

KOTESOL National Council Meeting Minutes
June 10th, 2018
Room 106 Sookmyung Women's University Injaegwan, Seoul

Present: David Shaffer, Michael Free, Mike Peacock, Lindsay Herron, Martin Todd, Phillip Schrank, Rhea Metituk, Kenneth Cahall, Elizabeth May, Stewart Gray, Allison Bill, Kathleen Kelley, Ingrid Zwaal, John Philips, Jake Kimball, Grace Wang, Andrew McIsaac, John Simmons, Colin Walker (afternoon)

Not attending (Apologies): Aaron Snowberger, Tyler Clark, Colin Walker (morning), Robert Dickey

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

Summary of Motions Carried

1. That Council approve John Simmons as the National Treasurer, to complete the vacancy created by Phillip Schrank's resignation, which is effective as of June 30th.
2. That KOTESOL purchase, for 200,000 won, from outgoing National Treasurer Phillip Schrank, the computer that contains all of the KOTESOL financial data and a working Quick Books program to be used as the KOTESOL computer for the incoming National Treasurer and thereafter at the discretion of the council.
3. That the 2018–19 Organizational Partner Agreement be approved as submitted.
4. That 300,000 won be added to line item "6860 Event-Guest Eventday Hospitality" and allocated to the Membership Committee for a "Meet the Leaders" luncheon at the 2018 International Conference.
5. That 200,000 won be added to the ICC budget, as line item "7216 Awards, Gifts," for invited speakers' gifts.
6. That that Council approve a line item be created in the Financial Affairs Committee budget (6613 Meetings Travel – 200,000 won) and that another line item be created (6616 Meetings Meals – 175,000 won) for food and travel expenses related to the 2017 audit, carried out recently.
7. That in addition to the already-approved new red-and-blue-lettered horizontal logo, this Council approve four derivative versions of the horizontal logo for official use: (a) one with black letters and standard red/blue "globe," (b) one with white letters and standard red/blue "globe," (c) an entirely black version and (d) a white version. All four versions shall have a white background, and all shall have an additional transparent background version.

8. That the Council approve the “Guidelines for Korea TESOL’s SIGs” (created May 18, 2018) as amended at the meeting.

9. That 60,000 won be added to the treasurer’s travel budget for transfer of treasury documents.

10. That the Council approve the membership data security policy & procedures as submitted in the technologies committee report.

1. Call to order

The meeting was called to order at shortly after 11:00 by David Shaffer

Announcements

2. Adoption of the agenda

Approved as amended with no objections.

Motion: Lindsay Herron **Second:** Allison Bill

Yes: unanimous
No:
Abstain:

3. Adoption of March meeting minutes

Motion: Allison Bill **Second:** Michael Free

Yes: Unanimous
No:
Abstain:

MOTION 1 (Lindsay Herron) (Carried)

That Council approve John Simmons as the National Treasurer, to complete the vacancy created by Phillip Schrank’s resignation, which is effective as of June 30th.

Rationale: John Simmons is an energetic member of Daejeon Chapter, interested in serving KOTESOL, and the only person expressing interest in the Treasurer’s position who has previous experience in financial affairs. Both Lindsay Herron and David Shaffer have talked with John in person about the treasurer’s position. Phillip Schrank has also been in contact with him.

Discussion

It was noted that John Simmons has been to conferences but only recently became a member. Simmons expressed his intention to continue as a member and, if he is confirmed, as treasurer. He noted that he was less active in KOTESOL previously because he didn’t have a university job. Now as a professor, he has more time.

Simmons was asked to leave for the vote and further discussion.

There was general concern about Simmons's lack of past KOTESOL involvement. Lindsay Herron noted that KOTESOL has previously had had treasurers with little past involvement.

Another person had been interviewed but John Simmons's resume reflected a work history that suggested he might have more experience in relevant areas.

Motion: Lindsay Herron **Second:** Phillip Schrank

Yes: 14

No:

Abstain: 1

Motion Carried

MOTION 2 (Phillip Schrank) (Passed as amended)

That KOTESOL purchase, for 200,000 won, from outgoing National Treasurer Phillip Schrank, the computer that contains all of the KOTESOL financial data and a working Quick Books program to be used as the KOTESOL computer for the incoming National Treasurer and thereafter at the discretion of the council.

Rationale: All information from KOTESOL's present and future are on the computer, along with a working and updated QuickBooks program that we use for our accounting. It is a Lenovo Ideapad S410 that was built in 2014. It has an Intel Core i3 CPU at 1.7 GHz, 4 GB of RAM, and 500 GB SSHD. Software included: Endnote, Microsoft Windows 10 Home, Microsoft Office 2010 (Access, Excel, PowerPoint, Publisher, and Word), QuickBooks Pro 2016, STATA 13, and many other applications.

When Phillip Schrank began the process of moving KOTESOL material off the computer, he noticed that the QuickBooks program didn't work well, or the data didn't transfer well to two other computers, so he became concerned about the prospect of successfully moving the data to the new treasurer's computer. He priced the computer with Steven Loach from Korea MacPC Guys, and the value was determined to be about 200,000 won. Schrank asked for 200,000 won from the National Council but stated that he would consider lesser offers. He believed the computer would serve KOTESOL well for a number of years.

Discussion

According to John Philips, the price is reasonable and the problems transferring are due to features created by the software companies to do this.

Allison Bill wondered whether KOTESOL supplying a computer sets a precedent?

John Philips stated that KOTESOL has done it in the past, so there is already a precedent.

However, this is new in that the computer would be bought from a member

Allison Bill pushed further, asking whether, when this computer dies, will there be an expectation that KOTESOL should replace it.

Andrew McIsaac asked whether there are cloud options for KOTESOL's books?

Phillip Schrank reported that the problem is not a data problem, it's a problem with the program.

Allison Bill stated that if KOTESOL buys this computer, it shouldn't mean that it should have to buy the next computer to be used for this.

Lindsay Herron noted that buying a computer should be at the discretion of the council so we can do it.

Kathleen Kelley brought up the issue of whether the price was appropriate.

Phillip Schrank responded that he would take less to make sure the computer went to treasurer. However, he noted that the computer would include other software. On questioning, he admitted that there were no disks for the software on the computer.

It was generally agreed that the price was fair.

In response to a question, Phillip Schrank reported that the funds would come out of Tech budget.

Motion: Phillip Schrank **Second:** Lindsay Herron

Yes: 15

No:

Abstain:

Motion passed as amended

MOTION 3 (Rob Dickey)(Carried)

That the 2018–19 Organizational Partner Agreement be approved as submitted.

Rationale: The OP Agreement is approved annually. It governs the types of promotional participation that OPs may engage in and the fees related to each.

Discussion

Kathleen Kelley reported that some changes had been made to accommodate KOTESOL's use of the Whova app and some new pricing for web advertising.

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

Yes: 15

No:

Abstain: 1

Motion Carried

MOTION 4 (Stewart Gray)(Died for lack of a second)

That 244,400 won be added to the 2018 National Conference budget to reimburse Michael Free for his conference-related expenses.

Rationale: Michael Free was program director for the 2018 KOTESOL National Conference. This reimbursement was to cover his bus travel from Gangwon-do to Yongin (11,400), accommodation near the venue (163,000), and dinner with the plenary speaker and additional meals for the plenary speaker (70,000). TOTAL: 244,400 won.

Discussion

It was noted by Stewart Gray, the National Conference Chair, that the National Conference was under budget in every item. He expressed surprise that there was there no item to cover this expense.

In response to a question, Gray stated that the accommodation was needed because Michael Free was working from Kangwon-do [and the conference was in Yongin, Gyeonggi-do].

Lindsay Herron suggested that there were already items in the National Conference budget that could include these funds.

Stewart Gray agreed that the funds could come from the budget without modification.

The motion died with no second but with the recommendation that the National Conference Committee can take the funds out of the current budget.

MOTION 5 (Mike Peacock)(Died for lack of a second)

That the 2nd VP's Leaders Discretionary Fund (line item 6111) be increased by 150,000 won (from 150,000 to 300,000 won) in the 2018 budget.

Rationale: This is necessary to cover SIG event-related expenses that were not originally budgeted for in the approved budget.

Discussion

Mike Peacock reported that when making the budget, he didn't have a firm plan, so the SIG meet and greet breakfast at the National Conference put the Discretionary Fund over budget. The cost was just under 200 000

Phillip Schrank stated that funds for the breakfast should be taken from the SIG grants which are already budgeted so they don't have to come out of the Discretionary Fund. He also noted that KOTESOL has never used the SIG grants.

Motion died due to no second with the recommendation that we change the RAD to take the money from the SIG grants

MOTION 6 (Lindsay Herron)(Carried)

That 300,000 won be added to line item "6860 Event-Guest Eventday Hospitality" and allocated to the Membership Committee for a "Meet the Leaders" luncheon at the 2018 International Conference.

Rationale: This is an event now planned to take place at the IC but was not earlier conceived nor budgeted for.

Discussion

According to Lindsay Herron, this was proposed at the last IC meeting. She also doubted that all the money would be used.

Kathleen Kelley thought it would be good for KOTESOL members know the Council members Grace Wang suggested that members are more likely to volunteer if they like the people who are already here.

David Shaffer noted that it would be good PR for the Council

Ingrid Zwaal & Mike Peacock suggested that as the election is a few hours later, anyone running for Council should be invited to participate.

Elizabeth May thought it was a good idea, as many people don't know what the National Council is and who they are.

Zwaal suggested that past members of council also could participate.

Allison Bill asked what kind of food would be available.

Lindsay Herron suggested pizza or Subway sandwiches.

Elizabeth May noted that the event should be for members only.

David Shaffer suggested that it be promoted as a meeting with refreshments.

It was generally agreed that we would call the event a luncheon in the motion but the name might be changed later. It was also agreed that the Membership Committee would aim to keep costs to We should ask for more money now but aim for 150,000 won, although the full amount (300,000 would be budgeted.

Motion: Lindsay Herron **Second:** Elizabeth May

Yes: unanimous (16)

No:

Abstain:

Motion Carried

MOTION 7 (Kathleen Kelley)(Carried)

That 200,000 won be added to the ICC budget, as line item "7216 Awards, Gifts," for invited speakers' gifts.

Rationale: This line item did not appear in the 2017 ICC budget and was therefore unintentionally omitted from the 2018 ICC budget.

Discussion

There are 8 remaining business card holders for speaker gifts. One of the speakers is the same person and already has the business card holder. There are other possible gifts.

Phillip Schrank noted that the budget for line 7216 Awards Gifts is 100,000 won.

It was noted that there used to be a budget for gifts for cleaning staff as well and that this should be considered.

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

Yes: unanimous (16)

No:

Abstain:

Motion Carried

Adjourned for lunch 45 min

Colin Walker Arrived

MOTION 8 (Financial Affairs Committee)(no motion made)

That that Council approve a line item be created in the Financial Affairs Committee budget (6613 Meetings Travel – 200,000 won) and that another line item be created (6616 Meetings Meals – 175,000 won) for food and travel expenses related to the 2017 audit carried out recently.

Rationale: No audit-related funds were budgeted to the Financial Affairs Committee in the 2018 National Budget. Six individuals participated in the day-long audit in Ulsan in May.

Discussion

According to the treasurer, we don't need a line item for this. The money is already in the budget.

It was noted that two years ago, a motion was passed that we should only consider overbudget requests before the money is spent.

Lindsay Herron emphasized that you must get permission before NOT after the money is spent
John Phillips noted that people have been left out of pocket before for not following this year.

David Shaffer suggested that in the future we should have a line item specifically for Audit.
Phillip Schrank stated that meetings, travel, discretionary are where this type of expense normally falls.

No motion was made.

MOTION 9 (Lindsay Herron)(Carried)

That in addition to the already-approved new red-and-blue-lettered horizontal logo, this Council approve four derivative versions of the horizontal logo for official use: (a) one with black letters and standard red/blue "globe," (b) one with white letters and standard red/blue "globe," (c) an entirely black version and (d) a white version. All four versions shall have a white background, and all shall have an additional transparent background version.

Rationale: To have versions of the logo that display well in the variety of digital environments commonly encountered.

Discussion

John Philips noted that we should start with at least a 1200dpi.

Elizabeth May suggested that we use the logo for wartermarking.

Motion: Lindsay Herron **Second:** John Phillips

Yes: 17

No:

Abstain:

Motion carried as amended.

MOTION 10 (Carried)

That the Council approve the "Guidelines for Korea TESOL's SIGs" (created May 18, 2018) as amended at the meeting.

Rationale: No guidelines are presently in place for SIGs to follow in setting up new SIGs, dissolving SIGs, responsibilities, selecting facilitators, etc.

Discussion

It was noted that SIGs need to be sanctioned by National Council and that between meetings, we can use email, etc. to set up new SIGs.

It was also suggested that the document should be part of the website.

Added to the guidelines – facilitators of a SIG and anyone who wishes to propose a new SIG must be current members of KOTESOL

Motion: Mike Peacock **Second:** Lindsay Herron Yes: 17
No:
Abstain:

Motion carried as amended.

MOTION 11(Tabled)

That the Council approve the “Policies and Procedures Manual” as revised and revisit it again next year for possible updates and revisions.

Rationale: The Policy and Procedures Manuel has not been reviewed or revised since 2010 and was in need of much updating, which was done with the input from the various Council members for their relevant sections. The attached Travel Policies were not revised or updated since 2013.

Discussion

It was noted that in spite of not having been updated, the unrevised guidelines are currently, in force.

Elizabeth May suggested that we put it on Google Docs, where we can comment/debate, etc
Ingrid Zwaal suggested that we table the motion and come back at the end of the meeting

Motion tabled until end of the meeting.

MOTION 12

That 60,000 won be added to the treasurer’s travel budget for transfer of treasury documents.

Rationale: The money is needed for travel expenses to hand over the documents and equipment the treasurer requires.

Motion: Phillip Schrank **Second:** Lindsay Herron Yes: 17
No:
Abstain:

Carried

Old Business

Teacher of the Year Project (Michael Free)

As written. The Teacher of the Year Project is still a work in progress.

Deadline for application is the middle of July.

KOTESOL should promote this through the website, social media etc., using trial and error and do more next year. If there are no high quality applicants, KOTESOL won't give out the award.

New Business

Audit Report (Andrew MacIssac)

Generally – There is currently a surplus of 279,000 won so possibly some RADs haven't been filed. Some RADs were misfiled but still included. There was a RAD from 2016 that should have been paid out the previous calendar year. Some travel receipts were not found.

When a RAD is given for hotel guests, it should have the name of the hotel guests. There should be more documentation.

Discussion

It was noted that some receipts are submitted by email.

It was noted that sometimes, if you know that someone did KOTESOL related work, you give them the money without receipts if they don't have the receipt.

Andrew MacIssac reported that only 2 quarters done because the previous 2 quarters had been done previously.

Recommendations by Andrew MacIssac

KOTESOL should put a time constraint on RADs – recommended, 6 months.

Travel expenses should have receipts.

International bank transfer fees are high, so perhaps alternate means of remittances should be considered.

The committee was thanked for its hard work.

Discussion re Policy and Procedures Manual Update (David Shaffer)

John Phillips stated that the policy for giving out data (eg membership lists for conferences) was originally set up to show that the data has value and so that National Council members would pay attention when data was given out. Now everyone knows it has value and we should change the policy. There are some situations where data is needed very quickly so he needs the ability to approve it.

The application form has been slightly revised and will be given some more small revisions.

Lindsay Herron noted that any member can prove their membership with their online profile or membership file. Therefore the onus is on the member to show that they are members.

David Shaffer thought that this would make lots of people angry.

MOTION 13

That the Council approve the membership data security policy & procedures as submitted in the technologies committee report.

Motion: John Philips **Second:** Kathleen Kelley

Yes: 12
No: 1
Abstain: 2

Motion Carried as amended.

Other topics briefly discussed

Digital Privacy Rights Policy
AYF (Asian Youth Forum) delegates to JALT 2018
Website upgrade plan (options, costs, timeline)
Official KOTESOL LinkedIn page

Adjournment: Time: shortly after 5:00

Motion: Allison Bill **Second:** Lindsay Herron

Yes: Unanimous
No:
Abstain: