

KOTESOL National Council Meeting Minutes
December 16th, 2018
Room 106 Sookmyung Women's University Injaegwan, Seoul

Present: David Shaffer (president), Jake Kimball (1VP, Publications Committee Chair), Mike Peacock (2VP, Daejeon-Chungcheong President), John Simmons (Treasurer), Martin Todd (Secretary), Lindsay Herron (Immediate Past President, Membership Committee Chair), John Philips (Tech Committee Chair), Kathleen Kelley (Publicity Committee Chair), Mikyoung Lee (Research Committee Chair), Rhea Metituk (Financial Affairs Committee Chair, Busan-Gyeongnam President), Arturo Collado (Gangwon President), Bryan Hale (Gwangju-Jeonnam President), Ingrid Zwaal (Jeonju-North Jeolla), Elizabeth May (Seoul President), Stewart Gray (Yongin President), Maria Lisak (Nominations & Elections Committee Chair), Grace Wang (ICC Chair)

Not attending (Apologies): Robert Dickey, Michael Free (ICC Co-chair), Tyler Clark (Suwon-Gyeonggi President), Kimberly Roberts (Daegu-Gyeongbuk President)

Notes:

The Summary of Motions Carried is just for quick reference.

If a motion was amended during discussion, the amended version of the motion is written in the minutes.

The first 4 motions (1a-4a) were moved and were voted on electronically on September 8th and 9th. They can be found at the beginning of the *Old Business* section with Motion 6, rather than with motions 1-5 in the initial section.

Summary of Motions Carried

1a. That the National Council approve the KOTESOL Teacher of the Year Award as detailed in the documents submitted to the Council.

2a. That the National Council approve the KOTESOL Policies and Procedures Manual as revised and submitted to the Council.

3a. That the Council approve the creation of the Environmental Justice SIG as described in the submitted proposal.

4a. That the National Council approve the awarding of a one-year regular KOTESOL membership to the author(s) of the research paper selected for the KOTESOL Research Paper of the Year Award.

1. That Kara Waggoner be approved as the International Outreach Committee chair for the 2018–2019 session of the National Council.

2. That Deborah Tarbet be approved as an assistant to the Treasurer with the main assignment of processing membership orders for the 2018 Council session.

3. That 600,000 be allocated to the 2018 budget (8211 – Consultancy / Professional Services) for professional preparation of a 2017 KOTESOL tax report to the government.

4. That the National Council approve the fiscal year 2019 KOTESOL National Budget as amended at the December 16 Council meeting.

5. That the National Council establish an ad hoc Diversity Committee with the purpose of exploring and proposing ways in which KOTESOL can be more inclusive and diverse, and that the chair of this committee have a non-voting position on the National Council and that the president be given the authority, in consultation with interested members, to appoint a Committee head, who would appoint a committee.

6. That the budget for the 2018 NC be approved and the ad hoc committee be disbanded.

1. Call to order

The meeting was called to order at 11:02 by David Shaffer
Self introductions

At this point, it was noted that we are generally flexible in our following of Robert’s Rules of order. We discuss resolutions before we make motions.

2. Adoption of the agenda

Approved as amended with no objections.

Motion: Lindsay Herron **Second:** Ingrid Zwaal

Yes: unanimous
No:
Abstain:

3. Adoption of June meeting minutes without the addendum

Motion: Martin Todd **Second:** Lindsay Herron

Yes: unanimous
No:
Abstain:

MOTION 1

That Kara Waggoner be approved as the International Outreach Committee chair for the 2018–2019 session of the National Council.

Discussion

It was noted that Kara Waggoner wasn’t here, as she wasn’t aware she was required to attend and was sick.

We’ll go ahead with the motion

Elizabeth May stated that Wagner does a lot of work with Seoul Chapter & IC, that although she was nervous about taking on the role, she felt ready if she has support of people at the meeting. May added that she thought that Wagner would be fantastic for the position.

Motion: Lindsay Herron **Second:** Kathleen Kelley

Yes: Unanimous

No:

Abstain:

Motion Carried

MOTION 2

That Deborah Tarbet be approved as an assistant to the Treasurer with the main assignment of processing membership orders for the 2018 Council session.

Rationale: The present workload is too heavy for the Treasurer alone, considering his teaching load. Tarbet is a former National Treasurer (2009-2011) with evenr earlier U.S. accounting experience. The assistant to the treasurer would not have access to KOTESOL funds.

Discussion

Simmons stated that he needs an assistant and that previous treasurers had had one. The Assistant Treasurer would be in charge of processing memberships. He went on to say that Tarbet was treasurer from 2009-2011 so she won't need a lot of training and that she was the membership chair of Daegu Chapter.

Rhea Metituk noted that Tarbet had been very helpful at previous events and John Philips said that she had shown herself to be very thorough & competent in getting information for the website. It was noted by several people that she was very detail oriented. Lindsay Herron & David Shaffer mentioned that she has an accounting/financial background.

Kathleen Kelley asked whether we need to run this through Council, as the treasurer should be able to just add members to his team. However, it was noted that although it was not necessary, it was our custom to do this because this was a position related to money.

Motion: John Simmons **Second:** Lindsay Herron

Yes: 16

No:

Abstain: 1

Motion Carried

MOTION 3

That 600,000 be allocated to the 2018 budget (8211 – Consultancy / Professional Services) for professional preparation of a 2017 KOTESOL tax report to the government.

Rationale: With the government's anti-corruption drive, tax reporting by NPOs is being strictly required by the end of this year. The services of a Daejeon accountant's office have been secured; cost is not yet known exactly, as much of the work is on a per-hour basis. Apparently, in the past, formal, written reports were never made, although technically required, thereby creating

this somewhat urgent need to submit this report thoroughly and within this year.

Discussion

It was argued that although we have never filed a report but the government is asking one to be submitted by the end of the year.

John Simmons stated that the government is recommending that we have a full time Korean volunteer to communicate with them, as they don't find our finances transparent. They're worried about money laundering. He went on to say that the estimated cost 500,000-600,000 won and that the government has said they just want to see that we're not hiding money. The budget would be for 2017 finances.

Motion: John Simmons **Second:** Lindsay Herron

Yes: 16

No:

Abstain: 1

Motion Carried

MOTION 4

That the National Council approve the fiscal year 2019 KOTESOL National Budget as amended at the December 16 Council meeting.

Discussion

The national budget was examined and several amendments were made and noted by the treasurer.

It was noted that conservative income estimates and liberal outflow estimates were used so that we are likely to have a better balance than predicted at the end of the year.

Lindsay Herron stated that we have been in severe austerity measures for the past 4 years, so emphasized that those who were allocated funds should continue to spend less money than they were budgeted. It was then noted that several committees and officers had been allocated funds that were not used. These allocations were generally continued for the 2019 budget.

The Financial Affairs allocation was increased slightly to pay for refreshments for the audit team. It was noted that postage & shipping for TEC will go up to 3 million won and that this year's second journal will be paid for in 2019.

The Research Committee had an increase of 300,000 won because we are planning a research oriented workshop. At this stage, Rhea Metituk suggested that we have a research workshop at the IC, as it is becoming a requirement to publish at more universities so research should be a priority. Grace Wang noted that we could encourage more classroom research. Lindsay Herron stated that we should double the travel budget. However, Maria Lisak opined that we should have a report before we OK that budget, as that without a report, it would be irresponsible. Rhea Metituk suggested that the money could be taken from other items in the budget. John Simmons

noted that putting the money in the budget doesn't mean we must spend it. It's difficult to get more money but if it's there, it's easier to work with. David Shaffer stated that he was not worried that the money would be spent irresponsibly. As some people wondered whether this part of the budget was worth arguing about, as money was being spent responsibly and much of the allocated budget was not used, Elizabeth May noted that the decisions we made would set a precedent and so we should examine every item closely. It was eventually decided by consensus to increase the travel budget.

The Tech budget, John Philips stated, is huge because if the website gets destroyed, we need the money to replace it. We only actually use 1/3 of the allocation for maintenance and we don't expect to use most of it. He went on to say that we are looking at replacing the website now. We don't have the expertise in house to do this so it'll probably cost about 10 million won. He asked for an increase to the budget of 2 million one. He noted that the current consultant is not being paid from the "consultant" line.

At this point, there was a discussion about whether we should use another [Pilipino] consultant. Philips agreed to look into this, however, he believed that the suggested consultant might not be qualified due to changing security concerns worldwide. In answer to questions Philips stated that the our website is being updated by the developer, that we probably should not change to Wordpress as it isn't as secure as Droople and that we are using secure and current technology. He went on to tell the council that the new website planned to be up in 2019 after the conference or possibly in 2020

The tech budget was generally approved. However Rhea Metituk asked that her non approval be noted.

Budget changes for the Nominations Committee were discussed but none were made.

There was a 45 lunch break

Michael Free arrived

Changes for the National Council budget were discussed.

The 2nd VP requested his discretionary fund that was used for the SIG leadership meeting be doubled. It was noted that the SIG fund was not used. Brian Hale stated that SIGs feel that they don't want to take money away from the other SIGs so don't ask for it.

The Treasurer wants to initiate an SOP manual and requested fund to travel to meet people for it. OP Liaison cut postage to 50,000won.

Council has 300,0000 allocated for meeting travel and it was suggested by Maria Lisak that we have at least 1 meeting online. This received much support. However, Lindsay Herron noted that bylaws would have to be changed at the ABM and John Philips opined that face to face meetings are better.

Pros

Several people stated that they believed that in person meetings were better as it gave members a chance to physically meet people, which carries benefits for the meeting itself and for relationships between members who might need to work together outside of council meetings, as well as for personal reasons. It was noted that we had had only three meetings in the current year

and that this was a very low number. Grace Wang noted that ICC meetings were done in Google Hangouts in audio and people didn't really like it. She stated that they would have more of these, but that Face to face meetings would need to be strategically placed. John Philips noted that even today, he had resolved situations that he had been working on for 6 months because he was able to see people face to face. It was noted that the meetings were much longer than some people were willing to spend online.

Cons

The general consensus was that keeping the budget low should be a priority. Brian Hale noted that face to face meetings can be done online. It was also noted that some people had to travel a lot to get to the meetings. Zoom was suggested.

It was decided to discuss this topic more at a later time.

The Immediate Past President was willing to cut the budget for signs and banners on the condition that the IC banner person would do it, with a corresponding IC budget for banners increase by 100,000won

It was noted that OP's dues associates income dropped to 6 million won (projected income). It was added that – due to a good effort by Rob Dickey – web ad revenue was 500,000won this year. We want to continue to increase this.

Grace Wang recommended Transferwise for moving money internationally.

Jake Kimball, on Lindsay Herron's recommendation changed the budget for the Chapter Presidents' meeting because it's going to be online.

There was serious discussion about dropping the Leadership Retreat budget to 1.75million. Several people suggested that the meeting, or parts of it could be done online. However, there was a defense of having the retreat in person as it is one of the few places KOTESOL leaders, especially new leaders, could get to know each other, share problems and solutions and network. There were also several criticisms about the retreat itself, as it doesn't offer training needed for new leaders and generally is used to ask attendees to take on more responsibilities. Several people agreed with Elizabeth May's sentiment that the Council was not hearing what the Chapters were saying and that Chapters bring in members as potential leaders but that the organization pushes them away. Grace Wang suggested that a Leadership Retreat Manual should be developed and volunteered to do it.

This was left for a later discussion.

Next NC preliminary funding was hanged to 0 with a promise that it would be approved after a budget for it is approved.

Stewart Gray left the meeting

Arturo Collado left the meeting

For the IC, the signage budget was increased to 700,000 due to its taking over items previously done by the Immediate Past President. It was asked whether increasing fees would decrease

attendance a lot and suggested that international people think the conference was really cheap. The Publicity Director fund was redirected to the Food and Beverage Director discretionary fund.

Motion: Lindsay Herron **Second:** Kathleen Kelley

Yes: 16

No:

Abstain:

Motion Carried

MOTION 5

That the National Council establish an ad hoc Diversity Committee with the purpose of exploring and proposing ways in which KOTESOL can be more inclusive and diverse, and that the chair of this committee have a non-voting position on the National Council and that the president be given the authority, in consultation with interested members, to appoint a Committee head, who would appoint a committee.

Discussion

Rhea Metituk stated that many Canadian universities have similar positions. David Shaffer noted that the structure of the committee would change eventually, based on the committee's recommendations, and that he expected a report before the next meeting.

Motion: Lindsay Herron **Second:** Kathleen Kelley

Yes: 16

No:

Abstain:

Motion Carried

Proposal Considered

That online video recording be required of all National Council meetings.

Rationale: While the Constitution of KOTESOL attempts to make its work transparent with:

“Article IV: Meetings of the Members. KOTESOL shall hold general meetings at times and places decided upon and announced by the Council. One meeting each year shall be designated the Annual Business Meeting at which members shall receive accountability for the operations and finances of the organization and have the opportunity to give input into the same.”

This annual accountability is nonsensical to members who have not served as leaders, as the minutes on the website have not been updated since late 2017. Making the National Council's work and decision making visible to members would send a signal of transparency and help

educate members to give better feedback at the ABM and throughout the year. Video recordings of National Council meetings should be sent to members or hosted on the KOTESOL website within two weeks of the meeting.

Discussion

Elizabeth May suggested that this is a great way to make NC meetings open to members. We have to be accountable and this is one way to do it. Bryan Hale opined that no other people would watch the video

Kathleen Kelley left

Maria Lisak said that this could be an excellent mentoring tool and it would show that this is a lot of work. She thought that it would be something people want from their leaders.

John Philips stated that someone could selectively edit out portions of video and use it maliciously to disastrous effect.

David Shaffer suggested that people wouldn't be as willing to speak if they were being recorded.

Lindsay Herron suggested that if we followed our procedures, most of these problems would be taken care of. Mike Peacock said we should advertise meetings more effectively.

Grace Wang suggested that the meeting could be put on a podcast.

Jake Kimball opined that we would be making work for ourselves.

Martin Todd advocated for better communication and use of procedures but suggested that we have to look at how we can improve current procedures.

Lindsay Herron suggested a special issue publication about "what we did" for chapters. However, John Philips rebuttalled that that's what the chapter pages on the website are for. He said we should put information into our current documentation before adding more.

Mike Peacock suggested getting the agenda out for the next meeting out early and encouraging people to come.

No Motion was made.

Old Business

The following motions (Motions 1a to 5a) were moved and were voted on electronically on September 8th and 9th. The first four were carried. The final motion (That the National Conference Report be approved and the committee dissolved) was defeated.

MOTION 1a (Teacher of the Year Award)

That the National Council approve the KOTESOL Teacher of the Year Award as detailed in the documents submitted to the Council.

Yes: 13

Motion: Michael Free **Second:** Mike Peacock No: 4
Abstain: 1

Motion Carried

MOTION 2a (Policies and Procedures Manual)

That the National Council approve the KOTESOL Policies and Procedures Manual as revised and submitted to the Council.

Rationale: The document was made available to the Council from mid-June to late August for review, comment, and revisions. Council member revisions are included.

Motion: Lindsay Herron **Second:** Michael Free Yes: 16
No: 1
Abstain: 1

Motion Carried

MOTION 3a (Creation of New SIG)

That the Council approve the creation of the Environmental Justice SIG as described in the submitted proposal.

Rationale: Great interest has been shown in the creation of an Environmental Justice SIG and it is expected that this will be a very active SIG in KOTESOL.

Motion: Mike Peacock **Second:** Lindsay Herron Yes: 13
No: 4
Abstain: 1

Motion Carried

MOTION 4a (Research Paper of the Year Award)

That the National Council approve the awarding of a one-year regular KOTESOL membership to the author(s) of the research paper selected for the KOTESOL Research Paper of the Year Award.

Rationale: (a) To promote KOTESOL member scholarship; (b) To promote interest in submitting high-quality research paper articles to the Korea TESOL Journal.

Motion: James Kimball **Second:** Lindsay Herron Yes: 17
No: 0
Abstain:

Motion Carried

MOTION 5a (National Conference Committee)

That the Council approve the 2018 KOTESOL National Conference report as submitted and that the 2018 National Conference Committee be dissolved.

Motion: Stewart Gray

Second: Michael Free

Yes: 7

No: 10

Abstain: 1

Motion Defeated

MOTION 6

That the budget for the 2018 NC be approved and the ad hoc committee be disbanded

Rationale: Approval was not previously given to the National Conference report, as the financial report for income was not complete. The Conference Chair consulted with several people and is sure revenue is at least 3.4 million. Expenses were 3.1 million.

It was generally agreed that Stewart Gray had done a great job as Conference Chair.

Motion: Lindsay Herron

Second: Kathleen Kelley

Yes: 16

No:

Abstain:

Motion Carried

New Business

1

It was suggested that if Robert Dickey did not come through with a National Conference proposal, there won't be a national conference.

Elizabeth May suggested that the treatment of Yongin Chapter by this council was not very supportive and positive and other chapters might be shy of doing a National Conference because of it. Bryan Hale agreed and there was a general consensus among most people present that this was true. Elizabeth May stated that the Council has to accept this and change. She mentioned that she thought there is a disconnect between what happens at chapter level and what happens at national level.

Grace Wang offered help if a chapter needs it.

Rhea Metituk stated that the Rhea Metituk was interested in doing the National Conference but they have no venue.

It was suggested that if there was no NC, the Second VP could have a symposium.

2

The Membership Data Security Policy form for requesting membership information has to be posted online.

3

John Philips is working on a Digital Privacy Rights Policy. The database is also being purged of old entries etc.

David Shaffer stated that we need an update posted

Robert Dickey should write a KOTESOL Wikipedia page (due to his extensive experience and research on the organization)

The Publicity committee should find out why we are locked out of the Official KOTESOL LinkedIn Page and fix it.

Next meeting date: March 23rd. Neither National, nor Seoul chapter will be paying for accommodations.

Adjournment: Time: 16:33

Motion: Lindsay Herron **Second:** Mike Peacock

Motion Carried

Yes: Unanimous

No:

Abstain: