

KOTESOL National Council
Spring Meeting Minutes
Date: May 24, 2020
Location: Zoom Video Conference

Present:

Lindsay Herron	President/ Membership Comm.
Bryan Hale	1VP/ Gwangju-Jeonnam President
Rhea Metituk	2VP
Phillip Schrank	Treasurer
Lisa MacIntyre-Park	Secretary
David Shaffer	Immed. Past Pres./ Publications Chair
Michael Free	IC Chair
Mike Peacock	N&E/ Daejeon Pres.
Allison Bill	IOC/ Jeonju-North Jeolla President
Travis Frank	Diversity Comm.
Danny Jones	Financial Affairs Comm.
John Phillips	Technologies Comm.
Sunil Mahtani	Busan-Gyeongnam President
Kimberley Roberts	Daegu-Gyeongbuk President
Reece Randall	Gangwon President
Lucinda Estrada	Seoul President
Tyler Clark	Suwon President
James Rush II	Yongin President

Non-Council Members Attending: Maria Lisak (Gwangju), Ariana/Alexi Avalier (Gangwon)

Not attending: Wayne Finley (Publicity Chair), Mikyoung Lee (Research Chair)

14/20 voting members on Council present at Call to Order (Quorum = 11)

18 members present by Motion 2

Call to Order

The meeting was called to order at 1:02 and a review of the general operating procedures for the meeting followed.

Motion 1:

That the agenda be adopted.

Passed by consensus.

Motion 2:

That the minutes of the last meeting (December 1, 2019) be approved and posted to the KOTESOL website with edits allowed for spelling, grammar, etc.

Passed unanimously.

Reports and Updates

Reports and Updates were given by council members.

For full details, see the reports.

Additional discussion of the reports are as follows.

Vice President's Report - Bryan Hale

In March, the first online chapter leaders' meeting was held over Zoom to see how members can be supported during the Covid-19 crisis.

Yongin President James Rush mentions that he enjoys the fact that online events on the same day are scheduled to not conflict so that members can attend multiple events.

2nd VP's Report - Rhea Metituk

A SIG conference would have occurred in the Fall, but that won't be happening in person with the advent of Covid-19. Thanks were expressed to Jocelyn Wright for planning to offer her university as a venue for a fall Pan SIG conference. Rhea was involved with the National Conference as an advisor. She worked with Wayne to produce SIG promotional material, which was used at the National Conference. She also agrees with not spending money this year because of a lack of in person events due to Covid-19. Rhea has been looking forward to creating a 'trusted speaker' database. Lindsay mentioned that a list of trusted presenters does exist.

Treasurer's Report - Phillip Schrank

Phil is working on getting the books back into a shape that he's pleased with.

He is happy to report that 240 thousand won came in from donations for the National Conference. He has requested and made efforts toward receiving everything the previous treasurer. He has succeeded in updating the Quickbooks program on the Kotesol computer. Phil requests chapter presidents look into their own accounts to tally what they've received so that he can determine what has been paid. He reminds chapter leaders that he can't send money to the chapters unless he receives a RAD from them.

Immediate Past President Dave asked about the state of the US accounts and Phil notes that it's not as bad as he thought. Also, that Covid-19 is actually helping our cash situation since we're not spending money yet we're receiving donations.

Phil asserts that the money spent on the National Conference was well worth it.

Seoul President asked who cash is being sent to and Phil reports that he sends it to the chapter Presidents. Dave concurs that that's the way it should be; that it needs to be sent to another council member.

Publications Committee Report - David Shaffer

Dave requests that if chapters receiving mailed copies of the TEC and KTJ would like to adjust the number of copies they receive, they should let him know.

IC Committee Report - Michael Free

The conference has been postponed until spring 2021 because of the Covid-19 situation. Speakers are in limbo about who can attend the conference; all are waiting to see what will happen. Sean O'Connor will help advise about the decision to move the conference to the

spring. First Vice President mentioned that he's not sure if Sookmyung will be available in the spring. Michael reports he knows they have other events usually going on in the spring but also that if the virus situation is still worrisome they may just not want a conference happening there anyway. Second Vice President advises that taking it online needs to be considered early and that an offline conference may still not be welcome next spring by the host university for the use of their buildings. Michael agrees the conference would need to be radically reenvisioned if it would take place online. He says he'd need to go over that with Vanessa and also talk to Sunil about how to tackle that. Allison reports that JALT is discussing going online in the fall with the recommendation that he could also chat with them. Dave cautions that online conferences don't bring in as much money and that we'd need to consider that.

Nominations and Elections Committee Report - Mike Peacock

As with everyone, it is a difficult year to take care of business. The big issue with elections is the question that if there's no in-person international conference then how can we vote? The question has been asked if the bylaws will allow us to not bother with an offline vote and only hold it online. Lindsay assures us that she thinks it is possible. Mike suggests a midterm election be held in October and recommends holding full elections in the spring in conjunction with the International Conference. Dave notes that the term ends in the fall, so they wouldn't be midterm elections. He recommends they'd be short term elections; perhaps for six months.

Financial Affairs Committee Chair - Danny Jones

More information is required to make a complete report, and with this in mind Danny would like to confer with the treasurer to get an income and expenses report for a better view of Kotesol finances. He understands that conferences aren't happening in person, so it's difficult to make money. That being said, it's also worth considering that more money is often spent on conferences than is made. He suggests that it looks like we are losing money over the long term - about 5 million won per year, but we have the assets to cover that. Dave notes that the International Conference brings in a lot of new members and their fees. He also states that the money for promotion is connected to a different budget. Phil responded that he normally gives a breakdown in his report, but reiterates that he was only able to update the quickbooks program a few weeks ago and that there will be a more comprehensive report in September.

National Conference Committee Report - Sunil Mahtani

Sunil's team was very happy to have hosted the National Conference. He reports that it was online, so people from all over the world were able to attend. There were a few glitches, but fewer than expected. Dave brought up the fact that a financial report from the National Conference is missing. Comments regarding the hiring of a conference webmaster ensued, with thanks from the conference team that National Council agreed to paying the webmaster. They feel the conference was successful partly because of the website design. When surveyed, the attendees said it was an active online conference and that the presentations were very useful. Overall, the conference displayed Kotesol in a very positive light.

Scheduled Business

Motion 3:

That the new Korea TESOL Ethical Standards for Research and Publications be approved and implemented.

Rationale:

These Ethical Standards were developed following the discussion of plagiarism issue that was brought up as New Business in the December 1, 2019 National Council meeting.

Discussion:

A council member states there aren't really any major problems with the document, but would like to see it more accessible to non-native speakers. We have many non-native speakers participating in events, so they too need to understand plagiarism issues. It is suggested that a simplified version could be given.

The president remarks that this could even be a presentation topic at a conference. Another member asks how this would relate to people who are listed as co-presenters at conferences. It seems to be somewhat ambiguous. An explanation follows that the co-presenter will have given a substantial contribution to the work. We are asked to note there's a difference between a publication and a presentation and that each publication should determine each case individually.

Follow up action:

The final version will be uploaded to the website.

Yes: 13

Motion: David Shaffer

Second: Tyler Clark

No: 0

Abstain: 5

Motion Passed.

Motion 4:

That KOTESOL officially conclude its relationship with IAFOR.

Rationale:

Lindsay notes that IAFOR has changed enough such that we should discuss concluding our partnership with them; and that other teaching organizations have also concluded their relationship with them. IAFOR has been accepting people to present who want to pay to do so, thus, it seems to be more for profit now.

Discussion:

Dave agrees that he's not in favor of keeping up our official relationship with them.

Lindsay states it'd be good to step away from the position where we're the only partner.

Follow up action:

Dave will contact them to conclude our partnership.

Lindsay requests Dave ask them to take our logo off their website.

Yes: all

Motion: Rhea Metituk

Second: Tyler Clark

No:

Abstain: none

Motion Passed.

Break 2:40 - 2:50

2:51 arrival of invited guest Sean O'Connor: IC Logistics Director, 2017 KOTESOL IC Chair

Motion 5:

That the president shall appoint a task force to investigate the possibility of a permanent move of the KOTESOL International Conference to the spring and make a recommendation to National Council regarding this.

Discussion:

Sean O'Connor introduced himself, mentioning his credentials and experience with the KOTESOL International Conference. He explained that autumn is a busy time for conferences and that there are no discounts offered on venues for conferences in October. Also that the venue and speaker availability is difficult at that time of year. The big names are booked years in advance for the Fall. On the other hand, they are more available in the spring. Furthermore, we tend to pay more to rent things in the fall, and it's not possible to negotiate with rental companies for deals at that time because fall has so many more events scheduled.

With regard to the idea of speaker grants: an affiliate was able to book two speakers in the spring for the same price as one would run in the fall. The fall is too competitive, it's too hard to find an available speaker.

He also brought up the possibility of a MICE grant from Seoul City Hall. We may qualify for a grant, but City Hall mentioned the competition for this money from other events is higher in the fall than in the spring. We could qualify for up to 30 (or up to 60) million won. You need an argument more convincing than other applicants to get the grant money.

Sean cautions there are some facts that we need to know in order to set the conference dates: the exam dates of universities in Korea, specifically midterm exams because we rely on student volunteers. We also need to know what other events are going on in Korea at that time. He stresses that we need to know these answers before a date can be chosen.

Question time ensued.

Tyler asked how realistic it would be to get that money. We've been in Seoul for a long time, and that our conference isn't new. Sean replies that we would qualify, but they want to know how many international people would see the Seoul city logo. It has to be an international event. They want to promote Seoul through our event.

Michael Free asked how going online would affect the option of getting grant money. Sean states he is unsure and that it would depend on how they would define an attendee.

Rhea asked Sean if he attended our recent National Conference online, but he stated that he didn't know it was on until after the event.

Tyler enquired why the IC originally started in the fall. Sean started to explain that it started back in Iksan in the fall. Dave explained the history of the IC further.

Phil wonders if we have a spring National Conference why we should have the IC. Sean states that it would then seem to make sense that NatCon would switch to the fall.

John asks if there are any disadvantages to the IC moving to the spring? Sean suggests that there may be more university festivals in the spring than the fall. He states that moving to the spring will have conflicts, but probably smaller conflicts than we have in the fall.

It was brought up that Sookmyung is actually busier in the spring than fall with TESOL and that we'd need to have our ducks in a row and be well organized with everything in hand when discussing this with Dr. Yeum. Sean based his opinion on discussions with Alicia; since Lindsay says Dr. Yeum welcomed it in discussion, he replied that's great.

Phil notes the former move to Coex was too expensive and that Sookmyung is a really good deal. Sean explained further that in 2003 we started paying for venues and getting OP's to pay more money for a better venue. Now we have fewer OP's and therefore get less money. We may need to consider moving back to a cheaper venue space. OP's want a venue where attendees will pass by their tables and stop to engage with them.

It was reported that delaying the 2020 International Conference to 2021 should be ok for using Sookmyung as a venue. But beyond that, we have to consider if we'll keep paying for venues or not. Perhaps cutting venue costs would be a way to save money.

Dave remarks that free university venues in Seoul are almost non-existent and that Dr. Yeum gives us a good discount with Sookmyung. Sean agrees that Dr. Yeum gives us the great benefit of her 50% discount for Sookmyung. Lindsay notes Dr. Yeum will be retiring in a few years if not next year, so we should consider this for the future. Dave hopes she'll continue working with us after her retirement. Bryan notes that spring is better for Sookmyung or other venues and Sean concurs.

Sean suggests striking another venue search committee. Lindsay recalls such a search in the past and Ehwa was a positive option then but another search may be good nowadays. Allison says that in 2006 she performed a venue search and found that hotels didn't have space for OPs in their halls, but notes that times have changed so other options may be available now.

Tyler mentions that one thing to consider is that we'll have a new attendance if the conference is in the spring. Attendees are not used to attending the KOTESOL IC in the spring. The average KOTESOL member expects the IC in the fall, so the numbers are likely to be lower. Sean counters that people will see ads in the fall about the time change for the IC. Dave concurs attendees will be looking for it in the fall, so they'll see the publicity then. Sean agrees that the fall will be a good time to get the word out through the marketing vehicle. Lindsay also notes that the fall regional conferences can advertise the change. Sean reiterates Kotesol has a good marketing team and will be able to promote this change. Lindsay reminded us that our meeting's agenda lists the question of moving the IC to spring permanently and asked if we are interested in making such a motion.

Bryan said he would be more comfortable with more information, but thinks it's possible.

Phil would like to table this for now and get more information about venues.

Dave emphasized this motion has repercussions on membership etc and that we don't have enough information to make such a motion yet.

Lindsay agrees that it's premature to consider planning IC in spring permanently. So, Dave asks for a task force to be developed to consider the issue. This is why the suggested wording of motion 5 from the agenda of this meeting was amended to the above wording in bold.

Follow up action:

Organize a task force and have them prepare to make a recommendation on this matter by the next council meeting.

Motion: Michael Free

Second: Dave Shaffer

Yes: 17

No:

Abstain: 1

Motion passed.

Motion 6:

That the 2020 Annual Business Meeting be held online via ZOOM in fall 2020, on a date that doesn't conflict with any other KOTESOL events and with members duly informed of how to participate.

Rationale:

We need to have our Annual Business Meeting every year, but can't meet in person this year due to the suggested physical distancing requirements of Covid-19.

Discussion:

Bryan thinks we're fairly on top of online meetings this year and that it should be possible. All members agree.

Follow up action:

Choose a date and contact members to let them know.

Yes: All.

Motion: Bryan Hale **Second:** Dave Shaffer

No:

Abstain:

Motion passed.

Motion 7:

That the 2020 election of officers take place online in October, as scheduled.

Rationale:

The term of officers and council members will finish this autumn.

Discussion:

This matter was touched on in the N&E Report earlier in the meeting.

We don't necessarily have to have elections in conjunction with the IC. It is possible to have the 2020 election of officers take place online in October as scheduled.

Follow up action:

Mike will advertise widely that the election will be held online.

Yes: All.

Motion: Mike Peacock **Second:** Dave Shaffer

No:

Abstain:

Motion passed.

Sean O'Connor leaves the meeting at 3:45.

Allison makes mention that she'll be leaving at 4:05.

Motion 8:

That this Council amend the Policies and Procedures Manual (2020) to include a provision permitting the payment of KOTESOL members/volunteers in extraordinary circumstances.

Section 3b (new wording in blue): As a not-for-profit, **all-volunteer** organization, KOTESOL shall operate its finances with no personal financial benefit to its officers or members. **Volunteers and members shall not be paid for their services. Exceptions may be made in cases when (a) the service requires a special or unusual skill, especially one developed through years of experience or training; (b) no skilled member/volunteer can be found who is willing to perform the service for free; and (c) the skilled member/volunteer is willing to provide this special skill at a reasonable**

cost, with “reasonable” defined after an earnest cost-comparison effort and preferably after a good-faith attempt to solicit competitive bids on the service.
In such exceptional situations, the cost shall be included in the proposed event budget along with a justification for the expense, which the National Council shall then take into consideration for approval.

Discussion:

Through lengthy discussion, it was agreed that in an exceptional situation, a case shall be made to the National Council to determine if payment of a member is merited.
Sunil notes that the first person who says they’ll volunteer to do the job shouldn’t necessarily be accepted because they may not perform the task to desired standards.
Allison stated that she is in favour of limiting payment.
Lindsay agrees that hiring someone to be paid in this situation was necessary because of the sudden situation with Covid-19 and the time constraints of an impending conference date, but feels it would have been better to have had other bids. She also notes that bids and costs for services should normally be in a budget proposal so that they could be discussed in advance of each event.

Follow up action:

That the PPM be amended, including the wording in blue above.

Yes: 13

Motion: Sunil Mahtani

Second: Phil Schrank

No:

Abstain: 4

Motion passed.

Break: 4:30 - 4:35

Motion 9:

That this Council create an “SNS Management Team” under the supervision of the 1VP to administer and moderate KOTESOL’s social networking accounts (including but not limited to Facebook, Twitter, and LinkedIn), with the authority to create and implement guidelines to ensure the spaces are welcoming, professional, and in accordance with KOTESOL’s Code of Conduct.

Rationale:

To create an SNS management team focussed on equity and social justice
This item follows up on the discussion from the National Council meeting from Sept. 22, 2019 and the resulting Motions 3 and 4 for Bryan and Rhea to create a task force and to diversify the Facebook moderation team. A report on the progress of this investigation was also given at the National Council meeting on December 1st, 2019.

Discussion:

Bryan outlined the reason for a need for an SNS Management Team. He suggests the leader should be the Facebook KOTESOL group’s Admin leader as well. This person will have final authority on content, posts, and membership of the Facebook KOTESOL group. In this way, members will also be able to get the most out of the group, which will be curated as a KOTESOL space. Bryan reported that this SNS Leader would also have a voice on National Council and that would let us be more proactive in using that as a KOTESOL space. It would function more as a logical space for the KOTESOL outreach to the

community. He emphasizes that such a leader would make our online presence more positive and streamlined.

Follow up action:

Bryan will take the lead in creating an SNS management team and report to National Council about it at the next meeting.

Yes: All

Motion: Bryan Hale **Second:** Dave Shaffer

No:

Abstain:

Motion passed unanimously.

Motion 10:

That we proceed with a partnership with Bridge Education Group that includes (but is not limited to) the creation and implementation of mutually beneficial programs such as a co-branded online certificate program, discounts for KOTESOL members on Bridge.edu's online courses, and various collaborative online and blended learning options.

Rationale:

When this suggestion came about for a partnership with Bridge Education Group where people could get a discount for their courses and credit for attending our presentations, our Kotesol president thought it was worth looking into.

Discussion:

Rhea stated that this program would be good because in the past, members have asked about getting credit for attending our events. Bryan questions if we would therefore need to document attendance.

Dave suggested such a partnership could benefit us as a way of getting the KOTESOL name out in teaching circles.

Lindsay suggested we could piggyback courses. She also admitted that this could give our members a benefit without much effort on our part.

Follow up action:

Lindsay will follow up on this.

Yes: Majority

Motion: Dave Shaffer

Second: Rhea Metituk

No: 1

Abstain: 1

Motion passed.

Item 11:

That this Council move forward with the U.S. Embassy's request that we assist with programming for the Embassy's "English Lounge" initiative at regional "American Spaces" throughout Korea.

Rationale:

The U.S. Embassy has approached us to ask if we would help provide presenters for their "American Spaces" program. They'd like Americans to give two hour presentations in their "American Corners" series around the country. These presentations would not be English lessons, but something about culture. It could give us a closer relationship with the embassy. It would be an opportunity for Americans to earn stipend money from their embassy.

Discussion:

Concerns were raised about the program only being available for American citizens as presenters. Other concerns are about how high the allowance is and the need to put together such long presentations.

Bryan notes this relationship could perhaps be beneficial to KOTESOL. Rhea doesn't want to be involved with anything that only includes and promotes one nation. If we had at least 3 embassies on board, she may think otherwise. Phil thinks this isn't in the purview of KOTESOL. He agrees that it may be an interesting project, but emphasizes it doesn't fit our mission. Travis states that other nations could also do such presentations and responded further that he understands the American embassy is interested in Americans, but reminds us that Kotesol should represent more. Danny also raises his concerns. He sees the financial benefits, but also sees problems with having KOTESOL tied to this.

Lindsay questions if the request had been for a grant proposal, would our response be different? John thinks not. Rhea thinks we should streamline our efforts to help all members, not just Americans. Bryan notes that we don't accept job ads and believes this should fall under that category.

Follow up action:

We decided not to go forth with the motion.

No motion was made.

Item 12:

That KOTESOL website personnel who have email access permissions shall not access the KOTESOL-brand email accounts (username@koreatesol.org) of active account-holders without the account-holder's express permission. If for some reason such permission is not forthcoming and access is still deemed necessary, such access permission may be granted by the President.

Discussion:

Item #12 was immediately withdrawn by Dave with no discussion necessary because he talked with the TechComm team just prior to this meeting.

No motion was made.

New Business

Item 1: to consider organizing an event for this fall in lieu of the IC

Discussion:

Bryan brought up the topic of organizing some sort of event in the fall instead of the International Conference. Tyler concurs with the idea, adding that membership will drop if we don't have anything available. Lindsay asks if it's possible to put together a supplemental event for the fall. Michael Free suggests he agrees with having something happening online, but states he won't be able to coordinate it personally. Lindsay suggests we could organize regional conferences and/or a panSIG event into something big in lieu of a fall IC.

Follow up action:

The 1VP and 2VP will liaise to help create an online event this autumn.

New Motion:

That KOTESOL add a line item of 225,000 won to pay for a KOTESOL Zoom Pro account.

Discussion:

Rhea brings up the topic of a paid Zoom account. It is 15 dollars a month.

Michael outlines how much it would cost for more features on a Zoom account.

A discussion ensued on the benefits of a paid zoom account. Some believe that it doesn't look like it is necessary. Others feel that the time limit is very disruptive.

Phil feels that we shouldn't be talking about losing money at the same time as we're discussing taking out a zoom account.

Rhea thinks we should be able to provide a Zoom link that's available to be used for events.

Lindsay works out that the value of a paid Zoom account would be covered by dues from 8-9 memberships; \$15 a month.

Follow up action:

Let's revisit this topic at the next council meeting.

Yes: 6

Motion: Bryan Hale **Second:** Rhea Metituk

No: 5

Abstain: 3

Motion fails.

Announcements & Closing

Members are invited to join the new National Council Discord server for social time.

Council members should expect the next meeting to be in August or September.

Motion to adjourn the meeting:

Hearing no objections, it passes by consensus.

Meeting adjourned at 5:48.