapter

Chapter President Steve Garrigues gave the report. He shared that the chapter meets on the 1<sup>st</sup> Saturday of every month, except during the winter and summer. He mentioned that their membership is around 50 members and they average around 40 people at their meetings.

## Daejeon-Chungnam Chapter

Chapter Member-at-Large Orysia Kiryk gave the report. The chapter has focused on young learners and has seen their membership increase. Workshops in the Cheonan area received good feedback. For 2005, the meetings in Cheonan will concentrate on young learners and the meeting in Daejeon will focus on CALL. The meetings were changed from the 4<sup>th</sup> Saturday of the month to the 1<sup>st</sup> Saturday of the month.

Phil asked if the drama festival is on the schedule for May. Orysia said that it was. Sharon Morrison said that it will be called the National Drama Festival. David Shaffer asked if it will continue to include a film festival. Sharon said that Kevin Parent needs to be contacted on that point. Orysia shared that they would like to include an art exhibition and music activity, also.

## Gangwon Chapter

Chapter President Chris Grayson gave the report. He shared that it has been a modestly successful year. It has been difficult to deal with being a large province. Many of the members have become tired of commuting to meetings. Because of this, the meetings have permanently been relocated to Sokcho. There is a branch group in Wonju, and they will try to have joint meetings once or twice a year. Due to the geographical challenges, he shared that their Chapter has felt like an island. Coming to the leadership retreat has given him a better picture of KOTESOL.

Their Chapter has become less strictly academic and tries to focus on cultural issues as well. Each meeting has a cultural element, such as *taekwondo* or *geomdo*, included in it. Chris believes it adds to intercultural understanding. Chris made the comment that “We (KOTESOL) are a smart, dedicated, and funny bunch of people.”

The webmaster for their chapter is Lance Kelly. He has added a lot of energy to their website and the Chapter has two discussion forums.

## Gwangju-Jeonnang Chapter

Chapter President Maria Lisak gave the report. She shared that there are 70 members on the membership role, but only 35 members have been confirmed as current. She mentioned that the current officers are awesome. As the Chapter President, she wants to make sure that her members get the right information. Maria has requested deadlines for reports and submissions of proper documents. She shared that she would like to have communication channels clarified and to stress professionalism in interaction with each other.

The Chapter made it through its first year separately from the North Jeolla leadership. The new Chapter leadership has more experience. She mentioned that they have had dismal turnouts for meetings with a lot of advertising. At present, they are meeting with the Gwangju International Center (GIC). She is concerned about the inactivity of current members. She wants to know about the inaccuracies of the membership database and how to improve recruitment for the chapter. The Chapter plans to hold a 2005 Conference with HETA and GIC on April 9, 2005.

Their plans this year are to begin a spring outreach program to the cities of Mokpo, Suncheon, and Yeosu. Also, they plan to increase the Korean membership and continue to sustain affiliations with HETA and GIC. They are also considering holding a drama festival this year.



## North Jeolla Chapter

Chapter President Allison Bill gave the report. After the split of the Jeolla Chapter, North Jeolla was left with a base membership in the 20's, while South Jeolla was left with approximately 70+ members. North Jeolla is faced with rebuilding in 2005.

In 2004, a joint conference was held in Gwangju with Gwangju-Jeonnam. The 10<sup>th</sup> annual drama festival was held with eight teams participating. The chapter has seven monthly meetings per year. At the International Conference in October, North Jeolla had an outstanding participation from its members.

Plans for 2005 include their first annual chapter conference on March 19, 2005. The theme for the conference is "From Bud to Bloom: Nurturing Partnerships in EFL." The chapter hopes to develop good relations with other parts of the EFL field. Also, at each monthly meeting, they hope to have five new visitors and bring in two new members. They also hope to induce more Korean teachers to join them. Along with regularly scheduled meetings, 2005 will include the 11<sup>th</sup> Annual English Drama Festival.

## Seoul Chapter

Chapter President Tory Torkelson gave the report. He mentioned that meetings have been well attended with numbers ranging from 12 to 40+, depending on the month. Their meeting site was changed to the new professional center at Sookmyung Women's University. The membership stands at 180, with 155 members being confirmed. Jack Large is presently updating the Seoul Chapter database. The Seoul Chapter is planning the Seoul Conference on May 21, 2005, entitled "SIG Day in Seoul." Each SIG will have their own room at the Conference, and they hope to have as many SIGs involved as possible. They are excited that the Global SIG will have Kip Cates in attendance to give a plenary and participate in a round-table discussion with other SIG leaders. Tory expressed that their Chapter needs more executive leaders. He also expressed that their website is continuing to get better due to the help of their webmaster, Young-il Hong, who has shown a lot of dedication and hard work. They are in the process of looking for presenters for 2005.

Maria asked if there is a better way to maximize leadership, possibly little area meetings. She wondered if this idea had ever been explored. Allison asked if the needs in Seoul are different from other chapters. She also asked if most of the members come strictly from Conference-goers. Steve agreed that a large portion of their membership is Conference members.

Peter Nelson asked if there are any advertising venues being used to promote KOTESOL to more members. Tory shared that language institutes and the Board of Education offices are being used. He shared that around 75% of the people in Seoul are transitory people.

## 7. Unfinished Business

- a. Online and/or proxy voting

**Jake moved to support and use Survey Monkey for online voting. Peter Nelson seconded the motion.**

The vote was: 13 In favor

0 Opposed

The motion unanimously passed.

President Yeum directed that by the next Council meeting, Jake work with some people to help prepare the work, run it by others, get a draft made, and share specific details.

b. Membership database: Hiring a professional

Dr. Yeum asked the Database Manager, Stephen Bew, to give the report concerning the membership database. Stephen shared that the database is not quite finished. There are still a few things remaining regarding post-conference information. He mentioned that pre-registration data from the Conference, forms from the Conference, and e-registration from the Conference were almost finished. After every section is completed, the data will be merged with the National Database. He mentioned that the handwriting problem brought about a lot of problems and that a lot of time was necessary for tidying data to merge it with the database. At the meeting, Stephen mentioned that he needed to type in 18 more names to complete the national database.

Patrick Guilfoyle asked about trusting the web-based fax system. He asked why not provide a fax machine to help Stephen. Sharon Morrison mentioned that the fax system is not the problem. David Shaffer said that the problem of clarity is with the sending fax machines. Sharon mentioned that the web-based system is much better than the fax machine-based system.

Concerning membership application and data, Sharon said that the work needs to be done online. She went on to say that this system was piloted at the Conference, even though it has been in place for pre-registration for three years. KOTESOL is considering to push it into a year-round online membership application system.

Phil Owen asked if at a chapter meeting, we could take them to a computer and sign them up. John Phillips said that this was not yet possible. Patrick asked when this will be ready. Allison was concerned about spitting the information back to the chapters. She would like the information about new members as quickly as possible. John shared that providing a link to an email address or giving a second address to the information would assist with getting the information to the local chapters. Steve agreed and said that it would be good for the chapter to be informed as quickly as possible. Maria Lisak asked about what the local chapters can do to help maintain this system. Stephen said that the chapters must check to make sure the money situation is clear. Maria feels that the workload will increase and wanted to know how to assist. She thought it might be a good idea to involve other webmasters and have the chapters provide some sort of confirmation system. Sharon was concerned if there is money and no form, we have a problem. David Shaffer suggested that we provide an email copy to the chapters. He also said that a system for verification would be nice.

Again, someone asked Stephen if the work was almost done. Stephen said that it would be done in a couple of weeks. Therefore, because the work is almost done, there is no need to hire a professional to do the job.

Patrick asked what to do for people who have not received their TECs. People wanted to know who to contact. The chapters need to take responsibilities. Maria shared that we need to implement ways to help the chapters. Possibly an auditing system implemented with the chapters and the database.

Sharon Morrison shared that people holding offices are transitory. Stephen should be training his replacement. Allison requested we revisit this issue at the next council meeting.

Patrick shared that he believed the database position should receive an honorarium. **Patrick moved that KOTESOL give an honorarium to the database manager to be determined by the National Council.** The motion died for lack of a second.

Sharon Morrison believes this position needs another person to do the work. The position could be appointed in November, since the bulk of the work is in December. Allison

Bill shared that she thought the amount of work would be less for one person next year because of the automated system. Phil shared that the President can discuss the issue with the Membership Committee Chair and the Database Manager and give a report.

c. Posting of minutes and reports on the website

President Yeum asked if it is enough to simply post the reports on the website. She asked if it needed to be categorized. Maria commented that we need to be careful about what is made public. All members can have access if they know the URL. David Kim mentioned that anything on the Internet is public. Putting minutes on the website can be a bad thing. Releasing this kind of information could cause problems. Brian also agreed with this point. David Shaffer commented that the constitution states that minutes shall be made available to membership; he continued by saying that motions passed by the membership at an ABM are not binding if the Council chooses not to agree. He went on to say that naming names on the website is a dangerous thing. Let's not put them on the website. Jake stated that TESOL, Inc. provides only an outline of the minutes.

Maria Lisak commented that this is a transparency issue. She said that it is appropriate conduct in order to clarify issues to members. She said the skeleton of the minutes is enough. It does not have to be exhaustive. Patrick Guilfoyle believes that it would be good to post a summary of the minutes, but not the actual minutes. Someone said that if people want the minutes, we can send them to them, and if the minutes are posted on the website with names, they would seriously consider resigning their position.

**David Shaffer moved that we not post the minutes and reports of Executive Council meetings on the Internet.** This was seconded by \_\_\_\_\_. Peter said that a vetting of the minutes was employed in Sydney. He wondered if this could be a possibility. Maria asked if we could replace "minutes and reports" with "a summary would be included online." David Kim said that this would have to be another motion.

The vote was: 11 In favor  
1 Opposed  
0 Abstentions

The motion passed.

Jake moved that we post our National Executive agenda or summary on the website. Phil Own seconded the motion.

In a point of order, David Shaffer questioned whether it was possible to make a motion contradictory to one already passed at the same meeting. David Kim asked that the motion be amended to "agenda and major decisions." Maria also requested that people be referred to by position, not name, in order to protect all names. Someone remarked that an agenda is before the meeting. David Kim asked that we add "the results to the template," rewording the motion.

Jake reworded his motion, "I move that we post our major decisions on the Internet." Phil Owen seconded the motion.

Sharon Morrison shared that if people want to know more, they should seek further counsel. Steve shared that the agenda shows what the whole meeting covered. Why do we want to remove it? Sharon answered that members have access to the minutes. Maria mentioned that members want to know the topics. They can be better informed. It is good for members to be more active. Why not reword the motion to state "the outline of the Executive Council meeting and major decisions."

Jake again restated the motion: "**I move that we post an outline of Executive Council meetings on the Internet.**" Phil seconded the motion.

David suggested that we close debate. Tory agreed.

The vote was: 10 In favor  
1 Opposed (Brian Heldenbrand)  
1 Abstention

The motion passed.

## 8. New Business

### a. 2005 National Budget approval

David Shaffer presented the draft of the 2005 National Budget item-by-item. Discussion was undertaken and adjustments were made to the budget. At the conclusion, **David Shaffer moved that the 2005 National Budget be accepted as adjusted.** Phil Owen seconded the motion.

The vote was: 10 In favor  
0 Opposed  
The motion passed unanimously.

### b. 2005 Conference Budget

Sharon Morrison presented the budget for next year's conference. Discussion was undertaken and adjustments were made to the budget. At the conclusion, **Sharon Morrison moved that 4,000,000 won of each Donator's membership fees be provided to the International Conference Committee.** Brian Heldenbrand seconded the motion.

The vote was: 10 In favor  
0 Opposed  
The motion passed unanimously.

**Maria** shared that Phil has better information for finding representatives from International members, and then **moved to accept the 2005 Conference Budget as adjusted.** Allison Bill seconded the motion.

The vote was: 8 In favor  
0 Opposed  
The motion passed unanimously.

### c. Lost members compensation

David Shaffer shared the problem of some members not getting their benefits for the year due to not being properly entered into the database. The number of members involved is possibly in the thirties, if they have renewed their membership since conference time. Someone asked if their membership could be extended from 6 months to a year. Maria Lisak said that people are understanding, but they want their TECs. She mentioned that each chapter has extra copies and can give them some.

David Shaffer again asked how National can best handle the mess up. Allison said that we can possibly give them a 6-month extension. John Phillips asked what was done when people approached us at the conference regarding this issue. David Shaffer said that Kevin Parent met three cases at the Conference and dealt with each issue individually. Brian and Maria commented that we need to compensate people for this mess up. Allison shared that this problem could get sticky. Phil believed it was necessary to handle this problem on a case-by-case basis. Maria commented that this is part of "crowd control" and membership repair.

Brian moved to table this issue to the next meeting. Maria seconded the motion. Phil shared that we need to identify someone at the National level if it cannot be handled at a chapter level. The local chapters need to know who to refer to. He wondered if we could ask Paul Robertson to handle these lost member issues. Brian withdrew his motion.

Phil shared that the President could ask the Membership Committee Chair to handle this issue. The President decided that this is what she would do.

e. Joint International Conference with the Gyeonggi English Culture Foundation

This issue was dealt with earlier in the meeting under reports.

f. Collaborative Work with Happy School

David Shaffer suggested that this issue be delayed to the next meeting, to which the President agreed.

**David Kim moved that all crucial email passwords be provided to the national secretary and president.** David Shaffer seconded the motion. There was no discussion.

The vote was: 8 In favor

0 Opposed

The motion passed unanimously.

9. Setting Time and Place of the next meeting.

The President shared that the next Executive Council meeting would be held in Jeonju on March 19, 2005, at 1:00 pm at the North Jeolla Conference venue.

President Yeum adjourns the meeting at 8:05 pm.

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