

KOTESOL National Council Meeting Minutes
December 13th, 2020
Annual Budget Meeting

Present:

Bryan Hale	President/ Gwangju Chap. Pres.
Rhea Metituk	1VP
Lucinda Estrada	2VP
Phillip Schrank	Treasurer
Lisa MacIntyre-Park	Secretary
Michael Free	IC Chair/TOTY award
Lindsay Herron	Imm. Past Pres/ICC Co-chair/Membership
David Shaffer	Nom & Elections/Publications
Wayne Finley	Publicity Comm.
Mikyoung Lee	Research
John Phillips	Technologies Comm. *TBC Motion 3
Danny Jones	Financial Affairs Comm.
Anika Casem	Busan-Gyeongnam Pres.
Kimberly Roberts	Daegu-Gyeongbuk Pres.
Mike Peacock	Daejeon Pres.
James Rush III	IOC/ Yongin Pres.
Tyler Clark	Suwon Pres.

Non-Council Members Attending: none

17/19 voting Council members present; quorum = 10.*

*(*18 and 10 before confirmation of Tech chair.)*

Not attending: Allison Bill (Jeonju North Jeolla President),
Reece Randall (Gangwon President)

Overview of Motions

1. That the agenda be adopted.
2. That the minutes of the last meeting (2020.9.27) be adopted and published.
3. That this committee appoint John Phillips to the position of Technologies Committee chair.
4. That this council adopt the general operating budget as it has been discussed and amended.
5. Motion to adjourn, with the next meeting scheduled for May, 2021.

Opening

Procedural matters.

Bryan described our method of using *Robert's Rules of Order* with the discussion before the motion.

Meeting called to order at 1:26

Motion 1: That the agenda be adopted.

Adopted by consensus.

Motion 2: That the minutes of the last National Council meeting (2020.9.27) be approved and posted to the KOTESOL website, with edits allowed for spelling, grammar etc.

Approved with no objections.

Motion 3: That this committee appoint John Phillips to the position of Technologies Committee chair.

Motion: Lindsay Herron **Second:** Dave Shaffer

Yes: 16

No:

Abstain:

Motion passes.

Reports - 13:35

2nd VP - Lucinda Estrada

SIG Report

The most active SIGs are Christian Teachers SIG, Environmental SIG, Women and Gender Equality SIG, People of Colour SIG (which changed leadership.) These SIGs are also active on Facebook. Other SIGS seem to be waiting for events to start again.

A comment was made confirming the Research SIG's activity since they're also active on Facebook; the report will be updated to reflect this.

Seoul Chapter

There were 38 participants for the recent online workshop, many were international members. They have updated their policy on giving out participation certificates. Seoul Chapter is interested in doing something for the IC in the spring.

TBCD: Team Building and Connections Day

They're discussing integrating TBCD with the IC, perhaps mid day, one session a day. To do that, it should have the name changed since it will occur over more than one day.

We're asked to note that not all teachers will be on winter break, so different times need to be considered for when it takes place.

Publicity - Wayne Finley

Following the publicity report, a question was presented to see if viewing hours have been going up since NatCon material has been uploaded. That information isn't being tracked yet. The Publicity Chair will wait until the end of the promotion to check that.

While discussing social media, a comment was made that we need a way to get more Twitter followers. Wayne confirmed that there are quite a number.

Technologies - John Phillips

ISP is updating their servers, this will change how we access the email.

Our memberships are slowly climbing back from our lowest numbers in October 2020. John is willing to discuss the website changes wish-list with anyone later, including the KOTESOL president.

Regarding a query about membership numbers, John explained that memberships are being renewed slowly rather than the sudden renewal that usually occurs for people to get the IC discount.

Research - Mikyoung Lee

There was no grant given this year to anyone. One person applied, but was disqualified. She'd like to see us offer more money, perhaps 500,000 won rather than 200,000 won to a single applicant in order to make applying more worth their while.

Financial - Danny Jones

With the pandemic restrictions on events, we lost less cash in 2020 than expected. We should find other ways to increase our cash flow rather than just memberships. Developing a stronger online presence would do this and increase our awareness by word of mouth.

In response to the Research report, Danny feels that increasing the grant to 500 would be reasonable to increase Kotesol's visibility.

For the sake of transparency, he mentions that he's been elected as treasurer of Busan-Gyeongnam and due to Hana Bank's account regulations, he needs to keep the account active. In order to do this, he'll be withdrawing and depositing 100,000 won monthly.

The Audit will be done over the winter vacation, but the date has not been fixed yet. Rhea has offered to help, but more volunteers are needed so a post will be put on Facebook. Dave comments that he's willing to help with the audit and states that he'd like to see his 2 years as President to be audited.

Imm. Past President - Lindsay Herron

Council members are asked to check out the KOTESOL Statement Against Racial Injustice so it can be uploaded asap.

Membership

Please push membership as a gift option.

Publications - Dave Shaffer

Winter TEC is out; Dave thanks Lisa for the cover artwork. KTJ (Korea Tesol Journal) will come out early next year rather than before the end of this year.

Nominations & Elections

Since elections went so well online, continuing online would be a good way to go

for elections next year also. Perhaps the nominations period could be opened up to 3 months in advance of voting.

1VP - Rhea Metituk

Connections are being established with chapter presidents. Rhea urges that if there's something chapter presidents are struggling with, they shouldn't hesitate to reach out if there are any issues to discuss - especially with ideas about workshop speakers or membership.

14:04 - 14:10 Break

IC Chair - Michael Free

TOTY Report

Following discussion, we see that everyone on the committee wants to keep the TOTY award in country rather than donating to teachers elsewhere. Something will be worked out so we can give it to people here in the name of TOTY or just keep it as is and find a recipient. Other suggestions are being accepted for how to use the TOTY award.

Busan President - Anika Casem

The 2020 National Convention was held with Busan chapter; thanks to all who participated. The Black Lives Matter event went well. Elections were conducted, and they're considering online events for the upcoming months.

Suwon President - Tyler Clark

An online workshop was held on Oct.24th with 1 speaker and about 25 attendees. An international attendee from South America was excited to participate in the online workshop. Spring events will be planned at the upcoming chapter officers meeting. All is tentative with the Covid situation.

Bryan cautions that Kotesol is still online completely, and asks Lucinda if they also had trouble with participants turning on the camera and not actually participating. Seoul Chapter has started sending pre-emptive requirements for participation with the registration confirmation emails. They have alerted participants that they need to be up with their camera on and mic at times if they want a participant certificate. It was remarked upon that professors are sending students to our online events in order to get participation marks. Bryan informs that participants signing up to events with Naver or Hanmail links may be students looking for such participation marks.

Daejeon President - Mike Peacock

Membership is down by half. The Symposium had about 32 attendees. They wanted to make a quality event with speakers - 2 international speakers and 1 Korean. They took in about 80 thou won in registration fees. It was a great symposium. There is a

new executive member as secretary with lots of great ideas - bimonthly workshop and a quarterly newsletter.

IOC - James Rush III

Those who have participated with IOC in the past are asked to make contact.

Yongin

The chapter has been strong and consistently active all through the autumn. Wayne Finley and Stuart Grey have been making connections to keep the chapter active. There were 11 speakers for their conference.

Daegu President - Kimberly Roberts

Daegu chapter is not online yet, but feel they may need to do something for 2021.

Gwangju President - Bryan Hale

No elections have happened yet in Gwangju since bylaws don't allow online elections. Most recently, there was a year end event held. They'll try to include a series of sessions or events at the IC. He encourages other chapters to also take part in the International Conference. Chapter leaders are asked to encourage members or SIGs to get involved with the IC. Mike Peacock asks for communication by email from anyone interested in participating, since he may miss it if it's in the Facebook group.

14:28 General Operating Budget

Bryan explains how the budget discussion will proceed.

An unofficial vote was taken to see how Council feels about the theory we'll take toward budgeting; whether to budget as usual or make cuts to the budget since Covid will restrict activities.

The National Council felt it was better to portion the budget as if this were a normal year not a pandemic year and just remember to spend frugally.

Council moves through the budget. Sections generating more discussion will be noted here.

2:50pm

Dave asks if the Treasurer sees a RAD and feels it's not worth spending the money on, does he have the authority to not disburse the cash. Lindsay alerts us to the fact that The P&P Manual does not give the treasurer that authority, but perhaps that could be saved for a different meeting. John states that rejection of payment for a questionable expense has occurred in the past and it has also been dealt with before through regular channels following policies and procedures. The matter was turned over to council and the payment was not reimbursed. Dave responds that the issue John described was for a payment that had not been originally on the budget, and suggests we need a method to take care of reimbursement and/or payment requests for questionable expenses.

5 min break from 3 - 3: 05 to stretch

Back at 3: 07

The treasurer describes the budget, saying there's not much to report, just a minor change from Publications.

Dave implies we may need more for postage and shipping since we won't be meeting international partners in person; perhaps we could send a gift.

Others comment that the picture taken while presenting the gift is more important with its warm feelings and that sending a gift through the mail wouldn't be as effective. Michael Free suggests giving a digital gift such as a coupon for admission for the International Conference. It would bring more attendees and it's good PR.

Danny asks what the attraction is for international members to join. He's told there are many advantages that will be outlined to him later.

Publications

Budget changes were made, adjusting the figures for postage. The cost for publishing the journals is high, but it depends on the timing of publication; whether the final journal gets published this year or is held over to the next year. A comment was made that it costs more than the membership fee we receive to publish hard copies of TEC, so we need to revisit the idea of printed magazines rather than all online. Others agree we do need to discuss that, but note there are benefits to having a physical copy to read in the office.

Publicity

Translating publicity material was discussed last year and there is the budget for it so we should do more.

Research Grants

It would be more attractive for people to apply if the grant was a bigger amount. It had been 200,000 won for 3 applicants, but perhaps it'd be better to offer 500 for 1 recipient or 400,000 won for 2 recipients or 300,000 won for 3 recipients.

We have offered a 500,000 won grant for 1 recipient, in the past, but the paper produced after receiving that cash was not worthy of that figure.

It was decided that we would rather see a 300,000 won grant for 2 recipients and that would leave the budget the same.

The ad says people could apply for a grant of up to 500,000 won, so the grant could be tailored to what each applicant feels they may need; perhaps one at 500,000 won and 100,000 won for the other.

John asks if there's a limit on where the grant work can be published. Would that be a reason why people aren't applying for our grant money?

-The regulations state that the Korea Tesol Journal can publish the research first, but they're welcome to publish it elsewhere later.

-People's attitudes about publishing with us may change once we get SCOPUS recognition.

Diversity Committee

Bryan would like to keep this budget as is and look for a committee chair.

1vp

Lindsay reminds us that the committee grant section is so high to help out the start up and advertise the re-emergence of Jeju chapter around the province.

Rhea requests the contact info to help them get started up.

SIG

Bryan validates the reasoning behind the SIG funds, reminding us that they've been discussing a PanSIG conference - obviously not in person nowadays.

Most budget expense figures were kept as is, considering the pandemic may ease up. Bryan would also like to keep the awards and gifts budget available.

The Consultancy Services figure may be used for budget or taxes.

A discrepancy was pointed out, discussed, and compared with its above figure.

Money is available for translation. Whether it's enough was questioned - a higher figure had been approved for last year. In 2020, 1.45million won was approved for publicity and translation. Perhaps the approved changes didn't make it into this budget. We don't want to burn out our Korean members by asking them to translate without compensation. We should keep the 1.45mil for translation - so these typos will be remedied.

Events

The ABM won't be at the 2021 IC, it will likely be online again.

Chapter presidents meeting

Keep the budget in hopes of meeting in person in the fall.

Next International Conference

Lindsay will be the next IC Chair .

Next National Conference

For expenses that may occur before the budget for that conference is passed.

National Conference

Since we don't have a proposal for the conference this year, we could approve these figures anyway and have it available or we could wait until there's a proposal for another National Conference, look at it as a council, and then consider the budget for it. Dave agrees with the latter since we need to approve the next conference's budget anyway. Bryan agrees with removing this section.

10 min break

4:10 **International Conference Committee Chair Report**

An extended report on the upcoming International Conference was given by Michael Free.

Registration closes Feb. 10th, Online Event: Feb 19-28

Last year, council had approved raising the fees for the IC, but they'll not be raised this year after all. Members & Presenters: 50,000won, Non-Members 75,000won, Grad students 25,000won, Groups 5+ 65,000won/person.

Theme: Re-Envisioning ELT Altogether, All Together

Platforms: Eventzil.la , Zoom, Discord, Padlet, etc

Presentations via Zoom.

We'll need a fair number of volunteers who are familiar with the tech.

Poster presentations will be via Padlet.

Discord is good for synchronous and asynchronous communication.

Keynote Speaker : Gerd Leonhard, Futurist; his topic is outside ELT, but inside our theme. Potential attendees can find him on Google and become interested in joining us for his keynote.

Looking for volunteers to fill out the teams to make this event work well.

We need an OP Liaison.

Question Period about IC

Lucinda asks about the Graduate Student showcase.

- This gives students a warm, welcoming stage to present their work - not as scary as presenting elsewhere. It's also a great way to interest them in joining KOTESOL.

Rhea asked if the event website is something we could use for other events like workshops; is it a yearly subscription.

- We don't know that for sure yet. Will check into it more later. We're using his site and helping him develop it. We haven't paid for it yet, but we should get some perks.

Bryan asks how many zoom rooms we'll need,

- Maybe 10 at max, possibly only 5

Rhea asks how we can keep the communication channel between chapters and what is happening with publicity

- There hasn't been a lot communicated because it was still in the formative stages, that will increase soon. He's looking to do grassroots word of mouth publicity on social media

James Rush asks about budget and OP and if there were any experiences that came from JALT that we could make use of.

- Publishers that were in the foyer are the usual OPs, but publishing houses in Korea aren't doing as well. Even without exhibitors, we can break even on this budget with moderate effort.

Michael Free outlines the IC Budget and gives reasons for the expenses.

As for the hours of the conference, it will be online and asynchronous. There can be presenters and attendees around the world. Weekends will be busier, weekdays lighter.

About Zoom & Eventzilla - if it's an annual subscription, we should put that in the Technologies Committee Budget, not here in the IC budget

Bryan states that it should be clarified so we know what we're paying for, how much we're paying, and the duration it runs for so we know in which area of the budget the expense belongs.

Zoom discussion

Bryan would like to discuss a paid Zoom account, either Pro or Business.

Stafford Lumsden offered to lend a hand regarding International Member at Large as a KOTESOL representative in the southern hemisphere. Kara MacDonald should be connected regarding this.

Motion:

that we approve as committee chairs the slate of candidates as appointed

Motion: Lindsay Herron Second: Phillip Schrank Yes - 13 (unanimous)

Passed by consensus with no objections.

New Business and Closing

- *Shall we set a spring Council meeting deadline for NatCon proposals?*

After discussion, it's decided to put out a call for proposals early, with May first as a tentative deadline and hope that there is something to consider by the spring council meeting.

- *Should we award the Teacher of The Year to one or more teachers impacted by COVID-19? Teachers impacted by sudden closure of International House Spain?*

This issue was discussed unofficially earlier and decided to keep the award in country.

- *Policies and protocol around KOTESOL celebrating festivals and holidays: Should KOTESOL be celebrating holidays?*

Lindsay explains the question is based on a faulty premise because KOTESOL doesn't only celebrate one type of holiday. She does note that there is a separation between church and state. Danny also concurs that we should not show favouritism with any holidays. Bryan brings up the fact that the FB group mentioned there are so many holidays to remember. Lindsay says to be aware, be general and inclusive in your holiday messages. Bryan will follow up by messaging KOTESOL leaders to make them aware of this.

- *The next meeting will most likely be over Zoom. Council members (as well as chapter and SIG leaders, and others) will have opportunities to meet at TBCD.*

Dave asked for events to be given to him so he can put them in the online website calendar. He asks all to notice there are 2 directories on the website: one for the general public and one for members only. Everyone should check their bio and be sure that it says what they want it to say.

By 17:30 Meeting to be adjourned.

Motion 5: Motion to adjourn, with the next meeting tentatively scheduled for May, 2021.

Hearing no objections, motion to adjourn the meeting passes by consensus.