

KOTESOL National Council Minutes
May 2nd, 2021
Meeting online via Zoom

Present:

Bryan Hale	President
Rhea Metituk	1VP
Lisa MacIntyre-Park	Secretary
Lindsay Herron	Imm. Past Pres/ICC Chair/Membership/Gwangju Pres.
David Shaffer	Nom & Elections/Publications
Wayne Finley	Publicity Comm.
Allison Bill	Jeonju North Jeolla Pres.
John Phillips	Technologies Comm.
Danny Jones	Financial Affairs Comm.
Anika Casem	Busan-Gyeongnam Pres.
Kimberly Roberts	Daegu-Gyeongbuk Pres.
Mike Peacock	Daejeon Pres.
James Rush II	IOC/ Yongin Pres.
Reece Randall	Gangwon President
Tyler Clark	Suwon Pres.

Non-Council Members Attending:

Michael Free outgoing IC Chair/ TOTY award

13/19 voting Council members present; quorum = 10.*

(14/19 after John Phillips arrived at 12:45; 15/19 once Tyler Clark arrived at 2:45)

Not attending:

Lucinda Estrada 2VP; Seoul Chapter Pres.

Phil Schrank outgoing Treasurer

Danielle Kinnison Treasurer: to be appointed at this meeting.

Mikyoung Lee Research

Overview of Motions

1. That the agenda be adopted.
2. That the minutes of the last meeting (2020.12.13) be adopted and published.
3. That this council accept the resignation of treasurer Phillip Schrank.
4. That this council appoint Danielle Kinnison to the position of treasurer.
5. That this council approve an advance on the IC2022 budget.
6. That this council accept the National Conference proposal as submitted/amended, and appoint Rhea Metituk National Conference Committee 2021 chair.
7. That this council adopt the Policies and Procedures Manual (2021).

8. Motion to adjourn, with the next meeting scheduled for late Aug/early Sept,'21.

Meeting called to order at 12:33.

Procedural matters.

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

Motion 1: That the agenda be adopted.

Adopted by consensus.

Motion 2: That the minutes of the last meeting (2020.12.13) be approved and posted to the KOTESOL website, with edits allowed for spelling, grammar etc.

Adopted by consensus.

12:45 John Phillips arrives.

12:47 Michael Free arrives.

Motion 3: That this council accept the resignation of treasurer Phillip Schrank.

Phil stayed on as long as he could but submitted his resignation in February. KOTESOL accepts Phil's resignation and gives a huge thank you to him for all his hard work as treasurer. He was greatly valued. Going forward, the new treasurer will be relying on Phil and his legacy and continuing support so we are very grateful to him. It was asked that we commemorate his work for the organization. We can give him a service award at the end of the year in appreciation.

Yes: all

Motion: Lindsay Herron **Second:** Dave Shaffer No:

Abstain:

Motion passes unanimously, with great thanks to Phil for all his work.

Motion 4: That this council appoint Danielle Kinnison to the position of national treasurer, in accordance with Article V of the KOTESOL Constitution.

Bryan explains that the applicant has not been involved with KOTESOL very long and would not have been able to run for the position, but as a council we can discuss her application and appoint her.

Discussion ensued about the amount of control a new treasurer would have,

especially considering she's new to the organization. Mike and Dave outline previous difficulties there were with former new treasurers. John suggests we find a way to bond the treasurer. Bryan describes that although she's new to Kotesol, she isn't completely unknown. It was noted that she seems very trustworthy.

Motion: Lindsay Herron **Second:** John Phillips

Yes: 13
No: 0
Abstain: 1

Motion passes.

1:07 **Lightning Round Reports**

Lindsay Herron (Past Pres; ICC Chair; Membership; Gwangju Pres.)

As Imm. Past Pres she's been liaising with other chapter leaders and domestic partner organizations.

She asks leaders to contact her regarding Membership activities in the upcoming months, for example: more trivia, open-mic, online social events

Gwangju elections were conducted and the chapter conference took place within the IC

Dave requests a filler from Membership for TEC; something similar to the Bingo Game style.

Rhea Metituk (1VP)

She says thanks to all for joining today. She'd like to show support for all chapters and asks leaders to please contact her if in difficulty.

Reece thanks Rhea for the sense of community that she has created.

Michael Free (TOTY Award)

Michael reports nothing is going on with the TOTY award and he wonders if we should re-market it or reconfigure it. He's not sure what to do with it, but states he needs to step away from it.

TOTY has been added to the New Business agenda to determine how to move forward.

David Shaffer (Nom & Elections; Publications)

Since the last meeting, TEC came out. Korea TESOL Journal will be out soon. The Proceedings deadline submissions from IC2021 was yesterday. All look acceptable. KTJ 17-1&2 are being worked on. Dave is looking for reviewers and copy editors for TEC. He asks chapter presidents to confirm the number required and their proper mailing address.

A question came up about scopus. Dave reports that the scopus team has decided to wait until the next issue of the journal is out to submit the application. For Nominations & Elections, he's planning a 3 month period to open for nomination, with voting the month prior to the ABM. This is assuming the ABM will be in October and elections prior. His report outlines what nominee applications should look like.

Wayne Finley (Publicity)

Publicity is going smoothly. There was a lot of publicity work done for the conference. He's exploring Instagram since we don't use it much. He's also done presentations about publicity with other organizations.

Bryan says thanks to Wayne for the quality and speed of his publicity work. Reece asks about the YouTube monetization, but Wayne reports we need more 'watch hours' to click over to monetization and have that as a revenue stream. We should share content in other Facebook groups so the watch hours will increase. A discussion about YouTube uploading and sharing content between chapter channels ensued.

Allison Bill (Jeonju Pres.)

Nothing much is going on in the Jeonju chapter. The officers seem not to be into online meetings - even just the officers.

John Phillips (Technologies)

John reports the membership numbers: in May 2020 there were 614 current members. Now we have 388, which is up from 301 in December. We've still got a way to go. If we have more members, we can help more teachers. He's looking at replacing the Kotesol website with the help of Rob Dickey.

John has been very helpful with KOTESOL email account help. Thank you.

Danny Jones (Financial Affairs)

There are no major changes in the KOTESOL financial state since the previous report. The audit is planned for this summer. When asked if he's been in touch with Phil, Danny answers positively and that their discussion covered minor changes in publications and postage. He also notes that there was nothing conclusive decided about the Research Grants values, so they haven't gone further with that. Danny suggests that we should focus on gaining other revenue streams besides membership. Dave comments about the March Tax Report and that they took care of what was needed in April. He's looking for guidance on to whom he should transfer the Digital Certificate once he receives it back from the accounting firm.

Anika Casem (Busan Pres.)

Busan held a Conference Extravaganza Social and because it was so successful, has submitted a proposal for the upcoming National Conference. There was also a reflective workshop.

Rhea commends a job well done.

Kimberley Roberts (Daegu Pres.)

Daegu is pleased to be holding events again. They would like to think of ways to get their members engaged a bit more and are planning to reach out for some guidance soon for the new officers.

Dave mentions that every chapter needs a President, Vice-President, and Treasurer and that two chapters don't have that currently.

Mike Peacock (Daejeon Pres.)

The Zoom meetings and monthly workshops are going well. They're looking forward to continuing Wednesday Workshops even after Covid ends. The good news is that their membership numbers are up! There are lots of people signing up for the workshop, but that doesn't actually translate to attendees.

They charge 5 thousand won for non-members to attend the zoom workshops.

James Rush II (IOC; Yongin Pres.)

Yongin has had events related to IC, met with PAC members and had discussions about where PAC is heading. They're also working in conjunction with JALT to make improvements on the PAC website and are looking for insight into adjustments. He asks for any recommendations to be sent to him.

KOTESOL has sent representatives to conferences; it's all in the report. Lindsay notes that reps were also sent to us from JALT, HALT, PAL, and HiTesol.

Yongin chapter has been active since the beginning of the year. They've held a number of presentations and workshops - even including international presenters.

Reece Randall (Gangwon Pres.)

Gangwon is working on an EPIK membership drive. They're happy with participation in the IC. Currently, they're conducting meetings with the training institute to discuss KOTESOL workshops being counted as professional development hours for EPIC teachers. Bryan notes he's interested in replicating such a partnership in other provinces.

Bryan Hale (President)

Bryan highlighted the productive collaboration with PAC section in his report.

Break 2:00 - 2:05

2:05 International Conference 2021 report and discussion

Outgoing ICC chair Michael Free reports on International Conference '21

Michael Free reports receiving positive feedback about the conference. It went better than expected, while traversing new ground. He only signed up for the usual 2 day in person conference, and it completely changed due to pandemic circumstances. Eventzilla went well and he expects it will only get better and be able to save us money. He sees adding Discord and Zoom as positive overall. He's very happy with the amazing contributions from the chapters and SIGs for the weeknights. It really made this IC something special.

There has been no report submitted comparing this conference to previous ones because they can't be compared; they're just too different. The usual benchmarks we have for assessing whether this was a good or bad conference just don't apply since it was a completely new style. He sees it as a good springboard to use as a way for the next conference to be improved.

He's sorry he didn't delegate more and write down all that was done. Michael gives a big shout out to Rhea for helping make it as successful as it was.

Bryan asks for financial and attendee numbers soon, if possible. Michael reports we didn't lose money and the attendees and presenters were happy and well taken care of. Dave comments financial figures are positive - about 4 million in the black.

A question was brought up about the timing of the conference and when it will take place going forward. Michael reports that since the presentations were both synchronous and asynchronous, many found the conference very accessible.

Lindsay notes that some comments from attendees in Japan mentioned that April would be better than February.

Despite this conference being different from others, Bryan requests a report to be submitted.

2:30pm International Conference 2022 report and discussion

Incoming ICC chair Lindsay Herron reports on the 2022 IC, and requests access to part of the 2022 IC budget in advance.

The conference will run from Apr 30 - May 1st weekend. The conference will be hybrid and they've been in discussion with SookMyung Univ and Eventzilla.

The theme is More than Words: Teaching for a Better World. It's about thinking outside the box. They're looking for the underpinnings of education and why teachers do what we do.

Dave is in charge of reaching out to invited speakers. They're also hoping to reach out to speakers involved in Informal learning, Youtubers, Podcasters, Peace education, Qualitative researchers, Happiness lab and looking at our role as advocates for happiness, and many more.

Bryan asks if there will be any changes in our relationship with SookMyung University since Dr. Yeum is retiring. Lindsay understands Dr. Yeum uses her personal discount for us to rent the facilities, so whoever takes over may be happy to rent to us, but not necessarily with the discount. In the past we have looked at other venues. We turned them down due to size restrictions, but with hybrid presentations, we may not need as big a venue in the future. She recommends we establish connections with Dr. Yeum's successor, but also to revisit the idea of other venues.

It could be possible to open the conference to locations other than Seoul also. Michael Free notes Lindsay did a fantastic job contributing to this past IC and he knows she'll put together a great conference.

Motion 5: That this council approve 8 million won as an advance on the 2022 International Conference operating budget.

Rationale: The 2022 International Conference Committee would like to ensure sufficient funding has been approved for the invited-speaker budget before any arrangements are finalized with speakers since they need to be secured long before the 2022 budget meeting. They don't currently intend to spend the full amount, but would like the flexibility.

Discussion: Lindsay explains the rationale for requesting this amount. Dave says this is the amount that was allocated in the past for invited speakers.

Bryan notes that the timing for the actual International Conference budget meeting should be reconsidered. John suggests we expand the requested allotment to 10 million.

Motion: Lindsay Herron **Second:** Dave Shaffer Yes: all
No:
Abstain:

Motion passes unanimously.

2:42 pm **National Conference Proposal Discussion: Busan Chapter**

Rhea Metituk speaks on her National Conference proposal.

2:45 Tyler Clark arrives.

The conference committee is hoping to make it a two streamed affair: Film Festival + Conference with teaching presentations and amateur videos.

It should run Wednesday to Sunday, either the last weekend of October or first of November. Workshops will be held prior to the event for script writing and

editing, etc. Organizers are hoping for similar numbers of attendees to the previous online spring National Conference. Budgeting arrangements are being proposed. They'd like to make use of Eventzilla since it seems the platform has offered to do it for free if there's no money coming in from the event. Extra communication can be through Discord. Organizers hope it can be a free/ open source event since the pandemic is still on. Hopefully it will drive up participation and KOTESOL membership.

Allison asks about OP paying throughout the year but not directly for conferences. Rhea addresses the issue and mentions that having it online is quite different from the offline model. Here online, OP can advertise in various areas that they would select; for example, on the website or in their own room. The OP agreement has been rearranged to reflect this. They're also looking at ways they could gamify the event with attendees collecting easter eggs from presentations attended or a trivia game, among other ideas.

Busan is funding the event and will take any profits. Dave questions what would happen if the conference loses money if Busan would come to National for a bail out and Rhea states that's nigh impossible unless they over promise to the plenaries. That's why they're waiting for income from OP first.

A comment was raised to confirm that conference and film presenters will be Kotesol members. Rhea says film submitters should be Kotesol members.

Lindsay suggests prizes would be good to encourage film submissions and that should be added to the budget. Chapters and SIGs offering prizes would also be great. Volunteer appreciation should be shown by way of meals to keep in line with KOTESOL regulations. Specifications for films submitted were noted, with regard to PG content and privacy permissions from those appearing in films. They're also considering having presenters submit video abstracts.

Organizers are hoping this conference will be an awakening to the possibilities of digital media but also with a message of hope; considering how we can transition back from using our newfound digital knowledge to the normal offline way of doing things once the pandemic ends.

This National Conference with its theme of Reel to Real will also be a good segue to Lindsay's hybrid IC.

Motion 6: **That this council accept the National Conference proposal as submitted/amended, and appoint Rhea Metituk as National Conference Committee 2021 chair.**

Motion: Rhea Metituk **Second:** Lindsay Herron Yes: all
No:
Abstain:

Motion passes unanimously.

Break from 3:11-3:15

3:15 KOTESOL Teacher Training Report

KTT has renewed relevance following interest in certain areas from education offices. Wayne outlines what KTT is and how chapters and other organizations are welcome to make use of KTT services. Wayne is looking to make some adjustments to the website (outlined in his report) such as: Outside organizations need to pay KTT presenters, but if the representative is presenting for KOTESOL events, the honorarium payment may be waived. Presenters need to apply to be KTT members, live in Korea, and should remain active presenting.

Allison asks for clarification about contacting people from LinkedIn to presentations. Wayne is looking to add to the KTT roster so there will be people active in KTT and KOTESOL to be those who will be contacted to present. He's also looking for people who would be interested in being Invited Speakers who aren't officially KTT members. Wayne dreams of setting up a 'Quality Presenter Database' and would like to take recommendations for teachers for that. Such a database would not be public information, just for internal use. Once Wayne updates the website, he plans to promote KTT to benefit KOTESOL.

15:20 Policies & Procedures Manual (2021)

Discussion and approval of the proposed Policies & Procedures Manual (2021) revisions to the Code of Conduct section that all representatives of KOTESOL are expected to act in good faith to serve the best interests of the organization, performing a duty of care in accordance with KOTESOL's mission and values.

Rationale:

Lindsay explains she has seen such ideas from other Tesol Affiliate leaders about responsibilities of officers in organizations considering transparency, accountability, care, collaboration, etc. and she realized we don't discuss this sort of thing in Kotesol. We need to let our representatives know that we have high expectations of them. A question was put forth about how vague the statement KOTESOL's Mission and Values can be, but it was addressed that that would be based on various policies outlined in the manual, but also for each council to determine if there are infractions.

3:36 Kim returned following Zoom technical difficulties

A discussion took place regarding a revision addressing National Treasurer RAD power and whether spending can be rejected, as it was a topic that came up at our previous budget meeting. Rhea suggests we add a stipulation that the treasurer confer with the president or someone else on council to get a second opinion about that RAD. Lindsay notes that since we'll add a line in the PPM

about acting in KOTESOL's best interests, a line can be added saying that if an expense is presented for reimbursement that hasn't been previously discussed with council and isn't in the best interests of the organization, the treasurer can raise a discussion with the elected executive officers prior to making a decision whether to disburse the amount requested. If the disbursement is declined then the person submitting the RAD may submit it to National Council for reconsideration.

Motion 7: That this council adopt the Policies and Procedures Manual (2021) with the two changes being made to it as discussed above.

Yes: all

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

No:

Abstain:

The motion passes unanimously.

Tyler leaves at 3:50

Old Business

None, except reiterating a big thank you to Phil for his service to Kotesol.

New Business and Closing

Discussion turned to the PAC website, since JALT, as the organization that runs it, would like to move its platform to WordPress. When considering PAC, it was noted that the 30th KOTESOL International Conference is coming up in 2023 and that a joint conference would be a good opportunity. It was decided that we would need to let our interest be known to PAC soon and noted that while we don't have a chair for that conference yet, it would be best to organize this in advance.

Regarding the Teacher of the Year Award, the committee will discuss it and return to council with a recommendation.

Lindsay reminds all that the membership committee is always happy to accept suggestions of ideas for social things to happen at the national level, such as pub trivia night or social discussion topics for Discord.

Motion 8: Motion to adjourn, with the next meeting scheduled for late August to early September, 2021.

With no objections the meeting adjourns at 3:58pm.