

# KOTESOL Executive Council Meeting

## May 28th, 2005

### Daejeon

Council Members in attendance:

Dr. Kyungsook Yeum

Louisa Kim

David Kim

David Shaffer

Jake Kimball

Sharon Morrison

Robert Dickey

Phil Owen

John Phillips

Peter Nelson

Tory Thorkelson

Steve Garrigues

Maria Lisak

Allison Bill

Aaron Jolly

Nicole Kim

Heejong Ihm (non-voting participant)

Jean Paquette (guest)

Rachel Phillips (guest)

The meeting was called to order at 2:45 p.m.

President Yeum made her welcoming remarks.

David Shaffer moved:

- **That the minutes from the previous meeting be approved.**

Maria Lisak seconded it.

**The motion passed unanimously.**

David Shaffer gave the Treasurer's report. He shared about post-conference money issues for Gwangju and North Jeolla Chapters. He talked about using PayPal for overseas membership dues. He also discussed the 2nd Vice President's request for a budget change for KTT: that 1,000,000 won to be moved to travel and honorarium for outlying area workshops.

David Kim moved:

- **That KTT budget items 341.3a and b of the KOTESOL Teacher Training portion of the 2005 National Budget be collapsed into one and renamed "Speaker-Related Activities."**

(Outlying Area workshops would receive 2,100,000 won and Travel and Honoraria would be for 100,000 won.)

The motion was seconded by Steve Garrigues.

**Discussion:** Peter Nelson commented that this change allows for greater flexibility.

Maria asked to please save money for her event in the fall.

Robert Dickey commented to preserve the budget category, but move most of the money.

Peter Nelson also commented that there is more funding available for KTT presenters to go to outlying areas.

David Kim revised his motion:

- **That 900,000 won be transferred from 341.3a Outlying Areas Workshops to 341.3b Travel and Honoraria.**

Steve seconded the motion.

**The motion passed unanimously: 15 to 0.**

John Phillips arrived around 3:00 p.m.

Robert Dickey moved to accept the treasurer's report. Maria seconded it, and the vote was unanimous.

### **First Vice-President's Report**

Louisa Kim gave her 1st Vice-President's report. She shared that she has attended every KOTESOL event this semester.

Phil asked her what she has learned.

She shared that people see us as a stiff, boring academic organization.

President Yeum shared that she would like to make our organization more \_\_\_???.

Maria shared that we need a more formalized assessment tool – are we meeting members' needs.

Allison stated that we need to ask this question to those members NOT coming.

Louisa said that we need to bring the culture-side back into our organization.

President Yeum thanked Louisa for being so active.

Louisa asked the president to ask members to give their constructive criticism.

### **Second Vice-President's Report**

The 2nd Vice-President Report was given by David Kim. The KTT report was given by Peter Nelson. He shared that we are not in the position to spread to doing workshops in other areas. He thanked the KTT speakers for their hard work. David Kim shared his appreciation for the hard work of Peter Nelson.

### **Conference Committee Report**

The Conference Committee report was given by Sharon Morrison. She shared that 7 of 9 speakers have been confirmed. The pre-registration site will be up on July 1st and will close on September 23rd. She asked the chapter presidents to remind members to register. They are planning a recruitment drive and the poster will be coming out soon.

Robert Dickey asked if we can plan now for 2006? How about putting the date and location for next year's conference in the program booklet? Other questions were talked about, like "Should we go outside of Seoul? Whether this is a National Executive decision?"

Steve shared that the OPs might have a problem with a location outside of Seoul.

Rob mentioned that we should start an email discussion on this question.

Phil believes it should include discussion about a national conference.

### **The Nominations and Elections Committee Report**

Committee Chair Jake Kimball wondered if nominations need to be seconded. In other organizations, the council receives the nominations and they approve the nominations. At present, we do not have this kind of criteria.

A member of the council asked if we have the right to reject a nomination.

Peter asked if the names should have to be approved by the nominations chair.

Robert commented that the nominations should decide who is qualified.

Peter Nelson moved:

- **That all candidates for national office must first go through the nominations and elections committee.**

Robert Dickey seconded the motion.

**Discussion:** Someone asked, "What does 'go through' mean?"

Maria wanted to start with the job criteria.

Steve believed we need the ability to exclude people.

Louisa stated that we have to be careful.

Rob asked about write-ins. Are we to endorse them?

David Kim stated that names must be endorsed by 5 to 10 members in good standing.

Peter withdrew the motion.

Robert Dickey moved:

- **That the National Council explicitly give the Nominations and Elections Committee the authority to endorse or not endorse the candidates for office; and develop procedures for such endorsement.**

Peter seconded the motion.

**Discussion:** Phil didn't support the endorsing/not endorsing wording.

Maria suggested to change "endorse" to "determine," but keep opportunities for write-ins and petitions.

Allison asked if the Nominations and Elections Committee can endorse when the write-ins are elected.

David Kim wondered if the committee endorsement implies the support of the Executive Council.

Peter commented that we need to "field a list."

Rob shared that we need to change the word to "vetted?" (unclear wording in the notes)

Jake stated that he would like the power to screen applications.

Rob asked, "What do you do if you want to vet them?"

David Kim suggested a petition of 10 to 20 supporters.

Steve asked whether we should screen.

David Shaffer asked who can vouch for the qualifications of the 10 supporters?

David Kim wondered if the word, "endorse" could be perceived as "insiders" selecting candidates. Truthfully, this has been reality, with less potential, but now we have more candidates.

Allison shared that she believes we should choose criteria for all.

Robert amended the motion to add the word "transparent" to the motion:

- **That the National Council explicitly give the Nominations and Elections Committee the authority to endorse or not endorse the candidates for office; and develop transparent procedures for such endorsement.**

Peter seconded the motion.

**Discussion:** Jake shared that he is willing to endorse any qualified candidates.

David Kim asked Jake if he would be comfortable creating the criteria. Jake stated he would be comfortable preparing the guidelines for the candidates.

Peter stated that it is not necessary to be infallible and that the word, "transparent" is operative.

**Vote was taken. Yes – 9 No – 3 Abstentions – 3**

**The motion passed.**

Protocol for voting was discussed.

John shared that the Nominations and Elections Committee should have a radius at the conference for voting. Sharon suggested a booth so no one is able to watch you vote. She asked if they will disqualify people who don't follow the protocol.

Maria asked if it would be possible to have an area where people can meet and talk to the candidates.

Rob commented that we should let the Nominations and Elections Committee do their job.

Allison supported a seconding of nominations.

Rob supported a petition of five.

John commented that a petition of 5 puts too much pressure on the system and it allows write-ins to become easier.

Steve asked if Jake will need volunteers. Jake shared that he needs volunteers.

### **Membership Committee Report**

There was no Membership Committee report. It was announced that the Chair, Paul Robertson, resigned his post because he could not be active in KOTESOL. President Yeum will appoint a replacement. David Kim is presently working on membership cards.

David Kim shared that everyone had access to the URL for the cards.

Robert asked if certificates will be sent out every year. Answer: yes.

Allison mentioned that OCT (Ontario College of Teachers) and TESOL, Inc both send out certificates once a year.

President Yeum commented that receiving a TESOL Membership card made her feel recognized.

David Kim shared that the cards and certificates will be mailed together.

Rob asked if we were close to and an automated database that would kick out a list of names of people who need cards.

John shared that this needs a simple piece of software.

Rob shared that it is worse to start and stop than to never start.

Jake asked if we need a new card every time they renew.

President Yeum shared that since other organizations do it, KOTESOL should, too. We can hire students to help with this project.

David Kim will look after this project until a new Membership Committee Chair is appointed.

Rob raised issues about the dependability of the database, concerning expiration dates.

President Yeum shared that the acting MemComm Chair will work with the TechComm Chair on this project.

4:45-5:05 A break was taken while President Yeum presented the dramafest prizes.

### **International Affairs Committee Report**

The International Affairs Committee Report was given by Phil Owen. He shared that President Yeum attended the 2005 TESOL Convention in San Antonio and that IATEFL was attended by Sharon Morrison. He shared that our affiliations with IATEFL and TESOL were renewed this spring. Also, the FEELTA (Far Eastern English Language Teachers' Association) Russian Far East Symposium will be held in September, and they have asked KOTESOL to participate in a video conference from the symposium. Phil has asked John for advise on this issue.

At present, KOTESOL is looking for representatives to FEELTA in September, JALT in October, and ETA-ROC in November.

The Philippine Association of Language Teachers (PALT) has contacted KOTESOL and other PAC members for inclusion into the Pan Asian Consortium (PAC). Phil is concerned about the nature of PAC and its role in the future. He believes PAC has an identity issue, and this needs to be addressed before more organizations are brought under the umbrella.

### **Domestic Relations Committee Report**

The Domestic Relations Committee report was sent in by Yangdon Ju. He shared that the grant application period for a KRF conference grant is from June 8 to June 18 and he will follow through on the process with the help of the Conference Chair. Also, the applications

for the Journal Evaluation to KRF is due on May 31. Our organization is unable to apply because we haven't issued a 2004 journal.

### **Research Committee Report**

The Research Committee report was sent in by Joo-kyung Park. She shared that one research grant proposal had been submitted but the evaluation had not been processed since the applicant's membership ID was not determined. Also, she mentioned that one grant proposal for a conference presentation had been submitted, but more publicity is still needed for this grant.

### **Publicity Committee Report**

The Publicity Committee Report was given by Louisa Kim. The issue discussed concerned whether we should send TECs to university libraries to raise the profile of KOTESOL. It would be necessary to talk to librarians and to start with a few schools.

### **Publications Committee Report**

The Publications Committee report was given by the head editors of each publication.

Jake Kimball, *The English Connection* Editor-in-Chief, mentioned that from the beginning of June, they need more editors for TEC. Also, three sections in TEC will be discontinued. They are *EFL Law*, *Pan Asia*, and *Distance Learning*.

David Shaffer, *KOTESOL Proceedings 2004* Supervising Editor, stated that the *Proceedings* is currently being edited and that it contains about 250 pages. It will be out by the end of June and mailed separately. In the near future, advertisements are to be considered.

For the *Korea TESOL Journal*, the report was given by the new Editor-in-Chief, Hee-jeong Ihm. It will be the Volume 7 and should be published by late June/early July. At present, there are eight contributors. Three of them needed to make minor revisions and five of them needed to make major revisions. The call for papers is in TEC and on the website. It will be necessary to change the email address on the website. John stated that he will change the address.

### **Technologies Committee Report**

The Technologies Committee report was given by John Phillips. He mentioned that the server had problems for about an hour and 30 minutes a few days before when the Fullbright Building lost power, but everything is fine now.

Also, they are working on online forms for the conference. The URL for the conference form is [www.kotesol.org/forms/membershipform.html](http://www.kotesol.org/forms/membershipform.html)

Also, once the forms are filled out, they will be sent to the treasurer, the member, the chapter, and to the database manager.

For the conference, they will do e-registration. This will be hosted on the KOTESOL web server, meaning that there will be no onsite server.

Steve commented that the chapters need a list of members with their expiration dates.

Allison also supported this by sharing the same thing; "We really need lists."

David Shaffer stated that the chapters will get their chapter dues share lists by the end of June, expiration dates included.

### **Teacher Certification Committee Report**

The Teacher Certification Committee report was given by Peter Nelson. Peter shared that a survey was sent out. It focused on attendance, proficiency and competence. Five responses were made to the survey. Certificates were requested by respondents. Respondents also

thought that there should be an attendance certificate for the conferences and for chapter meetings. Concerning proficiency issues, comments were made regarding conference officers and the number of presentations given per year. We can't compare with other countries.

Steve commented that certificates are available on request. This is more important for Korean members.

Rob asked about determining attendance.

Peter wondered about how much interest there was in this survey.

It was decided to drop the competence portion.

### **The Long-term Planning Committee Report**

The Long-term Planning Committee Report was given by Robert Dickey. The discussion was about membership and developing more members.

David Kim asked if we should consider an International Conference at COEX. He believes it would generate a lot of publicity.

Phil was concerned about office and storage space.

### **Chapter Reports**

The Cheongju Chapter Report was given. They would like more speakers, and they have their meetings on the last Saturday of every month. They asked that the website list of officers be changed, particularly the President.

**The Daegu-Gyeongbuk Chapter Report** was given by Steve Garrigues. Their main item is their upcoming KOTESOL-KNU Conference on Globalization and Foreign Language Education on July 2, 2005. Their conference will be air-conditioned. Also, their monthly chapter workshops meet on the first Saturday of the month from 3:00 to 5:30.

**The Daejeon-Chungnam Chapter Report** was given by Aaron Jolly. He mentioned that things in the Chapter are going well. They are reaching 80 members. They have held two major events in the spring; the 9-speaker symposium in April and the drama festival in May. In the fall semester, they are planning a mini-conference for the members in Daejeon. They are planning the conference on the 3rd of September at Woosong Language Institute. They are planning a 9-12 speaker event. Also, they plan to work in collaboration with the Young Learners' SIG on a Young Learners' and Teenagers KOTESOL Symposium in Cheonan at the Korea Nazarene University on the 26th of November. It was also mentioned that this symposium will include a Thanksgiving dinner.

**The Gangwon Chapter Report** was sent in by Chris Grayson. He shared that they have been struggling some. The fall was nice with about 30 regular attendees at meetings, but the spring meetings have been difficult with their membership of mostly public school teachers. They are presently having around a dozen members in attendance. They are hoping a new facility will attract more attendees in June. They are planning a summer getaway for KOTESOL members during the vacation to try and interest more members and build toward a stronger membership in the fall. Hopefully, they can get more "star" presenters in the fall.

**The Gwangju-Jeonnam Chapter Report** was given by Maria Lisak. She shared about the spring Chapter meetings and their spring conference in April. Their new officers are presently being mentored for their posts. The chapter is concerned about the inactivity of their current members (52). Only 13% participate in their chapter meetings. She shared that her struggles about membership. They will offer more monthly meetings with no summer or

winter breaks. They are considering a venue change which will be discussed in the June meeting. The outreach for fall will include a mini-conference on October 22, 2005 in Suncheon and the HETA Fall Conference on November 12, 2005. Also, the dates for their spring conference is also under consideration.

Concerning issues within the Chapter, the Chapter still has many membership database inaccuracies. They are planning to have elections in December of 2005. Also, Maria is requesting a room at the International Conference designated for chapters to welcome new members and answer questions.

Their future plans include a Spring Outreach Program, a desire to increase their Korean membership, and to sustain their affiliations with HETA and GIC. They also hope to encourage their members to write for TEC and the Journal and also hope to set up tables to promote their chapter at local organizations to increase membership.

**The North Jeolla Chapter Report** was given by Allison Bill. She shared that there were 113 attendees at the Chapter's conference. Spring workshops had between 12 and 20 in attendance. They have planned the fall schedule and are looking for a few more presenters to finish the fall meetings. The venue for monthly meetings in a centrally located downtown Jeonju area is under consideration. The drama festival is scheduled for November 5, 2005. The plan is to increase membership, but the Chapter is in need of a membership list to allow this to happen. Allison agrees that an e-booklet be prepared for new officers. Also, they are interested in getting information from the OP Liaison for when publishers are having events in order to set up a table for KOTESOL.

**The Seoul Chapter Report** was given by Tory Thorkelson. He shared the SIG Day had 48 paid attendees, 30 presentations and 75 volunteers. The chapter has about 200 members. They plan to fill 1 or 2 more vacant executive positions. Also, their webmaster resigned and they are looking to fill this position, too. The membership list and other information is being worked on and straightened out by Ksan Rubadeau. They are presently looking for presenters for the fall.

Steve asked Tory if he will continue in his position.

Aaron asked Tory if the title was a problem for SIG Day. It stated it was a National Conference.

Allison shared that it was a Seoul Conference, not a National Conference.

Phil shared that thinking outside the box is good.

Concerning the website and the webmaster post, there should be a vision to inform. It should be simple to navigate and should provide a simple professional appearance. For content, what should we provide? How about the layout?

It should provide a nice calendar of events on the front page. Should the primary pages still be important?

The webmaster will not be available until August to do major work.

John said the site should include a scrolling announcement box.

Maria asked if there will be a monthly change.

Rob asked about including recent KOTESOL e-news.

President Yeum plans to talk to Stephen about the membership database. David Shaffer shared that the database problem is not Stephen's fault. Some members do not send in the proper information or the chapters do send in the proper information.

Phil commented that this will cause KOTESOL to lose people.

David Kim shared that the future goal is to phase out the paper application forms and this will greatly improve the situation.

## **Old Business**

### **Logo Revision**

David Shaffer presented samples of possible new logo designs.

Rob Dickey moved:

- **That KOTESOL adopt a new logo, design #5, the design with dots removed.**

Louisa seconded the motion.

In favor – 10, Opposed – 0, Abstention – 4.

**The motion passed.**

David Kim asked how we are to incorporate this new logo into our documents. It will be possible to download them from the website.

John shared that it should be in a vector graphic format, which resizes cleanly.

Rob asked whether we should put the logo on a public page. The answer was a clear "no."

## **New Business**

### **Membership Cards and Certificates**

Concerning the costs of certificates, Maria questioned the costs.

David Kim said these quotes were given by the designer.

Rob shared that the paper had to be able to go through a laser printer.

Various technical questions were asked and answered by John Phillips and David Kim regarding specific details.

Rob Dickey moved:

- **That the budget item for equipment be increased to 3.1 million won and that 1.5 million won be added to office supplies.**

John seconded the motion.

In favor: 10 Oppose: 0 Abstention: 1

**The motion passed.**

### **Logo Use**

Regarding the guidelines for the KOTESOL logo, the original logo has a blank background, not a blue background.

Someone asked if the chapters should use our logo for support of local non-KOTESOL events. It was decided to use the chapter name, not the logo.

President Yeum suggested that it may be necessary to set up a committee to establish guidelines for the use of the logo. It was decided that no guidelines committee is needed, but the president asked all, especially chapters, to be careful with its use.

### **Press Release**

Allison shared about having a KOTESOL Press Release. It would include a website using our name.

### **Webmaster Training Workshop**

Concerning the Webmaster Training Workshop, it was stated that it will be for chapter, SIG and committee webmasters. It will be possible to put down a 100,000 won deposit. This will be returnable if one finishes one complete year.



David Kim asked if this fee should be available even if it is a KOTESOL member doing the training.

Maria commented that we should start here, and then take this information on tour for teachers around the country.

David Shaffer commented that there is already 1 million won in the budget for this.

Robert suggested that we focus on selecting one software, not many.

John stated we will use an open-source software and suggested HTML Pocket Reference.

Phil Owen moved:

- **That the amount in line item 343.1 Technology Committee Training Program be raised to 1.5 million won.**

Rob seconded the motion.

**The motion passed unanimously.**

### **TESOL International Summer Academy**

Dr. Yeum stated that, Sookmyung Women's University is planning on hosting the TESOL International Summer Academy this next year. They are asking if KOTESOL will support this by advertising on our websites. The event will be for 4 days and 3 nights and will include big-name speakers. There will be 120 spots for 4 workshops.

Rob asked if we are able to get our name, logo and other information in the book. Someone commented that if we do this, we may be asked for the same from other organizations.

Phil Owen moved:

- **That KOTESOL pursue conversation with Sookmyung Women's University and TESOL Inc. to support the TESOL International Summer Academy.**

Peter seconded the motion.

**The motion passed unanimously.**

### **Next Meeting**

President Yeum shared that the next meeting is scheduled for August 20, 2005. The site was not determined.

The meeting was adjourned at 7:35 p.m.