



## Korea TESOL National Council Meeting 2022.9.25 (Sunday, 25th September 2022)

12:30 to 16:30

Location: [Zoom](#)

### Present:

Bryan Hale	President
Lucinda Estrada	1VP
Kirsten Razzaq	2VP
Lisa MacIntyre-Park	Secretary
Lindsay Herron	ICC Past/MembershipComm/Past Pres/Gwangju Pres.
Garth Elzerman	ICC Co-Chair
David Shaffer	Nominations & Elections/Publications
Allison Bill	Jeonju North Jeolla Pres.
Anika Casem	Busan-Gyeongnam Pres.
Robert Dickey	Sponsorship Comm. Chair
Daniel Jones	Financial Affairs Comm.
Mikyong Lee	Research Comm. (Until 13:52)
Mike Peacock	Daejeon Pres.
John Phillips	Technologies Comm.
Bilal Qureshi	Seoul Chapter Pres. (Until 14:19)
Reece Randall	Gangwon President
James Rush II	IOC/ Yongin Pres.

### Non-Council Members attending:

KC Washington	Busan Chapter Vice President (until 13:50)
Heidi Nam	Seoul Chapter (arrives at 12:51)

### Not attending:

Tyler Clark	Suwon Pres.
Kimberly Roberts	Daegu-Gyeongbuk Pres.

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

### Opening - Procedural matters.

Meeting called to order at 12:31 pm.

Explain use of Robert's Rules of order and that Zoom Reactions are for voting.

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

*Adopted by consensus.*

**Motion 2: That the minutes of the last meeting (2022.4.10) be approved and published on the KOTESOL website, with edits allowed for spelling, grammar etc.**

**Motion:** Allison Bill    **Second:** Dave Shaffer

*Approved unanimously.*

### Scheduled Items

**Motion 3: That this council accept the resignation of treasurer Danielle Kinnison.**

Danielle supported us as best she could despite issues that came up. We thank her for her service.

Time: 12:36

Yes: 14

**Motion:** Lindsay Herron

**Second:** Dave Shaffer

No:

Abstain:

*Motion passes.*

**Motion 4: That this council approve Soyeon Gallo to do bookkeeping work for Korea TESOL in line with the Policies and Procedures Manual.**

Discussion: A brief description of what the bookkeeper position would entail was given. Lindsay explained the applicant has the skill set we need for a bookkeeper. She is also well known locally and trusted.

- The position could also include assisting with preparing the taxes.
- The job would be like a treasury assistant.
- There is a backlog of treasury work that needs to be taken care of.
- Volunteers on council could help out.
- Phil has offered to help out in a limited way.
- The computer with the Quickbooks software can be used by the bookkeeper for the time being.
- We'll review the position, note how it's going, and check that it doesn't go over budget.
- Lindsay agrees to keep tabs on the hours.
- Money for this would come from the treasurer's budget.

Time: 1:05

Yes: 17

**Motion:** James Rush     **Second:** Dave Shaffer

No:

Abstain:

*Motion passes unanimously.*

**Scheduled Item- Report and discussion: Website Security. (Time: 1:08)**

- TechComm reports on their understanding of recent website security problems and explains the current situation with the link spam tech issues. John explains that he must check each keyword personally to find the links and that it's time consuming and not easy.
- A question was asked about how often the search has been done. - It happens every couple weeks.
- Anika reminds us that even though these attacks are not meant to be personal, they still have noteworthy repercussions in the lives of real people. She also expresses her thanks for the effort put forth in trying to scan for these issues of vandalism.
- John offers that anyone may contact him via email to help with this.
- While emphasising the seriousness of the security issue, Danny and Anika both appreciate that a new website is in the works and that regular scans of the current site are taking place.
- Bryan has apologised for the situation to those who have been affected.
- John requests that if anything unusual is found by anyone that they report it directly to him as there are 3,600 odd pages to check, so it's impossible for just one person to do it all in a timely manner.

**Lightning Round Reports**

**13:39 - Chapters**

*Gwangju - Lindsay Herron*

-Monthly meetings are taking place in person again; please join in!

*Jeonju North Jeolla - Allison Bill*

-Officers met about resuming meetings in person. Many members have moved away. Upcoming meetings will be at Lisa's academy; hoping chapter leaders can recommend speakers.

*Busan-Gyeongnam - Anika Casem*

-Found new Vice President & Officers; hopeful to get in person meetings up and running.

*Bryan reports about Suwon for Tyler Clark*

-Fairly inactive (reluctant to meet online) but f2f should change that.

*Daejeon - Mike Peacock*

-F2f event last weekend went well, elections coming up, planning to continue online for workshops and offline for social events, numbers are down but he's hopeful to build them.

*Seoul - Bilal Qureshi*

-Struggling with attendance for online events, planning on an offline event in November, looking for members who will be officers.

*Gangwon - Reece Randall*

-First post pandemic f2f meeting went quite well, surprised by attendance, considering ways to promote accessibility for such a big province and ways to promote to other teacher demographics, they're looking for a new executive committee for the chapter since he has moved.

*Yongin - James Rush II*

-Events had been mostly online through spring and summer, some f2f meetings are taking place now, their chapter is saying farewell to popular presenters as they move on, looking for new speakers and officers, there may be an event in November but not a conference.

### **Bryan announces break time at 13:50.**

13:51 - KC Washington leaves.

*Research - Mikyoung Lee*

Needs to leave (13:52) so can't report later.

-So far there have been no applications for the grant this year.

**13:51 - 14:05 Break**

### **Lightning Round Reports**

#### **14:05 - Committees**

*Membership Comm - Lindsay Herron*

-New member benefits: arrangement with English division of Education Perfect - free month trial, advertising with English Scholars Beyond Borders & affiliate discounts at their hybrid conference.

-Reminds council to get events up online asap and to restock KOTESOL merchandise for prizes, giveaways or to sell at f2f meetings.

-Lets Rob know that as a speaker at ESBB, he'll have the affiliate's discount.

*Past President's Report - Lindsay Herron*

-Has been in touch with executive officers, and contacting our domestic partners, waiting for IC2023 details to contact them further.

*IC Chair - Garth Elzerman*

-All on track for conference: good reports from Sookmyung University for venue, good feedback for facilities director, call for proposals is out, finalising list of speakers.

-Please share the call for proposals far and wide.

*Nominations & Elections - David Shaffer*

-Nomination period is on now, ending on Sept. 29th.

-One nomination has been completed and turned in, interest has been expressed for most other positions, still waiting on paperwork.

-For IC co-chair: thought it was all set, but that person cannot run for co-chair and that position and that of treasurer are empty now - there's no candidate and no one has shown interest. Dave has asked people to run, but without success. After the election, the new council will need to deal with that.

-Voting period Oct 8 - 29. Survey Monkey fees have increased, but it is still worth it.

-Web Services team will be assisting with the election and Dave expresses his thanks for that.

*Publications - David Shaffer*

-Publications are coming out on schedule. Upcoming publications are being worked on.

-James asked for notification when publications are sent to more easily locate them post delivery. Dave says he'll send word.

-Lindsay asks about SCOPUS Listing and Dave says he's been busy but he'll look into it further. She's wondering if there is something we need to do first before qualifying.

*Sponsorship Comm. Chair - Robert Dickey*

-Right now is a quiet period for sponsorship. Now that he knows the rates, he'll get active on selling more ads. There is interest in doing more as f2f meetings resume, namely by Oxford.

Bilal Qureshi leaves - 2:19

*Membership Research - Robert Dickey*

-This is not official KOTESOL research, but research done personally with approval of council.

5000+ recipients on the list from the past 10 years, but only 278 responses so far

68% have completed the survey, others have dropped out or forgotten to hit Done.

35% of respondents are current members, 18% recently expired, 32% expired a long time ago, 15% of respondents were never members, 20% of respondents are long term members of 10 years or more.

-Membership lapse reason: 29% no time to participate, 20% cost

-It's hard to rely on this information with such a minimal response rate.

-Requests that we remind people to submit the survey.

-Next week, he'll make a survey to add to KOTESOL facebook & website for anyone to reply about what they think of the organisation.

-Bryan reminds us there's a process for requesting membership data for research such as these surveys.

-Lindsay says she'll add a reminder in the eNews for more to respond to the survey.

-Rewards have been prepared for survey respondents.

*Financial Affairs Comm - Daniel Jones*

-Concerned the website hack could cost us membership; people won't join with such issues occurring.

-Looking forward to doing the audit. Despite efforts, coordinating time with the treasurer proves difficult.

-Recommends Toss Bank for us to look into using for the high interest rate.

-Hopes the new website will offer a different way to sign up memberships than just transferring money.

-Bryan says the new website may have new ways such as Paypal and the bookkeeper will try to set up other methods with an online shopping cart.

*Technologies Comm. - John Phillips*

-Membership numbers are climbing as covid passes: 341 in April now 358 in September with a potential 20 members that haven't been processed yet.

-New website is under construction; ideas for new website operations should be emailed to him, then recommendations will be evaluated by the committee.

-Need to determine how far back to go when moving pages to the new website.

-There will be an alpha/ beta period where the website will be open to a select group who will go through and make suggestions to edit the site.

-It would be a good idea for chapters to archive/download webpages with important information to a drive so everything is safe just in case.

-It should be an easy switch to learn the new system to deal with website content.

-Rob details how the website switch went last time to suggest the council consider something similar. The more time the website developer is doing the transfer work, the more we're spending. Getting volunteers to help with transferring would be good.

*International Outreach - James Rush II*

-Would like to step back; he's tying up loose ends, especially with TESL International and IATefl, as we weren't able to attend those conferences this year.

-Confirming dates with other conferences and looking for members interested in attending them.

## **Lightning Round Reports**

### **14:44 - Executive Officers**

*Secretary - Lisa MacIntyre-Park*

- Previously approved meeting minutes have all been uploaded.
- Thanks all for making time as secretary enjoyable, but will be stepping down.

*2VP - Kirsten Razzaq*

- Like Chapters, SIGs have also been quiet. Many SIGs are excited about resuming f2f events.
- Used budget by giving books to attendees of Social Justice SIG event: Green Light to Freedom.
- Still actively looking for a venue for team building connections day.
- No major changes in SIG leadership.

*1VP - Lucinda Estrada*

- Many chapters are increasingly more active. Online events are nice, but all are happy f2f is returning.
- Working on a survey going bi-annually to keep up communication between 1VP and chapter executives in order to normalise regular communication.
- SUNY English department are interested in possibly hosting a future conference, but admin want to know what's in it for them. They'd like a co-authored proposal.
- Encouraging collaboration between low engagement & high engagement chapters.
- Chapters should work on keeping their website front pages updated for transfer to the new website.

*President's Report - Bryan Hale*

- Reminds council that good-faith internal communication is of utmost importance.
- Asks for internal communication to be in good faith before speaking about issues publicly.

## **Scheduled Items**

### **IC 2022 Final Report and Q&A (Time: 2:53) (video time:2:23)**

Lindsay reports on this year's International Conference:

Online only conference was a big success, especially in terms of profit.

304 participants in total, 145 sessions, more than 20 hours synchronous sessions, 118 videos being released publicly on the KOTESOL YouTube channel in December.

Waiting on definitive financials, but feels it was quite successful, estimating about 9 million won in profit.

A question was raised about hybrid conferences for the future.

The upcoming hybrid conference will focus on f2f presentations, and the online portion will all be asynchronous pre-recorded videos.

Ticket prices for the next IC are set up with cheaper tickets for those who only would like to attend online and the standard rate for f2f attendees who will have access to online resources; dividing it up 50/50 would be too much like making 2 conferences.

Face to Face conferences tend not to bring in a profit in recent years, so we wouldn't be able to make money like we have with the online conferences. It's hard to tell if a hybrid conference would bring in a profit as we've never done it before. We'd definitely try to keep expenses low.

Online conferences have shown us how to streamline so we don't waste money on what is unnecessary - like a printed program book.

A f2f conference brings in more for KOTESOL than just the ticket price - it spurs people on to renew their memberships. That money isn't calculated in the conference earnings, but still brings money to KOTESOL chapters. In years past, there were times when sponsorship fees from conferences would go directly to KOTESOL. Sponsorship fees were included in the conference 2022 report.

Thank you Lindsay and the whole conference committee for such fantastic, hard work in creating a brilliantly memorable conference!

### **Discussion: (video time: 2:33)**

### **Why NatCon 2022 didn't eventuate; implications for next year.** (Time: 3:04)

Rob explains briefly what happened when trying to get NatCon going.

He volunteered to help organise a conference while explaining that he didn't want to manage it, just help put it together. He figured once a venue was obtained, the staffing could be found for the conference. The findings were that there was no location that could commit to a conference, and the chapters also were not able to help organise a venue. All attempts to locate a willing venue did not pan out. At this point, the president was informed that this conference couldn't be made to work.

Bryan mentioned that Lindsay suggested trying online, but some feel an in person event would be better so they didn't look into the online option. Lindsay informs us that those in charge of renting out spaces in her area have changed, so they're not familiar with the procedure that has been followed in the past to do so. Rob states that with flu season and Covid still around that people are still wary of renting out venues. James asks if we'll plan a thank you/congratulations for Dr. Yeom's retirement and if we have a way to develop a relationship, such as a dinner, with Dr Yeom's successor.

Lindsay recommends that it may be time to consider starting to cultivate relationships with other venues; the original reason we had started using Sookmyung is because many on council in the past had connections with that university, but times have changed. Dave states that Dr. Yeom may still be at Sookmyung for another year.

Bryan brings up the point that we'll need to replace her as the person named on the business/ tax certificate and the banking contact. He asks if anyone could make a recommendation of someone willing to do this for us, preferably a trustworthy Korean who can help us with these matters.

Dave explained that Dr Yeom's name is on the Kotesol business certificate, as if this is her own business endeavour, and that's why we qualify for her employee discount for the Sookmyung venue. We'll need to consider that for the next person who will lend their name on the certificate.

If there will be a NatCon next year is something for the next council to discuss, but Bryan invites interested members to start considering putting together a proposal.

### **15:16 - 15:20 Break**

### **Scheduled Items**

#### **Approval of sponsorship rates sheet.** (Time: 15:21) (video time: 2:50)

Pre-pandemic, if organisations wanted to join our conferences, they had to become an institutional member of KOTESOL and we called them Organisational Partners. This was done to divert money from the conference so that we could qualify for government support. This is no longer required with the change in government policies. The rate sheet Rob is presenting is a revised rate sheet from last year. We can readdress the rates once the post-pandemic situation is more normalised.

#### ***Discussion:***

Anika wonders if ads in apps are also considered at the online ad rates. Rob suggests if onsite ads are purchased, perhaps the online ad could be free, but if only online is requested it will need to be paid for. There are areas that still need to be cleared up.

John noticed many prices doubled but in years past it has been more difficult to attract organisational partners to Kotesol. Are these rate increases realistic and what is the annual plateau? Rob explains the annual plateau is if the base rate of 1 or 2 million won is spent, then a discount on further advertising will be given. He noticed that we shortchanged ourselves last year, and wants to change that this year. Last year's lower rates were meant to encourage more OP's to participate. The rates are still cheaper than they were 3 or 4 years ago.

**Motion 5: That this council approve the 2023 sponsorship rates sheet as submitted by the Sponsorship Committee.**

(Time: 3:32)

Yes: 15

**Motion:** Lindsay Herron

**Second:** Dave Shaffer

No:

Abstain:

*Motion passes unanimously.*

**Discussion: How to best prepare for the end of this council cycle.** (Time: 3:31)

Bryan describes the activity of changing hands for the new incoming council.

-Council members, in particular chairs and appointed officers, should prepare by:

- Updating website pages, archiving old information.
- Taking stock of digital logins etc.
- Taking stock of any physical inventory.
- Taking stock of any digital inventory.

-Tips were given for web archiving, stamp 'Archived' and keep as an historical record by listing the link on an 'archives' page or copy/pasting to Word documents.

-John says he's happy to help out if officers need a hand with website page archiving.

<https://koreatesol.org/content/webservices>

-The new website will be coming online soon, but the old front pages should be checked to be sure they're current.

-When changing control of the email, be sure to get the new person to change the password so messages don't continue to be forwarded to the former address: be aware of gmail filters and switching email addresses when positions change.

**Old Business** (Time: 3:46)

None that needs taking care of.

**New Business and Closing** (Time: 3:47)

*Discussion:*

-A question was raised about how many candidates there are per position for the election. There's one person interested in each position.

-When will the CDS (chapters dues shares) be sent out? That will be top priority for the bookkeeper.

-Reminder: The ABM (annual business meeting) will be held at 7pm on Nov. 1st.

Bryan thanks all for making fantastic contributions to this council over this past year and that it has been a pleasure to serve as president. It's good to see membership rising and things getting more active again. Dave thanks Bryan for all the nice words to us and that he would like to thank Bryan for all he has done as president despite his term taking place during this difficult pandemic situation.

It is likely the incoming president will hold a short meeting of the new council after the ABM to approve committee chairs.

**Motion 6: Motion to adjourn.**

Hearing no objections, the meeting is adjourned at 3:50pm.