

**Executive Council Meeting December 7, 2008**

1:10

**Call to order and Opening Comments**

>The following individuals introduce themselves as present at the meeting, their current position/s and status as a voting or non-voting member.

*Attendees:*

John Philips, Kevin Parent, Kara Mac Donald, Steve Garrigues, Angus McCall, Sherry Seymour, Alexa Bergman, Jennifer Young, Jamie Carson, Bob Capriles, Sean DeLong, Henri Johnson, Tim Dalby, Marilyn Plumlee, David Kim, Kyungsook Yeum, David Shaffer, Aaron Dougan, Philip Owen, Maria Pinto

Note: Louisa Kim and Brian Stoakley arrived later [time mentioned later when they arrived and when they stepped out]

1:25

**Treasurer's Report and 2009 Budget****Treasurers Report**

Delivered by Dave Shaffer

Issues addressed:

>Total income – issues discussed to clarify entries.

>Membership Fee – way of paying for membership fee other than bank transfer. Paypal was discussed as an alternative means of payment. It was suggested that the option be approved with the surcharge charged by PayPal to be paid by the individual, The issues around PayPal operating in US Dollars were addressed – suggested to set a yearly membership fee to simplify the issues of exchange rates.

>The existence of an Official KOTESOL Exchange Rate was questioned– does one exist? It was stated that there was one for the Intl Conference, and there is not any use of one otherwise.

**Motion:** That the Treasurer's Report be approved.

**Proposed: ?**

**Seconded: ?**

**Vote on Treasurer's Report**\_Accept – 16\_Oppose – 0\_Abstain -1

**Motion Carries**

2:10

**2009 Budget**

Delivered by Dave Shaffer

Issues addressed:

>Income- Funds held in US Dollars discussed and how it is represented or not represented in the figures

>Conference Net Revenue – the role of the figures and if they reflect earnings questioned.

The current role of the International Conference is not to make money as there was confusion over what #180 reflected (See Budget Report).

># 180 was revised to state that it reflects a net zero revenue, as it was accepted that the current entry provoked confusion.

>Expenses –

>Chapter support questioned for classification if the figure has gone up. Yes, the need for an increased amount was stated.

>Officers, Discretionary Funds for Committees - questioned as to why it is not in the budget. It was shown that it does appear in Department Allocations.

>#328 & #329 – stated that they should be moved as they are not correctly allocated. Discussion stopped and suggested that comments be provided to the Treasurer at a later time as it was related to terminology not the budget.

>Technology Committee-Website Maintenance listing name has been updated to Website Maintenance, Design and Software and the figure has been raised to address the needs of expanding website objectives & services.

>Publications Committee – Journal # 345.2 has been raised to be the same as the proceedings.

>The possible rise in postal costs was questioned to see if it had been figured into the current budget? The response was no it had not been.

>The money budgeted for the journal or proceedings for previous years were questioned as they have not been published? It was confirmed that the money budgeted in previous years has not been spent and is accumulating. Further discussion reconfirmed that the funds have not been redistributed elsewhere. The reasoning for this was questioned as it is not reflected in the budget. It was then explained where these funds are represented and they are reflected in the balance carried forward each year.

>It was confirmed that the 2006 and 2007 proceedings will be published in one volume, and it was suggested that these previously allocated funds should be re-budgeted as the cost will not be double if published together. No decision was made on this matter.

>Discussion of adding an ‘already allocated funds’ entry at the beginning of the budget under the balance carried forwarded was suggested. This was accepted by the treasurer.

>Domestic Relations – it was stated that the figure does not match between two the 2 entries stated. The typing error was acknowledged. Update as follows:

#346.1 was to be increased from W\$800,000 – 1,000,000

#346.2 was to remain the same

For a total of W\$2,000,000

>International Affairs Committee–

The Associations JALT, ETA-ROC and FEELTA received increased funds this year.

>The issue of what is expected for an individual to carry when representing KOTESOL at an international conference on behalf of the International Affairs Committee was raised. A designated amount equal to about 80% of the travel and lodging costs was approved in the last budget. Yet the question was raised here as it was believed that the figures are not a realistic representation of 80% of the costs one entails when attending certain conferences. The general feeling was that the figures are low. Marilyn Plumlee was to follow up with revised figures at a later date.

**Motion:** It was suggested that this section of the budget is updated as follows:

ETA-ROC – W\$500,00

FEELTA – W\$1,000,000 and will be further amended.

**Proposed: ?**

**Seconded: ?**

**Vote on Treasurer’s Report**\_Accept – 17\_Oppose – 0\_Abstain -0

## Motion Carries

**Thai TESOL was also considered to be raised from 900,000 Won to 1,000,000 won but no action was taken at this time.**

>Membership Committee – There was a request to add line items for the individual costs. The suggested items to add as an entry line were a) membership cards, b) supplies and labor, c) and other misc items to be detailed at a later date. It was decided that no amendment to the budget would be made at this time and these requests will be addressed at a time when the situation with the membership card machine is finalized (if there is a decision to begin to issue membership cards again.).  
>Membership Drive – funds for membership which will be addressed at a later date.

>Council Meeting Travel – was raised from W\$3,500,000 to 4,000,000

>Refreshments was increased to W\$400,000.

>Franklin TESOL Spell Event - This figure was questioned as not sufficient to cover all costs as there will be a need for publicizing the event. Franklin will be sending \$1,000.00 and this is reflected in the budget, but the current budget was still seen as low.

**Motion:** To raise the budget by W\$500,000. The budget will be raised to W\$1,500,000 and the name will be updated to TESOL Franklin Spell event.

**Proposed: ?**

**Seconded: ?**

**Vote on Treasurer's Report\_Accept – 17\_Oppose – 0\_Abstain -0**

**Motion Carries**

>Officers Domestic Travel has been significantly increased to W\$7,000,000.

>#475 Job Description Project will be updated to KOTESOL Manual of Procedures Project.

**Motion:** to not go through all line items and accept the remaining items beyond item 500.

**Proposed: ?**

**Seconded: ?**

**Vote on Treasurer's Report\_Accept – 17\_Oppose – 0\_Abstain -0**

**Motion Carries**

>Before closing, the Translation item was questioned to learn what it reflects and what translation needs are required. Clarification accepted.

>Summary of changes listed

Income-

>#180 will be updated to be International Conference Net Revenues

>Officer's Discretionary Fund Allocations will be updated to National Council

#### Members Discretionary Fund Allocations

- >#475 Job Descriptions Project will be increased from W\$500,000 to W\$1,500,000
- >#346 Domestic Relations Committee Total has been increased from W\$300,000 to W\$1,200,000. #346.1 Korean ELT Association Relations = W\$1,000,000 and #346.2 Committee Discretionary Funds = W\$200,000.
- >#347 International Affairs Committee (d) FEELTA increased from W\$900,000 to W\$1,000,000 and (f) ETA-ROC increased from W\$4550,000 to W\$500,000.

**Motion:** To accepted the revised budget.

**Proposed:** ?

**Seconded:** ?

**Vote on Treasurer's Report**\_Accept – 17\_Oppose – 0\_Abstain -0

**Motion Carries**

3:15

A 15 minute break was suggested and approved.  
Lousia Kim and Bryan Stoakley left the meeting.

3:35

Alexa Bergman and Jamie Carson left the meeting.

3:45

#### **Officers' Reports**

**President's Report** (Tory Thorkelson)- Hard copy report submitted prior to meeting no changes made.

**1<sup>st</sup> Vice-President's Report** (Tim Dalby) - Hard copy report submitted prior to meeting no changes made.

**2<sup>nd</sup> Vice President's Report** (Kevin Parent) – No hard copy report submitted prior to meeting-Report comments = Aim is to work more closely with the SIGs based on what was learned through discussions and breakouts at LR.

#### **Standing Committee Reports**

**Conference Committee** (Louisa Kim)

>International Conference – Date is set =Last Sat of Oct

>Speakers are being approached including H. Douglas Brown

>Theme and Title are not decided yet

>Venue may change to get better space accommodation

>Issue raised – Marti Anderson's comment of the 'Go Obama' as invited banquet speaker. The general feeling was that it was Anderson's viewpoint was not viewed as KOTESOL's viewpoint and therefore not much of a concern.

**OP Liaison** (Summary submitted by Robert Dickey) [Delivered by Tory Thorkelson]

>In a nutshell, this year's figures [and last year's]

Commercial Presentations sold 34 [42]

Total Commercial Presentations 49 [60]

Dedicated Rooms (commercial sessions) 2 (15) [2 (15)]

Display tables sold 43 [27]

Total Display tables 84 [83] (Plus Big Display in 2008)

TOTAL OPs 39 [31]

**Nominations and Election Committee** (Sherry Seymour)

- > Hard copy report submitted prior to meeting no changes made.
- > Question raised as to have at least two candidates in each position. It was confirmed.

**International Relations Committee** (Marilyn Plumlee)

- > Report posted online and one additional comment of putting a document or manual of procedures and typical standards for future International Relations Committee Chairs.

**Domestic Relations Report** (Kyungsook Yeum)

- > Her KATE and IVA(ALAK?) involvement has increased and the goal is to strengthen the link between KOTESOL and Korean organizations. A list of past presidents and contacts involved with other ELT associations has been generated for use in strengthen KOTESOL's links with others.

**Publications Committee** (Acting Leader & Managing Editor Maria Pinto)

- > No hard copy report submitted prior to meeting-Report comments=
- > Agreed that Maria will submit the report as there is no Chair.
- > TEC is on track.
- > Proceedings for 2006 and 2007 have been edited and will go out after the first of the year in one volume.
- > There will then be an aim to get 2008 done before the 2009 Intl Conference.
- > Journal Chair - Bill Snyder will finish remaining business related to the email account and he will provide the password to Maria Pinto by the end of December and from there Maria will take full administrative control of this.
- > Publications Chair vacancy was raised. Kara spoke about the idea of Bill taking on the role.
- > It was raised that Bill Snyder was not appropriate as he is out of country and he will not be able to attend council meetings. It was suggested that Maria could be the chair and Maria showed hesitation of taking on the position.
- > Suggestion to make Maria an 'Interim Chair' position as she is doing the work. It was raised that it would be very advantageous to have a Korean as the chair to work with accreditation.
- > It was stated that options are being pursued and the topic will be addressed later.

**Research Committee** (David Kim)

- > No hard copy report submitted prior to meeting-Report comments=
- > Plan to present sessions on how to do research presentations at conferences
- > Grants will not change in the amount from last year.
- > Question was raised about individuals who had received grants but have not followed up on their role in submitting articles. The response was that in many cases the delay or failure to follow thorough may be due to the delay in the journal publication..

**Technologies Committee** (John Phillips)

- > No hard copy report submitted prior to meeting-Report comments=
- > Website has been up for most of the time, yet there have been some events where the site has been attacked and this is being addressed.
- > System be updated from Drupal 4.7 to 5.0

- >Looking at a faster server to meet the site's demand
- >Updating the operating system,
- >Joshua Davies is moving on from Web master and Bryan Stoakley will be taking over, with a year or so training/mentor period.
- >Issues with the site going down during the Intl Conf were explained and it was clarified that it was a result of the logistics of moving the server to the conference site to deal with registration and a temporary server
- >Conference Pre-registration provoked a lot of problems with presenters getting and not getting their requested equipment and this issue will be addressed to resolve it for next year.
- >Membership Cards – the goal is to look at the card printer, get it running and develop an interface software to get cards issued again.
- >When the upgrade with Drupal is done, a question of what issues may occur or how it may effect use of the site was raised. This was answered that this info in the data base will not be affected/users will not be affected.
- >The cost of upgrades was questioned and it was stated that all upgrades are open source and there is no cost for the upgrades.

#### **Membership Committee (David Kim)**

- >No hard copy report submitted prior to meeting-Report comments=
- >Membership Cards is an objective and is being addressed to redistribute these cards
- >Paypal is under discussion to see if it is suitable as a payment option
- >Membership Drive – a list of suggestions has been developed to increase membership a) to market to TESOL certificate programs b) to offer discounts to provide an incentive to explore KOTESOL c) Promotional Material – a calendar d) Member discounts at local businesses
- >Discount on membership fee was addressed from an earlier discussion as it was opposed and a suggestion of offering a coupon for a discount for the Intl Conference.

#### **Publicity Committee (Myung-Jai Kang)**

- >No hard copy report submitted prior to meeting-Report comments=
- >International Herald Tribune contacted us for promoting KOTESOL. Tory Thorkelson and Kang Myoung Jae will meet with the newspaper contacts on Jan 12<sup>th</sup>.
- >A question was raised as to whether the Publications Committee would be a link for National Conference advertising. The desire for the National Conference which would like the Pub Committee to support the Natl Conference. It was stated that there can be support from them, as well as using Domestic Relations and using newspapers.

4:10

Louisa and Bryan returned to the meeting

### **Chapter Reports**

#### **Busan Chapter (John Angus McCaull)**

- > Hard copy report submitted prior to meeting no changes made, but updates offered.
- > Comment that the budget was adjusted
- > Clarification of the Teacher-Only policy was to avoid having students and other individuals show up and use the meetings as an English conversation group.

**Daegu** (Steve Garrigues)

> Hard copy report submitted prior to meeting no changes made.

**Daejeon** (Robert Capriles)

> Hard copy report submitted prior to meeting no changes made.

≥Decided to postpone National Conference report and discuss under old business

**Gangwon**

> Hard copy report submitted prior to meeting no changes made.

**Gwanju-**

> Hard copy report submitted prior to meeting no changes made.

**Jeju** (Jamie Carson)

> Hard copy report submitted prior to meeting no changes made.

**Jeonju-North Jeolla**

> Hard copy report submitted prior to meeting no changes made.

**Seoul**

> Hard copy report submitted prior to meeting no changes made.

**Suwon-Gyeonggi**

> Hard copy report submitted prior to meeting no changes made.

4:20

**Old Business**

**Honorary Lifetime Membership**

>Tory will send a list of suggestions to council members.

>Question was asked as to how many can be nominated, answer two to three individuals.

>There was a question as to what if someone is already a lifetime membership? Answer- no point in nominating them as they already hold lifetime membership.

4:40

**National Conference Report**

The budget was presented (Tim Dalby).

>See budget submitted

>Registration Fees need to be approved by National Council.

The membership discount of W\$5,000 appearing on the budget was questioned but it was explained that the full amount will be forwarded to National Council and there is in fact no discount.

>Publishers figures were questioned as advertising needs to go through OP Liaison It was agreed that the National Conf Committee would check and follow existing agreements.

>After the budget was presented a concern was raised again about offering a reduced/discounted membership. It was determined that this was reflected badly on

the budget and was updated to show that it was a reduced registration cost not membership. This was accepted.

>A student rate was suggested as beneficial for conference attendance and this rate (20@5,000 won) was added to the budget.

>The budget is running at a W\$420,000 deficit. It suggested to leave this as it is and not attempt to balance it.

**Motion:** To approve the budget as amended

**Proposed:**

**Seconded:**

**Vote on Treasurer's Report**\_Accept – 17\_Oppose – 0\_Abstain -0

**Motion Carries**

5:35

### **New Business**

>2010 National Conference: A need to begin to think about the 2009 conference and a request was made that the Daegu chapter would provide a model outline/manual for hosting a national council and that this would be put up on the website. This was accepted.

>It was suggested that the amount for travel expenses be raised up to W\$15,000. It was further suggested that as an organization we should have a clear travel reimbursement policy. It was agreed that the policy needs to be looked and Phil Owen & Tim Dalby will be in charge of compiling a list to look at the next meeting.

>Tory Thorkelson distributed certificates to council members acknowledging their appointments and/or work.

5:45

Meeting adjourned