

**KOTESOL National Council Minutes**  
**Meeting of December 5<sup>th</sup> 2021**  
**Meeting online via Zoom**

**Attendees**

Name (Position) [Arrival, Departure if different]  
Bryan Hale (President)  
Lucinda Estrada (1VP) arrived 1:05, departed 2:41  
Kirsten Razzaq (2VP)  
Danielle Kinnison (Treasurer)  
Lindsay Herron (ICC, MemComm, Past Pres, Gwangju)  
David Shaffer (Nom & Elections; Publications)  
Allison Bill (Jeonju) departed 3:45  
Anika Casem (Busan)  
Robert Dickey (Sponsorship)  
Danny Jones (Financial Affairs) arrived 3:30, intermittent prior to that  
Mike Peacock (Daejeon)  
John Phillips (Technologies)  
Bilal Qureshi (Seoul) arrived 1:08, departed 3:20  
Reece Randall (Gangwon)  
James Rush II (IOC, Yongin) arrived 12:50

**Motions Overview**

1. That the agenda be adopted.
2. That the minutes of the last meeting (2020.9.5) be adopted and published.
3. That this council adopt the Policies and Procedures Manual (2022).
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 \_\_\_\_\_, 2022.

12:35 – **Meeting called to order.**

Reactions in Zoom to be used for votes.  
Please advise when you must leave, so we keep track of quorum.

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

**12:38 – Adopted by consensus.**

**Motion 2. That the minutes of the last meeting (2020.9.5) be adopted and published.**

**12:41 – Adopted by consensus.**

**Scheduled Items**

Discussion and voting on items put on the agenda prior to the meeting.

12:50 – James Rush arrived.

**Motion 3. That this council adopt the Policies and Procedures Manual (2022).**

*Discussion on terminology of Annual Operating Budget.*

*Discussion and revisions in Conference Reports.*

*Discussion and revisions in Reimbursements.*

*Discussion and revisions in Financial Report.*

*Discussion and supplement in Elections.*

1:05 – Lucinda Estrada arrived.

*Discussion and supplement in Reports.*  
*Social Networking Services added.*

1:08 – Bilal Qureshi arrived.

*Sponsorship policies added.*

**1:25 – unanimously approved.** (moved by Lindsay, 2<sup>nd</sup> by Dave)

**Report on Survey by Membership Committee** (Lindsay) (1:28)

*1/3 of members responded, generally pretty satisfied. Very few dissatisfied. Few in favor of only f2f, many in favor of online ABM. Recommendation: raise awareness of certain things or get rid of them. Encourage council members to read in detail. Suggestion that a trimmed version be available to members.*

**Sponsorship Rates Report** (Rob) (1:34)

*Quick review of the proposed rates sheet.*

*Questions on the presentation.*

*Shaffer moved to accept Rates Sheet, motion died for lack of a second.*

*Lindsay expressed concern that specifics in IC sales need to be further discussed due to ongoing changes in the online platform.*

**1:56 – Motion to accept Sponsorship Rates Report, Approved unanimously** (moved by Lindsay, 2<sup>nd</sup> Anika)

**Report on PAC Conferences (Bryan)** (1:55)

*PAC (particularly JALT) wants to have quarterly online meetings rather than meetings at conferences, with a single representative from each organization.*

**BREAK 2:00 – 2:10.**

**Lightning Round Reports** (2:10)

Chapter reports: (one or two things you'd like us to be aware of)

- Gwangju – Lindsay – thanks Yongin chapter for scheduling so their members can pop in
  - Busan – Anika – National Conference went pretty smoothly, recent elections. Bryan encourages all to read the National Conference Report
  - Daejeon – Mike – podcasts coming, Chapter Kakao group
  - Gangwon – Reece – excited for the next few months
  - Jeonju – Allison – not much has happened, not very active recently
  - Seoul – Bilal – somewhat slow, will plan for next year, some committee members hope to take some time off, offered Elizabeth May a lifetime membership
  - Yongin – James – pleasure and honor to work with other chapters and National Conference
- Question about contact info for new members.

Committee reports:

- ICC – Lindsay – please share the call, other resources available (zoom background, etc)
- MemComm – Lindsay – Membership Survey Report (above), new “year-end countdown calendar, please share chapter/SIG podcasts and other resources.
- Past President – contacted our Domestic Partners for NC2021 and IC2022.
- Nom & Elections – elections handled
- Publications – Winter TEC is online, print copies should be in mailboxes by mid Dec. Journal 17(1) is near end of proofreading. Spring will have mostly IC issue for TEC. Plan to delay timeline of open access for publications. Rob asked about membership issue of changing the open-access delay (moving wall). Minor discussion, more to follow in a future meeting. President said council need not approve a change in the moving wall.
- Technologies – membership numbers, need for new website in less than 12 months.
- IOC – James – reports have come in from our representatives at other conferences, not yet had a chance to review them carefully in terms of how these can influence IC. IATEFL deadline is soon.

## Executive Officers reports

- 2nd VP – Kirsten – need a replacement for Reflective Practice, perhaps also for Environmental Justice SIG, and Connor O'Reilly has stepped in for Social Justice. Will encourage SIGs to plan to use their budget.
- 1<sup>st</sup> VP – Lucinda – not much to report, in the process of contacting all Chapter leaders. Will be advertising things as they come up.

2:41 – Lucinda leaves

- President – Bryan – need some positions filled. Especially Publicity. Need a technology where people [Council members] are responsive, perhaps Kakao Group.

**BREAK 2:43 – 2:50****Discussion of General Operating Budget**

(only significant discussions on budget shifts mentioned here)

(problems with documents, discussions moved between 2021 and 2022 budget documents)

- *IC2022 Invited Speaker Fees: Particularly from outside ELT, paying honorarium rather than hotels, airfare, etc.*
- *National Conference Budget 2022: currently shows “talking points” not a historical conference. So substitute with 2021 passed budget details.*
- *Lindsay suggests that Leadership Retreat be re-labeled KOTESOL Connections, decided to use both labels.*

3:20 – Bilal leaves

3:30 – Danny arrives

- *Financial Affairs: Audit costs may increase if there is additional face-to-face meetings for several years of budgets.*
- *Membership under 2021 budget numbers*
- *Publications under 2021 budget number, add under Leaders Discretionary, and move Postage and Shipping to Publications. A number of other smaller adjustments in budget lines.*

3:45 – Allison leaves

- *Technologies: Cut Telephone/Fax/Communications*
- *Sponsorship: Move from OPs*
- *1VP add domestic travel*
- *Council meetings: travel cut to 1,500,000*
- *Immed Past President: re-insert Signs & Banners*
- *Chapter Dues Share payments are several quarters behind*
- *Increase lifetime membership to 2,000,000*
- *Change OPs Dues to Institutional Membership – 1,000,000*

**BREAK 4:30 – 4:35**

- *Increase Next International Conference Invited Speakers to 2,000,000*

Treasurer to make all the discussed changes.

**Motion 4.** That this council adopt the general operating budget as it has been discussed and amended.

**4:40 – Approved:** 11 Yes, 1 No (Dave moved, Lindsay 2<sup>nd</sup>)

**Old Business**

Minutes from short meeting are not yet available, will be approved in future council meeting.

**New Business**

(none)

**Motion 5. Motion to adjourn, with the next meeting scheduled for some time in March 2022.**

**4:45 – Adopted by Consensus.**

*Minutes taken by Rob Dickey on behalf of National Secretary, absent due to injury.*