

**KOTESOL National Council Meeting Minutes**  
**December 1st, 2019**  
**Annual Budget Meeting**  
**Ecology Oriental Wellness Experience Center Dahyang**  
**Daegu, Jung-gu, Namseong-ro 24**

**Present:**

Lindsay Herron	President
Bryan Hale	1VP/ Gwangju Chap.
Rhea Metituk	2VP
Phillip Schrank	Treasurer
Lisa MacIntyre-Park*	Secretary/Jeonju-Jeolla Rep.
David Shaffer	Immed. Past Pres./Publications
Michael Free	IC Chair/Gangwon Rep.
Mike Peacock	N&E/Daejeon Pres.
Travis Frank*	Diversity Comm**
Danny Jones*	Financial Affairs Comm.
Wayne Finley	Publicity Comm.
John Phillips	Technologies Comm.
Sunil Mahtani	Busan-Gyeongnam Pres.
Deborah Tarbet	Daegu-Gyeongbuk Rep.

Non-Council Members Attending

Mani Saini (Daegu)

12/16 voting members on Council present at Call to Order (Quorum = 9)

Not attending (Apologies): Allison Bill, Kimberley Roberts, Arturo Collado, James Tardif, Tyler Clark, Stewart Gray

**Call to order**

The meeting was called to order at 10:05 by Lindsay Herron.

**Announcements**

A discussion about how Robert's Rules are used for KOTESOL National Council meetings; that we discuss the motions before they're officially made.

***Motion 1: That the agenda be adopted.***

Passed by consensus.

***Motion 2: That the minutes of the last meeting (September 22, 2019) be approved and posted to the KOTESOL website with edits allowed for spelling, grammar, etc.***

Passed by consensus.

***Motion 3: That this council appoint Lisa MacIntyre Park to the position of national secretary in accordance with Article V of the KOTESOL Constitution.***

Motion: David Shaffer                      Second: Deborah Tarbet                      Yes: unanimous  
No:  
Abstain:

**Motion 4: That this council recognize the appointment of Danny Jones to the position of Financial Affairs committee chair.**

**Discussion:**

Danny introduced himself. He was an Officer at Large in Busan. He's eager to be involved. He really enjoys finances and has a YouTube channel about investing. He's a safe investor and only invests in rock solid certain investments.

Dave requests separate motions to appoint committee chairs.

Motion: Phil Schrank                      Second: Michael Free                      Yes: unanimous  
No:  
Abstain:

**Reports and Updates: Lightning Round**

Lindsay Herron describes the lightning round for the newly elected.

**1st VP/ Gwangju Jeonnam President's Report - Bryan Hale**

Bryan Hale (as 1st VP) comments that he'd like to add a face-to-face Chapter Presidents meeting to share advice (the 2019 presidents meeting was online, via Zoom).

Michael Free agrees something similar has been informally happening already.

Phil questions if travel will be reimbursed and suggests inviting chapter treasurers.

**Facebook Ad Hoc Committee Report:** Bryan states we are becoming very dependent on Facebook for intra-organizational communication. He feels Facebook "is not designed for or centered on the kind of collaboration and teamwork we are doing as an organization, and I don't think Facebook organizes or documents our work as well as other platforms might."

The previous council meeting determined an Ad Hoc committee will be needed. Bryan asks if anyone else is interested in joining, to let him know.

**Gwangju President's Report:** Bryan introduced their next conference in March and that they're accepting proposals.

Dave added that Gwangju elections took place

Bryan recognized that Maria made everything transparent.

**2nd VP's Report - Rhea Metituk**

Rhea said thanks to all who came to Team Building and Connections Day (formerly known as the Leadership Retreat.)

She says that as Busan President, she tried to visit all chapters and will continue to do so as 2VP. She notes some hesitation from the moderation group regarding the addition of more people. As to SIG matters, she's talked to the SIGs and during the budget portion of the meeting they'd like to request more funds.

**Busan Chapter President's Report - Sunil Mahtani**

Sunil reports that Busan chapter held their elections - 9 officers were elected. Preparations have begun for the National Conference. They will accept submissions from early December. The theme will be "Viva Change".

**National Conference Report:** Sunil's university feels that April is too far away, so they won't agree on venue prices or date yet. He states it will probably be Apr 18th, most likely at KyoungNam University in Masan.

#### **Financial Affairs Report - Rhea Metituk**

Danny was exempted from giving a Financial affairs report as he was just appointed to the position. Rhea spoke of how an audit is not possible since there's no paperwork. Dave mentioned the previous audit report could be from 2017, but others report it was 2018. Rhea affirms it's all in the report. Dave rescinds his comment.

#### **Teacher of the Year (TOTY) / Gangwon representative's Report - Michael Free**

Michael requests that someone take over the TOTY position.

The Gangwon Chapter President, Art, has resigned without telling anyone. Elections are coming up, so hopefully a president who is better at communicating will step up. Perhaps Rhys Randall, Justin Brown, or Justin H may be available. Michael Free will be the elections officer in Gangwon.

Lindsay Herron requests the next chapter president to include the information about the president switching in the next report.

#### **International Conference Chair's Report - Michael Free**

Michael reports that at the IC, a Sogang University professor, who is a Korean woman, is being secured as the plenary speaker. John questions the venue. Michael said they'll look to Sookmyoung. An opinion was given that older areas of the university are actually more preferable. Bryan comments about a suggestion from the report about EPIK workshops. Free states they'd really like to add the EPIK teachers' professional development event ahead of the IC, but it depends on the government education office's scheduling.

Rhea asked about SIG involvement; suggesting it would be preferable for SIGs to vet content related to their areas. Free reports that SIGs could be more involved.

Bryan outlines precise issue in past where sessions in past were labeled as SIG, but they seemed to be more like general sessions - and affirms that SIGs don't like being held accountable for the quality of IC sessions that they weren't involved in.

#### **Treasurer's Report - Phillip Schrank**

The treasurer thanks Deborah Tarbet for keeping a hold on the office for the past 18mo. since the person who should have been in charge was so delinquent in the job. Phil has pledged to put some time in to straighten up the books again.

Phil states he doesn't know if Q3 RADs have been paid out, it hasn't been kept up to date as he had done in the past. Daegu VP Mani suggests to find a joint account at the bank. Dave explains that all joint members must be present to do banking.

Mike asks why we're down 20million won, but Phil reports Quick Book hasn't been updated since 2018 and that the computer program is running too slow. Phil comments the previous treasurer is not a bad person, but definitely does not have enough time to take care of this position.

Lindsay explains why we're not contacting Dr. Yeum too often. Michael Free suggests his wife could fill the role that Dr. Yeum is providing for us.

### **Travis Frank arrives**

#### **Nominations and Elections/Daejeon President's Report - Mike Peacock**

Mike Peacock held a Zoom meeting on the 21st with Maria Lisak, former N&E Chair, about what she did during her term. She showed him files with names and positions, and he was happy to see them. He confirms the files are very nice. He states that he'll put together a committee.

Mike outlines that the Daejeon Symposium last week was 6 long months in the making, but says the work really paid off. There were 23 presenters. The volunteers were very enthusiastic. He suggests that the volunteers would be great for the IC. He also mentioned that the chapter elections took place and that there are now 83 members in the chapter.

#### **Daegu/Gyeongbuk Chapter's Report - Deborah Tarbet**

Deb stated that they've elected a new officer as webmaster to fill the vacancy. She's also happy to report that yesterday's conference was well attended.

As assistant treasurer, she agrees new bookkeeping software is needed.

Dave asked about the other officers and she confirmed that all others have continued their positions.

#### **Publicity Committee Report - Wayne Finley**

Wayne reports that he has revived and updated Kotesol's account on LinkedIn with more followers than before. He has great ideas from TBCD to coordinate with Lisak to add for publicity.

Lindsay commented on the new FB account for KOTESOL volunteers. Bryan questioned about passwords for FB account. John states that he doesn't have all of them, but the ones he does have he won't keep in the Cloud, rather he keeps passwords on a private server behind 2 firewalls and suggests discussing with Rob Dickey and team about how to deal with the keeping of passwords. He also advocates not keeping them stored anywhere in Google Drive. Lindsay suggests we'll come back to the issue of passwords. Mike Peacock questions if there should be a protocol for the creation of Facebook groups. Lindsay says we'll also get back to that.

#### **Technologies Committee's Report - John Phillips**

John apologizes for not getting a report out in time. He reports that membership is decreasing. It's a continuing trend. Lindsay requests he upload a report when he can.

#### **Publications Committee's Report - David Shaffer**

Dave reports that the Kotesol Journal for December is in layout and that they're accepting proposals for the next issue. The Proceedings for 2018 has been online and the call for papers for the 2019 issue is up.

TEC is ready to go online. The offline issue should be in mailboxes within 2 weeks. They're giving us 32 pages per issue without a raise in budget from last year. He's hoping to include

additional news from Kotesol - from the chapters and the SIGs, not just include English language teaching articles in the publication.

At TBCD, they held a publications meeting on TEC.

Phil asked about SCOPUS. Dave explains they're working on the criteria. He reiterates this won't happen quickly. Phil has some experience with this issue and offers to help.

#### **Immediate Past President's Report - David Shaffer**

Dave tells of his work with Asia TEFL in conjunction with KOTESOL for the 2020 conference. He spoke with the AsiaTEFL president about adding registration fee in Won. He's also pushing for a Saturday only registration fee for Kotesol. More discussion will be focussed on the matter of those who take out first time memberships. The AsiaTEFL president has mentioned that they would be interested in holding their conference in Korea every 5 years, with KOTESOL's help.

#### **President's Report/ Membership Report - Lindsay Herron**

Lindsay gave the president's and membership report. She says Cathy Moon owed thanks for the wine and cheese. She would like to stress that membership items will not be available during winter vacation, so chapters need to make any orders with that in mind.

#### **Jeonju/North Jeolla Chapter's Report - Lisa MacIntyre-Park**

Lisa reports that she has been taking part in local activities to encourage membership.

Allison made a poster to hand out at the local Fall Fair. Lisa stated that sometimes it's hard to drum up enthusiasm for Kotesol from local teachers, but some officers do get involved. At the time of the National Council meeting a second presenter still needed to be found for the December workshop.

Phil again thanked Jeonju for a job well done on the 2019 National Conference.

John stated that if he is sent a poster, he can add it to the KOTESOL website.

#### **Daegu VP - Mani Saini**

Mani reported on the Daegu Regional Conference. He states that the venue is key. He's considering how to pull some strings for the next one.

#### **Motion 5: That this council recognize the appointment of Travis Frank to the position of Diversity Committee chair.**

##### **Discussion:**

Travis introduced himself and says thanks for the nomination to Diversity Committee Chair. He notes that diversity can focus on who we are: our identity, variety, and unique characteristics among KOTESOL members. Travis is looking for testimonies of who 'we' are and suggests he'll work on some TEDtalk style interviews, culture-related activities, recognition of different cultures in Korean ELT, world Englishes impact on pedagogy, teaching, and cultural awareness. He says the POC SIG was a 'precursor'. He wants to talk about how diversity can be more understood and appreciated.

Motion: Bryan Hale

Second: Sunil Mahtani

Yes: unanimous

No:

Abstain:

**Motion 6: That this council change the status of the Diversity Committee chair from a non-voting member to a voting member of the National Council.**

**Discussion:**

Dave suggests there are other committees that do not have voting positions and these other committees should also be considered; such as, OP liaison, Publicity, assistant treasurer, ICC program chair.

Rhea states Luis, as Diversity Chair, felt tokenized. And that Diversity Chair has an important position where they need to have a voice - that they intersect every other position in the whole organization.

Bryan comments that the position also relates to membership

Phil supports Dave in that OP liaison is important, and the assistant treasurer is also important and bring in money for the organization. Daegu VP Mani supports that Deb has been important.

Lindsay states that whether OP liaison might be given voting power is a separate issue. Many of the roles we're mentioning have a voice on council already. We are relying on diversity to do many other things

Hand vote:

Motion: Bryan Hale	Second: Rhea Metituk	Yes: 13
		No:
		Abstain:

**Motion 7: That this council approve the Policies and Procedures Manual (2020) as amended.**

**Discussion:**

IOC section: Rhea notes there's a lack of template on reports for representatives.

Dave would like a technical report from the representatives, not a report for publication (as currently listed in the IOC requirements). Lindsay points out the reports are supposed to be uploaded to the website as they're posted; Rhea suggests the reports be uploaded in a timely manner. Lisa requests issues involving absent members (Allison) be brought up again when those members are present as there are reasons for the delay.

Dave reports on TEC printing. Deb would like to see competitive bids. Dave says the current printer is doing an outstanding job for a good fee and not charging extra for additional services. Lindsay suggests keeping the current printer in that case and deleting the suggested amendment requiring competitive bids.

Lindsay reads the section on Diversity Committee responsibilities for approval. She also suggests discussion on giving this position a budget to visiting chapters and promote 'initiatives'.

Motion: David Shaffer	Second: Deborah Tarbet	Yes: unanimous (14)
		No:
		Abstain:

**Break for lunch: 11:45**

**Back from lunch: 12:51**

## The General Operating Budget

Phil, as treasurer, takes the floor for the budget discussion.

Members are requested and encouraged to try and run under budget.

Phil discusses individual sections of the budget with chapter and committee chairs.

KTT section: Lindsay states that chapters are in better financial health these days, which is why KTT no longer has a budget to pay for speakers to visit the chapters. Phil suggests that at the Chapter Presidents meeting, they should discuss standards for compensating speaker travel.

Lindsay notes a benefit of KTT is being invited to speak at organizations such as EPIK.

People and organizations asking for presenters should contact Wayne.

Wayne states he will update the website to reflect the KTT teachers who are available.

Membership: Lindsay notes we're running low on merchandise.

Rhea notes that re-ordering the generic promotional business cards would be appreciated. Others made comments about how well pens, magnets, bookmarks, and business cards have gone over in the past. A discussion of what marketing material is best to hand out ensued.

Lindsay requested to raise the budget for promotional related non print materials.

Bryan suggested that some non-members feel left out at the IC wine and cheese.

It was determined to sell tickets to the wine & cheese for non-members so everyone feels welcome. Mani says he has an importing license and could get a good price for wine.

Lindsay requested if there are any other branded items that chapters would like.

We've still got plenty of card holders and tumblers. Travis recommends notepaper (sticky notes). Bryan asked for bilingual items.

Publications: Dave asked for more for postage for TEC to make sure there's enough cash..

We'll get 4 more pages per issue, without an increase in budget. He suggested Line 7411 should have a name change since it's not actually printed material, the charge is for layout.

Publicity: Wayne asked for more cash for travel expenses rather than printing, but Phil just suggests adding to Leaders Discretionary funds

Dave noted and thanks Wayne for using his own equipment for interviews

Research: Rhea is disappointed that Miky couldn't participate in TBCD so we don't know what's required for research. Lindsay suggests we cut her refreshments budget to 75,000, which should be more than enough for an RComm event in the coming year.

Technology: it's suggested to move some cash from 'grants' to 'consultancy' fee. Funds are to be used for website maintenance. John suggests if they're considering putting together an app for IC, it could be as expensive as replacing the website.

Dave states it would be good to have an app with PAC colleagues, not only KOTESOL, but it won't happen any time soon, so it doesn't need to be discussed for this month's budget.

Lindsay asks if the website will be overhauled.

John has spoken with Grace about replacing the website using some web designer contacts of hers. John is hoping the budget could be projected to add 15mill to revamp the website.

Mani and John and Phil will revisit this later. Lindsay notes that if we have our own app, then we own it.

John notes if Kotesol purchases its own app and we use it only for the IC, then it will have to be rebuilt each year to conform with new regulations. This could be very costly for something we need to update and rewrite to only use for 3 days. John suggests that if we provide

feedback for Whova, it could be handy to use Whova and that we could convince them to develop the features we need. Bryan suggests we could use our own app for more than just IC, other conferences. Dave reiterates it isn't necessary to discuss it at this time.

Nominations and Elections: Peacock asks why webhosting money, which N&E uses for Survey Monkey, has been moved and learns the money for Survey Monkey is listed under consultancy.

In the next section, Lindsay would like to add a subsection for the Diversity committee with travel funds at 200,000w and discretionary funds at 100,000won. Phil cautions to be judicious in using such funds. Travis notes that many publications would be online, but Lindsay confirms that 300,000 for the year would be a good place to start for Diversity Committee.

President funds: Lindsay agreed that the funds will be sufficient.

1VP: Brian questioned about the grants for struggling chapters. Brian requests labeling postage and shipping as travel funds and to adjust it to 150,000w.

2VP, SIGs: Rhea suggests she'd like to request 1mill for SIG grants

Lindsay suggests Discretionary funds be reduced and Grants be increased.

Treasurer: Phil states that he needs 300,000w to get a new Quick Books program.

Bryan notes that we could be in trouble if we're audited and found to not be using a Korean based program. Phil confirms that he's not comfortable working on Korean software that he doesn't really understand. Phil explains that Quick Books is the way to go and why it needs to be updated. John offers to clean up the PC, Phil says the MacPC Guys in Gwangju can clean up the computer for free.

Lindsay and Bryan comment that we need to get a Korean person on retainer who knows Not for Profit accounting laws in the future. Mani knows a Korean CPA who speaks English; Phil agrees to get in touch with her.

Council Meeting budget: Lindsay states one meeting will be via Zoom in 2020.

Immediate Past President: The past president handles domestic outreach; we have one new partner and are working on others, so a new sign is needed; signs and banners budget is increased to cover up to 2 new banners.

OP Liaison: Trouble finding someone to fill the position. Lindsay hopes Rob will continue OP Liaison until we can find a replacement, and Rob has agreed to train someone who will take it over. Mani questions if this should be a paid position after which a discussion followed about getting a freelancer - possibly someone who could also do translation. Deb asks if Jaeho is available, but also states there are fewer students so fewer publishers interested in being OPs, and it was agreed that we need to reduce the income projected.

Bryan agrees with Mike's suggestion that we get Koreans in these positions, but we need to also be careful that we don't burn them out. Lindsay suggests it could be a dual position or a committee not just one person. Rhea suggests we put up an ad to hire someone. Mani agrees we should hire someone who can bring in the income for the organization.

Lindsay says we should discuss setting aside a budget to hire someone to do the OP liaison work. Rhea suggests giving a freelancer a percentage of what they make as OP liaison.

Lindsay will follow up with Rob.

Phil summarizes the changes he has made in uncategorized income and chapter dues share. He will send in a report.

Expenses.

Bryan notes at TBCD that Leaders Domestic Travel was questioned



Dave notes it's used for officers who have used up their allotment, but need to visit more. It was determined to be a cushion. Lindsay suggests we keep membership dues the same this year, but to revisit the topic and possibly increase them next year.

**Motion 8: That this council accepts the general operating budget as it has been discussed and amended.**

Motion: David Shaffer

Second: Deborah Tarbet

Yes: unanimous

No:

Abstain:

**2:18 breaktime**

**2:34 meeting called back to order**

### **The National Conference Budget**

Rhea suggests more national involvement with conference finances would be better, there's no financial affairs position for the conference. Phil said the conference chair should pay for small expenses out-of-pocket and just complete a RAD to be reimbursed, and for larger expenses should submit an invoice, which Phil will remit ASAP. Invited speakers should pay for their own airfare and get reimbursed by him later.

The National Conference proposed budget was already approved as part of approving the proposal, and no revised budget has been submitted. Thus, it was determined no motion is necessary.

### **The International Conference Budget**

Dave says we were at or under budget in expense categories from last year, therefore no changes are suggested for the 2020 IC budget. We're in the red because there weren't as many registrations as expected. They didn't overspend, just not as many attendees.

Conference chair Michael Free suggested an increase in conference registration fees.

Lindsay as registration chair suggested that IC fees should not go up more than 10,000 across the board, or we might lose attendees. A discussion ensued about why presenters pay more than members for conference admission. A lengthy discussion ensued about how much we should raise the rates for members and presenters. A vote was taken on several different possibilities for conference prices, using members' and presenters' rates as the baseline: charging both members and presenters 65,000 won, which raises the members' fees by 15,000 and presenters' fees by 5,000 won); charging members 60,000 won and presenters 70,000 won (raising both groups' fees by 10,000 won); and charging members 65,000 won and presenters 70,000 won (raising members' fees by 15,000 won and presenters' fees by 10,000 won).

It's decided to raise both members and presenters by 10,000w, so all conference registration fees will be raised by 10,000 won across the board.

**Motion 9: That this council accepts the International Conference portion of the operating budget as discussed and amended.**

Motion: David Shaffer

Second: Deborah Tarbet

Yes: unanimous

No:

Abstain:

## **Old Business**

At the National Conference meeting immediately following the ABM on October 13, the following committee chairs were appointed (with the understanding that the minutes of that 3-minute meeting would be recorded in the following meeting's minutes):

### **Motion: That this Council appoint the following people as committee chairs:**

Wayne Finley, Publicity Committee Chair

Mikyoung Lee, Research Committee Chair

John Phillips, Technologies Committee Chair

Lindsay Herron, Membership Committee Chair

David Shaffer, Publications Committee Chair

Allison Bill, International Outreach Committee Chair

Motion passed unanimously.

## **New Business**

A presenter came forward (by email) and admitted to plagiarizing their extended summary from a friend. Lindsay questions if we're able to or interested in revoking KOTESOL membership. The offending summary has already been removed from the Extended Summaries publication, and reference to it has been deleted from the webpage. After much discussion by all, it was determined that since we don't have a clear procedure in place for dealing with violations in publication ethics, the person who came forward could retain KOTESOL membership, but the Publications chair would note on the Extended Summary publication page that this article has been excised in accordance with our anti-plagiarism efforts. It was also decided that the Publications Committee chair would head up a task force including the IC chair Phil Schrank (who has relevant expertise), and any other interested people to write a KOTESOL code of publication ethics in accordance with international standards, to be presented for approval at the next National Council meeting. The code will apply to KOTESOL publications in all forms, including conference presentations, and will provide a definition of plagiarism and a clear policy for dealing with it.

A discussion has come about that some are wondering how to go about with online communications among KOTESOL National Council. Suggestions were made for Slack, email? Facebook? BaseCamp?

Bryan states that we have too many FB groups and that it's hard to keep track.

Rhea states that no one checks Slack. So everyone has to be reminded to check it.

Michael Free is trying out BaseCamp with IC this year, so Lindsay suggests he report back to National Council on his experiences with it. She stated we will revisit this, but not necessarily adopt it.

## **Closing**

The next National Council meeting will most likely be in March, 2020.

(It might take place via the Zoom app, depending on the complexity of the contents.)

Thank you to Daegu chapter for providing the meeting room.

At 3:46, the President Lindsay Herron suggested we

**Adjourn the meeting.**

It was agreed upon by consensus.