

KOTESOL National Council Meeting Minutes

December 2nd, 2017

Room 106 Sookmyung Women's University Injaegwan, Seoul

Present: David Shaffer, Michael Free, Mike Peacock, Lindsay Herron, Martin Todd, Phillip Schrank, Allison Bill, Kathleen Kelley, Grace Wang, Joo-Kyung Park, Jake Kimball, Stewart Gray

Not attending (Apologies): Ingrid Zwaal, Colin Walker, Rhea Lee, John Phillips,

Summary of Motions Carried

(Note: for motion wording, see the minutes)

1. (Urgent, online, October 19th) That an additional 300,000 won be allocated to budget item 6860 - Event - Guest Event day Hospitality.

2. Appointments approved

Allison Bill	IC chair
Kathleen Kelley	Publicity Committee Chair
John Phillips	Technologies Committee Chair
Jake Kimball	Publications Committee Chair
Joo-Kyung Park	Financial Affairs Committee Chair
Colin Walker	Research Committee Chair
Lindsay Herron	Membership committee

3. Adoption of May meeting minutes

4. That the Assembly dispense with *Robert's Rules of Order* (RRO) excepting in matters of quorum and numerical guidelines for voting, at times when the Convener determines that it is expeditious and fair by the convener announcing that RRO will be suspended; however, an Assembly member may move to revert back to RRO, and reversion would occur if the motion passed (by a simple majority vote).

5. That the council approve a 30,000-won increase in the 2017 postage and shipping budget for the Membership Committee (line item 7213, currently 100,000 won).

6. That the council appoint Stewart Gray as the national conference chair and approve the national council budget and proposal as presented and revised.

7. That the National Treasurer, Phillip Shrank, be granted discretion in dealing with over-budget expenses; specifically, that the Treasurer may (but is not required to) approve items that are up to 10% over budget, and of up to 50,000 won on line items of less than 500,000 won. All such approvals must be reported to the National Council by the next Council meeting.

8. That the council accept the 2018 national budget and ICC budget as presented and amended

Minutes

Call to order

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

Adoption of the agenda

Motion: Phillip Shrank

Second: Mike Peacock

Yes: unanimous

No:

Abstain:

Motion Carried

Announcements

Introduction of 2017-18 Council Members

3. Approve all appointments

Continuing

Allison Bill

IC chair

Kathleen Kelley

Publicity Committee Chair

John Phillips

Technologies Committee Chair

New

Jake Kimball

Publications Committee Chair

Joo-Kyung Park

Financial Affairs Committee Chair

Colin Walker

Research Committee Chair

Lindsay Herron

Membership committee

Motion

That all appointments be approved.

Motion: Lindsay Herron

Second: Phillip Schrank

Yes: 8

No: 0

Abstain: 0

Motion Carried

Adoption of May meeting minutes

It was noted that as Suzanne Schneider was absent from Korea at the time, she should be removed from the minutes.

Motion

That the May 13th, 2017 National Council Meeting minutes be adopted as amended.

Motion: Allison Bill

Second: Phillip Schrank

Yes: unanimous

No:

Abstain:

Motion Carried

Procedural Motion on RRO

As the Council has, for several years, been operating informally through much of the meetings, it was suggested by the chair that the way of operating be formally changed. On discussion, the motion was modified and voted on.

Motion

That the Assembly dispense with Robert's Rules of Order (RRO), excepting in matters of quorum and numerical guidelines for voting, at times when the Convener determines that it is expeditious and fair, by the convener announcing that RRO will be suspended; however, an Assembly member may move to revert back to RRO, and reversion would occur if the motion passed (by a simple majority vote).

Motion: Phillip Schrank

Second: Kathleen Kelley

Yes: unanimous

No:

Abstain:

Motion Carried

Increase to MemComm 2017 postage/shipping budget

It was stated by Lindsay Herron, Chair of the Membership Committee, that because we have a group membership with Japan that cost 30,000won each time we ship to them – twice this year – the committee was about 30,000 won over budget. The membership is not being renewed, so it is only needed for 2017.

Motion

That this council approve a 30,000-won increase in the 2017 postage and shipping budget for the Membership Committee (line item 7213, currently 100,000 won).

Motion: Lindsay Herron

Second: Michael Free

Yes: unanimous

No:

Abstain:

Motion Carried

Discussion: KOTESOL officers use of kotesol.org email addresses

It was noted by Phillip Schrank and several others that all council members should use our KOTESOL accounts for official email for two main reasons. First, it would increase accountability for the officers by leaving an electronic paper trail. Second, it makes the organization look more professional.

It was noticed by several people that the KOTESOL accounts are hard to use and sometimes don't work as intended.

Shrank wants to bring the server back to Korea for financial and convenience reasons.

Although the discussion did not end in a motion, it was generally agreed that members will use our official email accounts as much as is possible and practical.

Old Business

Urgent Online Motion to give Hospitality 300,000won

On October 12th, 2017, in accordance with Article IV, Section 7 of the [KOTESOL Bylaws](#), the following motion was submitted and approved as urgent by the President, 1VP, and 2VP. Discussion was online. Voting took place on, October 19, 2017.

Due to IC Hospitality having to use a different hotel this year to house our partner organization reps, as per signed agreements with our partner organizations (a courtesy which is reciprocated when we send reps to their conferences), an extra 300,000 won is required to pay for hotels and one meal for each rep.

Motion:

That an additional 300,000 won be allocated to budget item 6860 - Event - Guest Eventday Hospitality.

Motion: Allison Bill

Second: Ingrid Zwaal

Yes: 13

No: 0

Motion Carried

New Business

A National Conference Proposal from Stewart Gray, with the support of Yongin Chapter was presented. The general mood was supported and the following suggestions were made.

Phillip Shrank will be treasurer for the National Conference

Prices should be dropped by 5000won

A group rate for non-members should be added

Food should be provided on site for an extra fee.

Michael Free volunteered to help with organizing etc. and was taken on as an advisor.

Also, the committee should be open to outside help

David Kim should be Site Chair

Budget

Many changes were suggested for the proposed budget with the upshot being that the new estimates for income and expenditures changes significantly.

Revised income 2,420,000

Revised expenditures 2,485,000

Motion

That we appoint Stewart Gray as the national conference chair and approve the national council budget and proposal as presented and revised (see Appendix 1 for revised proposal)

Yes: unanimous

Motion: Lindsay Herron

Second: Mike Peacock

No:

Abstain:

Motion Carried

Note: The following three items (ICC program book charge, Treasurer discretion on minor over-budget items, New member membership fee discount) took place during the discussion on the budget. They are entered in the minutes before the budget for clarity, as they were seen to have bearing on the budget and were therefore discussed and (if applicable) voted on before the end of the budget discussion.

Discussion: ICC program book charge

The International Conference Chair with the support of the ICC suggested we charge attendees for copies of the printed program book, as long as there are alternate ways for attendees to receive the pertinent information (i.e., a PDF version of the book, or a

conference app). The price of the printed program books would be decided by the ICC (tentative price: 5000won).

In response to several questions, it was decided that schedules could be printed out with ads on the back and distributed in the bags that are given out. Ads could also be in the online book.

After much discussion, it was decided that charging for the books was probably a good idea, but that we should wait for a year. We may be in a transition period and people and advertisers may protest the absence of books. In another year, having no conference book might be a more familiar idea.

No motion was proposed.

Treasurer discretion on minor over-budget items

It was suggested that the current national treasurer be granted discretion in dealing with over budget expenses for reasons of expediency.

Motion

That the National Treasurer, Phillip Shrank, be granted discretion in dealing with over-budget expenses; specifically, that the Treasurer may (but is not required to) approve items that are up to 10% over budget, and of up to 50,000 won on line items of less than 500,000 won. All such approvals must be reported to the National Council by the next Council meeting.

Motion: Lindsay Herron

Second: Allison Bill

Yes: 10

No: 0

Abstain: Phillip Shrank

Motion Carried

Discussion: New member membership fee discount

It was suggested by the chair that a special membership fee be instituted for a limited period (January 1 – June 30): a one-year new domestic member fee of 40,000 won, with “new member” defined as a person who has not had KOTESOL membership within the 3 years prior to their application for “new member” membership.

It was found that although this was a good idea that approaches the problem that many chapters are having recruiting new members, this might be difficult to implement because it is very difficult and expensive to access the information of who was in KOTESOL more than a year ago. It was also noted that the chapters would get less money if memberships were sold as a discount and that it would be difficult to track whether the program actually worked or not.

Mike Peacock praised the effort to help the chapters recruit new members.

Lindsay Herron proposed that instead of a membership discount, coupons for a 10,000won discount on the IC be given to the chapters to use at their discretion to increase members. It was generally agreed that this was a good idea and that chapters could track their own success rate.

No motion was proposed.

National Budget Proposal

Phillip Schrank presented the budget with a few comments on what is going on nationally:

Our income is low due to the collapse of OP income over the past few years.
National Conference approximately broke even, so deficits are mostly from the IC.
Budgeted revenues are intentionally lower than expected!

In order to save money in the future, Grace Wang offered to reproduce last year's proceedings to demonstrate whether we need a designer to do it. If she is successful, she can set up a template for the proceedings and we won't hire a designer to do it.

It was suggested that we increase Research Committee Chair's discretionary fund, with the idea that they promote research.

It was suggested by the treasurer that we change the Chapter Presidents' Meeting to include chapter treasurers for training with the national treasurer.

The International Conference Budget was presented by Kathleen Kelley

Motion

That we accept the 2018 national budget and ICC budget as presented and amended

Yes: unanimous

Motion: Lindsay Herron

Second: Michael Free

No:

Abstain:

Motion Carried

Allison Bill mentioned that all PAC members should be on the same schedule. That is, the number of nights offered for visiting representatives of our PAC partners be the same as number of days + 1 of conference for all members.

Dave Shaffer doesn't support this.

Lindsay Herron pointed out that as long as we're a member of PAC, we have to stick to it. Are we happy with our agreements with our PAC partners?

Lindsay Herron also pointed out that our MELTA agreement is coming up for renewal (or not). Allison Bill stated that they have asked several times this year for us to renew the agreement.

Reports

Reports by officers, committees and chapters were reviewed

President's Report Extras

Hippo Asia contacted us and asked if we would organize the Korean portion of an English skills contest. The information given wasn't clear but David thinks KOTESOL doesn't have the ability to do what they want. He refused.

TESOL Asia was working on an agreement for us to give them free promotion. Their representative doesn't seem to be completing what needs to be done so the agreement may not happen.

TESOL Canada seems interested in some type of partnership – becoming Affiliates or Institutional Partners. We are not sure who TESOL Canada is but we should look further into it.

A creativity SIG was suggested by Carl Dustheimer

Mitzy Moby is interested in an LGBT (QQIPAA) SIG

Officers' Reports

Publicity: Wayne Finlay as new Vice Chair of Chapters

Chapter Reports

Announcements

Get your Robert's Rules of Order books from the previous office holder

The most recent TESOL blog was done by Andy Curtis about our IC. It is on the TESOL International site

Everyone please update your National Council Member Data Sheet

To update/create your bio, send it to Dave

Time/Date of Next Meeting – March 18 (3rd Sunday) proposed

Adjournment: Time: 16:35

Motion: Phillip Schrank

Second: Grace Wang

Yes: unanimous

No:

Abstain:

Motion Carried

Appendix 1 Proposal

Korea TESOL 2018 National Conference to be hosted by Yongin Chapter

The executive of the Yongin Chapter proposes to manage the 2018 Korea TESOL National Conference. We propose to host the conference at Kangnam University in Yongin, a venue located close to Seoul and accessible from many parts of Korea, in many cases by direct bus. Collectively, our executive possesses extensive experience of successful local and national conference organization, and on this basis we are confident that we are capable of managing the 2018 national conference also.

Proposed conference committee

Conference Chair: Stewart Gray

Program Book Editor: Martin Todd

Publicity: Holly Harper

Registration Manager: Roxy Lee

Treasurer: Phil Schrank

Finance Affairs Manager/site chair: David Kim

OP Liaison: Robert Dickey

Online Media Manager: James Rush (+ team TBD)

Note: Committee positions may be added, merged, or expunged as proves necessary

Conference overview

- A one-day event between 10:00 to 18:00
- 100-150 attendees estimated
- Attendance pricing structure:
 - KOTESOL members 25,000 won
 - Non-members 35,000 won
 - Undergraduates 15,000 won
 - 5,000 won discount for all parties in the case of pre-registration
- Venue: Kangnam University, Yongin
- This event is expected to turn a modest profit

Content

- Five concurrent sessions, over six 45-min presentation periods with around 30-45 presentations in total (presentations will be either 20 or 45 minutes in length)
- One plenary speaker (Barbara Hoskins Sakamoto has informally confirmed interest)
- OP (Commercial) will be invited to participate

- Program book will include: OP (Commercial) advertisements; presentation abstracts/handouts; Korea TESOL-related advertisements and notices

Proposed conference budget

Ordinary income/expense

Income

Print advertising revenue	300,000	1 x 100 internal; 1x 200 cover
Event admission (prereg – members)	450,000	30 x 15
Event admission (prereg – presenters)	450,000	30 x 15
Event admission (prereg – non-members)	500,000	20 x 25
Event admission (on-site – members)	200,000	10 x 20
Event admission (on-site – non-members)	300,000	10 x 30
Event admission (on-site – students)	20,000	2 x 10
Event display sales revenue	300,000	2 x 150

Total Income **2,520,000**

Expense

Plenary speaker travel	600,000	
Plenary speaker accommodation	250,000	
Plenary speaker meals	50,000	
Plenary speaker sundry expense reimb.	30,000	
Event-staff refreshment	100,000	
Event-staff meals	175,000	25 x 7
Office Supplies - Consumables	50,000	
Photocopies and minor printing	50,000	Presenter certificates
Postage & Shipping	20,000	
Awards, Gifts	50,000	
Printing (program book)	750,000	
Printing (publicity)	30,000	
Badge-holders	100,000	
Signs & banners	150,000	
Venue fee	1,000,000	

Total Expense **3,405,000**

Net Ordinary Income **-985,000**

Tentative conference organization timeline

December 16	First conference committee meeting
January 6	Call for proposals first publicized
March 3	Pre-registration begins
March 24	Deadline for proposal submissions
April 28	Pre-registration ends
April 28	Publicize conference program
May 5	Conference staff walkthrough and volunteer staff training session
May 11	(Evening) Final pre-conference preparations
May 12	Conference

Tentative conference day schedule

9:00-10:00	On-site registration
10:00-12:35	Concurrent sessions – Morning round (five concurrent sessions over three 45-min periods with 10-min breaks in between)
12:35-13:40	Lunch break
13:40-14:00	Conference opening ceremony
14:00-14:50	Plenary speech
15:00-17:35	Concurrent sessions – Afternoon round (five concurrent sessions over three 45-min periods with 10-min breaks in between)
17:45-18:00	Conference closing ceremony

Additional notes

- 15-20 student volunteers will be recruited from Kangnam University and the wider Yongin area to provide assistance on the day of the conference.