



Korea TESOL National Council Budget Meeting
2022.12.11 (Sunday, 11th December 2022)
Scheduled for 12:30 to 17:30

Location: Zoom

Present:

Lindsay Herron	President/Membership Comm.
Bryan Hale	Immediate Past President/Gwangju-Jeonnam Pres./Publicity Comm.
Lucinda Estrada	1VP
Reece Rendall	2VP Gangwon Chapter President
Philip Schrank	Treasurer (until 13:20)
Heidi Nam	Secretary
James "Jake" Kimball	N&E Comm (from 12:57)
Garth Elzerman	IC Chair (from 13:18)
Lisa MacIntyre Park	Financial Affairs Comm.
Allison Bill	IOC / Jeonju President
David Shaffer	Publications Comm.
Stafford Lumsden	Research Comm.
John Phillips	Technologies Comm. (from 15:40)
Anika Casem	Busan-Gyeongnam Pres.
Mike Peacock	Daejeon-Chungcheong Pres.
Bilal Qureshi	Seoul Pres. (from 14:16)
James Rush II	Yongin-Gyeonggi Pres. (from 12:43)

Non-voting

Gregory Lewis	Yongin-Gyeonggi Chapter (until 13:40)
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Not attending

Tyler Clark	Suwon-Gyeonggi Chapter President
Robert Dickey	Sponsorship Comm Daegu-Gyeongbuk Representative

Pre-meeting (while waiting for quorum): Reports and Updates

12:30 **Lightning Round** Reports

Lindsay Herron - President

- A concom co chair is needed.

Lindsay Herron - Membership Committee

- Raised the question of whether membership cards are necessary

Bryan Hale - Publicity Committee

- Focusing on video, Instagram

Lucinda Estrada - 1VP

- Discussed chapter dues shares
- Discussed the need for a Facebook directory

Reece Rendall - 2VP

- Connections day produced helpful suggestions.
- A Kakao Open chat has been set up for SIGs and a Zoom meeting is scheduled this week
- Some SIG leaders are leaving; suggestions for new leaders are welcome

Reece Rendall - Gangwon Chapter President

- Gangwondo-Online meeting was successful
- continuing on and offline meetings

Lisa MacIntyre Park - Financial Affairs committee

- Mentioned the need to consider inflation in the budget

Allison Bill - Jeonju Chapter President

- The Jeonju Chapter has held two face-to-face meetings, elections to be held this week

Allison Bill - IOC

- IOC - trying to connect with International Partners & keep them informed about our conference
- Dates for International events may have changed because of COVID

David Shaffer - Publications

- Autumn TEC is printed and will be sent out
- Journal 18:1 is published. Chapters may update quantities and addresses for receiving Journals.

Stafford Lumsden - Research committee

- Met in November - working to get Journal indexed by Scopus
- Research page on Website has been updated
- Increase in grants, Developing introduction to research workshops

Lindsay Herron for Rob Dickey - Sponsorship committee

- Sponsorship rates have been set

Lindsay Herron for John Philips - Technologies Committee

- Automated reformatting and data transfer to the new website.
- After the holidays, the website will be open to council members for editing
- Some things may not be transferred. Archive your pages in a separate location just in case

Jake Kimball - Nominations and Elections

- IC co-chair position unfilled; suggestions are welcomed

Chapter reports

Anika Casem - Busan Chapter President

- Had an online workshop
- Elections were held, leadership staying on another year

Mike Peacock - Daejeon-Chungcheong Pres.

- Planned once-a-month online Wednesday workshops
- Christmas party planned
- inquired about CDS payments

James Rush - Yongin Chapter President

- Held September and October meetings,
- Podcast episode soon to be published
- Elections have been held

Opening

14/20 voting Council members present; quorum = 11.

13:05 Meeting is called to order. Review of general operating procedure for the meeting.

Motion 1: That the agenda be adopted.

Passed by consensus at 1:05.

Motion 2: That the [minutes](#) of the last meeting (9/25/2022) be approved and posted to the KOTESOL website with edits allowed for spelling, grammar, etc.

Passed by consensus at 1:05.

Scheduled Items

In this section of the meeting, we discuss and vote on items that have been put on the agenda prior to the meeting.

13:07 Set out our policies and procedures for the coming year

Discussion:

-Table of contents added.

-Amended language:

"It represents the official standards, norms, and guidelines informing council practices."

"It is strongly recommended that this Manual be reviewed annually."

"Are binding upon" → are the official guidelines for

Rationale: The manual is a non-binding guideline.

"Officers of KOTESOL may spend funds" → "Representatives of KOTESOL may spend funds"

-A voting member of KOTESOL may appoint a substitute → A voting member of KOTESOL may appoint one substitute to a council meeting

"APA Publication Manual" → APA Style Guide 7th Edition

-"outgoing officers" → "All those finishing their (national) roles

-"having completed their term of office" → "having completed their service"

-Added language:

-"Whenever possible" is added to "The budget shall detail and explain the revenues, expenses, and expected balance of the organization, based on the previous year's actual figures (whenever possible)."

-"national" is added to "All national organizational funds will be kept on deposit"

-"(e.g. SCOPUS) and effectuate a DOI for each published article" is added to "Strive to continually elevate the quality of KTJ articles to eventually obtain accreditation (e.g. SCOPUS) and effectuate a DOI for each published article"

-"(non-voting)" is added to "Social Networking Services Team Leader (non-voting)" and to

"Domestic Relations Liaison (non-voting)"

-Deleted language

- “including the sending of our KOTESOL publications to them”
- Rationale: Not all partner organizations want to give and receive publications
- Recommended that we edit for redundancy in next year’s revision

13:23 **Motion 3: That this council approve the [KOTESOL Policies & Procedures Manual \(2023\)](#) as amended.**

Motion: David Shaffer **Second:** Lisa MacIntyre-Park **Yes:13 No:0 Abstain:1**

The motion passes.

13:25 Approve the proposed PAC Coordinating Council

Discussion:

- Proposal for consistent representation at online Pan-Asian Consortium of Language Teaching Societies (PAC) meetings. In the past, meetings were held at conferences and attended by travel grant recipients with little institutional knowledge of PAC. This made organizational decision-making difficult.
- Concern raised that meetings might be dominated by a partner organization
- As IOC chair, Allison Bill supports the proposal, noting that the PAC rep position would have a longer duration than IOC chair

13:34 **Motion 4: That this council approve the [proposal for a PAC Coordinating Council \(PCC\)](#).**

Motion: Bryan Hale **Second:** Allison Bill **Yes: 13 No:0 Abstain:1**

The motion passes.

13:35 Appoint a (long-term) rep to the PCC

Discussion:

- It may be preferable to appoint more than one person so that we can have flexibility in who attends the meeting. Only one KOTESOL representative will be able to vote at each meeting.

13:40 **Motion 5: That this council appoint Allison Bill, Bryan Hale, and Lindsay Herron as the KOTESOL representatives to the PAC Coordinating Council.**

Motion: Reece Rendall **Second:** Lucinda Estrada **Yes:13 No:0 Abstain:1**

The motion passes.

The General Operating Budget

15 voting members present

14:00 Discussion & approval of the general operating budget

General principles

- We are not trying for a balanced budget.
- Funds are tight. Officers and appointees don’t have to spend allocated money.

Estimated Income

- 4111 membership dues (individual) 7,500,000
- 4121 membership dues (international) 7,000,000
- 4221 eliminated
- 4241 eliminated
- 4731 advertising revenue 500,000
- 4821 event display sales revenue 1,500,000

Events: estimated expenses unchanged for this year's national conference, ABM, Chapter Presidents' Meeting, KOTESOL Connections Day, 2024 National conference, 2024 International Conference

National Committees

- Expenses unchanged for Teacher of the Year, Employment Center, International Outreach, KTT, Membership, Publicity, Technology, Nominations and Elections, Diversity
- Financial Affairs committee travel allowance (6613) increased to 500,000, refreshments (6614) increased to 100,000 for 2 meetings
- Publications - 6111 Leaders Discretionary funds increased to 650,000 (including best awards and DOI fees); 7213 Postage and shipping decreased to 2,600,000
- Publications (Journal) - 7411 Printing decreased to 7,500,000 for three journals
- Publications (Proceedings) 7411 Printing increased to 1,700,000 because of increase in design fees
- Publications (TEC) 7411 Printing increased to 10,300,000
- Research -increase in grant budget 5611 to 1,000,000 (1 major grant of 500,000 + 2 supplementary grants of 250,000); Discretionary funds 6111 adjusted to 100,000

National Council

- Expenses unchanged for president, 1VP, 2VP, Secretary, Sponsorship Committee, Council, Immediate Past President
- Treasurer - Consultancy 8211 increased to 1,000,000 for hired book keeper

Uncategorized National

- See estimated income above
- Chapter Dues Shares 5111 increased to 10,000,000 considering that payments need to be made for previous years. Dues for previous years may be designated as a separate line item later in consultation with the treasurer.

14:51 **Motion 6: That this council accepts the general operating budget as it has been discussed and amended.**

Motion: Stafford Lumsden **Second:** Dave Shaffer **Yes: 13 No:1 Abstain:1**

The motion passes

The International Conference Budget

15:10 Discuss and approve the budget for the 2023 KOTESOL International Conference (IC)

General comments

- Based on 2019 Budget, considering increases for inflation

Revenue

- Snack bar 4721 deleted because there will be no onsite cafe this year

Expenses

- Printing (bound publications) 7411 Deleted. Conference information will be available online.

- Conference bags 7511 deleted. Sponsors may choose to pay for bags
- Badge holders 7521 increased to 500,000 because old badge holders may be in poor condition
- Conference facilities 7861 reduced to 11,900,000 because we plan to use fewer presentation rooms.

15:41 **Motion 7: That this council accepts the International Conference portion of the operating budget as presented.**

Motion: Dave Shaffer **Second:** Allison Bill **Yes:15 No:0 Abstain:1**

Old Business

Minutes of the November 1, 2022, post-ABM National Council Meeting

Attendees

Current National Council

Lindsay Herron*	President, Gwangju-Jeonnam Chapter president, (Membership Committee)
Bryan Hale*	Immediate Past President, (Publicity Committee)
Lucinda Estrada*	1VP
Reece Randall*	2VP, Gangwon Chapter president
Heidi Nam*	Secretary
James Kimball*	Nominations & Elections Committee
Allison Bill*	Jeonju-North Jeolla Chapter president (International Outreach Committee)
James Rush II*	Yongin-Gyeonggi Chapter president

** Can vote from the beginning*

Incoming Council Members (Proposed Position)

Robert Dickey (Sponsorship Committee)
Stafford Lumsden (Research Committee)
Lisa MacIntyre-Park (Financial Affairs Committee)
John Phillips (Technologies Committee)
David Shaffer (Publications Committee)

National Council Members Not Present

Garth Elzerman*	International Conference Chair
Anika Casem*	Busan-Gyeongnam Chapter president
Kimberley Roberts*	Daegu-Gyeongbuk Chapter president
Mike Peacock*	Daejeon-Chungcheong Chapter president
Bilal Qureshi*	Seoul Chapter president
Tyler Clark*	Suwon-Gyeonggi Chapter president
Phil Schrank	(Treasurer)

Meeting called to order: 8:24 pm

8/14 possible Council members present; quorum is 8.

Motion Overview / Agenda

1. That the agenda be adopted
2. Appoint Phillip Schrank to the position of treasurer
3. Appoint committee chairs for 2022-2023
4. Announcements

Motion 1: That the agenda be adopted.

Passes by consensus.

Motion 2: That we appoint Phil Schrank to the position of treasurer.

Motion: Bryan Hale **Second:** Lucinda Estrada **Yes: 8 No: 0 Abstain: 0**

National Council increases to 15; no change in quorum (8).

Motion 3: That the following committee chairs be appointed:

- *Financial Affairs Committee:* Lisa MacIntyre-Park
- *International Outreach Committee:* Allison Bill
- *Membership Committee:* Lindsay Herron
- *Publications Committee:* David Shaffer
- *Publicity Committee:* Bryan Hale
- *Research Committee:* Stafford Lumsden
- *Sponsorship Committee:* Rob Dickey
- *Technologies Committee:* John Phillips

Motion: Allison Bill **Second:** James Rush **Yes: 8 No: 0 Abstain: 0**

National Council total is now 20; quorum increases to 11.

New Business & Closing

- Asia TEFL Conference will be held in Daejeon this year. National KOTESOL may have a table.
- KOTESOL Kakaotalk Channel - To have a Kakaotalk channel, we need the business certificate and business certificate holder ID. It costs a small amount of money to broadcast messages through a Kakaotalk channel.
- It would be possible for chapters to just set up a Kakaotalk group and disable replies, but this option may limit the number of participants. If people set up chats on their personal accounts we could have problems when people leave Korea.
- Looking for someone to become the business certificate holder
- Upcoming NC meeting: Spring 2023 (March likely)

15:54 Motion 8: Motion to adjourn

passed by consensus