



Korea TESOL National Council Budget Meeting

2023.12.10 (Sunday, 10th December 2023)

Time: 12:30 to 16:20

Location: Zoom

Present (eligible to vote from the beginning)

Lindsay Herron	President/Membership Comm.
Bryan Hale	Immed. Past Pres. / IC Comm.
Mike Peacock	1VP / Daejeon-Chungcheong Pres.
James "Jake" Kimball	2VP / Acting Daegu-Gyeongbuk Pres. (from 12:34)
Heidi Nam	Secretary
Anika Casem	N&E Comm. / Busan-Gyeongnam Pres. (from 12:33)
Rhea Metituk	ICC Co-Chair / Seoul Pres.
Reece Randall	Gangwon Pres.
Maria Lisak	Gwangju-Jeonnam Pres.
Lisa MacIntyre Park	Jeonju-North Jeolla Rep.
James Rush II	Yongin-Gyeonggi Pres. (from 14:53)

Present (committee chairs eligible to vote after motion 3)

J. Tom Wyatt	Financial Affairs Comm.
Victor Reeser	International Outreach Comm.
David Shaffer	Publications Comm.
Robert Dickey	Sponsorship Comm.
John Phillips	Technologies Comm. (from 12:56)

Non-voting

André Jacobs	Sponsorship Comm. (co-chair) until 14:24
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Absent

Tyler Clark	Suwon-Gyeonggi Pres.
Ju Seong Lee	Research Comm.

Opening

Voting members at start: 9/12 // Quorum: 7

12:32 Meeting is called to order. Review of general operating procedure for the meeting.

Anika Casem arrives at 12:33

Motion 1: That the amended agenda be adopted.

passes by consensus at 12:33.

Jake Kimball arrives at 12:34

Motion 2: That the minutes of the last two meetings ([6/18/2023](#) & [10/22/2023](#)) be approved and posted to the KOTESOL website with edits allowed for spelling, grammar, etc.

passes by consensus at 12:34.

Motion 3: That this council appoint the following committee chairs for 2024:

- *Financial Affairs Comm.:* J. Tom Wyatt
- *International Outreach Comm.:* Victor Reeser
- *Membership Comm.:* Lindsay Herron

- *Publications Comm.:* David Shaffer
- *Research Comm.:* Ju Seong Lee
- *Sponsorship Comm.:* Rob Dickey
- *Technologies Comm.:* John Phillips

Motion: Lisa **Second:** Rhea **Yes:** 9 **No:** 0 **Abstain:** 1

The motion passes at 12:35

Quorum is now 10. 14/19 voting members present.

12:40 Updates & Reports

Lightning Round:

John Phillips arrives at 12:56.

Lindsay Herron - President

- Signed MOU with NELTA (Nepal English Language Teachers' Association)
- 1 million won received from Asia TEFL
- suggestions for Publicity Committee, treasurer welcome

Lindsay Herron - Membership Committee

- New membership perk: 50% off registration for NELTA 2024 conference
- The Website profile is the best way to provide evidence of membership

Bryan Hale - ConComm Chair, Immediate Past President

- Many invited speakers lined up. They'll be announced one by one through publicity

Mike Peacock - 1VP

- Leadership retreat (chapter leaders retreat) may be the same day as volunteer day for IC
- wants to form a database of speakers for chapters

Mike Peacock - Daejeon Chapter Pres.

- Thanksgiving event held Nov. 25, end of year dinner and elections upcoming

Jake Kimball - 2VP

- SIG activity continuing, SIG event conference suggested

Annika Casem - Nominations & Elections Comm./Busan Chapter Pres.

- Busan chapter recently held elections, full calendar ahead

Rhea Metituk - Seoul Chapter Pres.

- Seoul Chapter held elections; 7 on the council; changed by-laws to allow online elections
- looking at some co-chapter events with Suwon and Incheon

Reece Randall - Gangwon Chapter Pres.

- Upcoming workshop this weekend on camps, accessible through Zoom
- elections coming next month

Maria Lisak - Gwangju Chapter Pres.

- recently held elections; 11 events held this year; Chapter is growing

Lisa MacIntyre Park - Jeonju Chapter Rep.

- holding elections this week
- Presentation certificates sent out for all presenters since pandemic

Andre Jacobs - NatCon Report

- elections coming up in January
- Held successful National Conference - 111 attended
- after National Conference, Kangnam University requested payment
- after Connections Day, Luther University requested payment
- request for financial assistance from National Council for Connections Day added to New Business below

Note: Many resources including official documents and old reports are in the [Google Drive Folder](#)

Tom Wyatt - Financial Affairs Committee Chair

- last year's audit went smoothly; gathering volunteers for this year.

Victor Reeser - International Outreach Committee chair

- Updating MOUs
- KOTESOL Happenings (online publication) may add personal write-ups about experiences representing KOTESOL
- Opportunities available for representing KOTESOL at international conferences
- Proposing reducing travel reimbursement from 80% to 70% for budgetary reasons

Dave Shaffer - Publications Committee

- The English Connection - published online; Proceedings (33 papers) nearly ready; KTJ (8 articles) will be published in the spring

Note: New and old officers committee members should send updated website directory information to Dave Shaffer

Lindsay Herron - Research Committee (on behalf of Jusong Lee)

- Jusong Lee will be working with Publications Committee to get our journal SCOPUS-indexed; plans to make online research workshops.

Rob Dickey - Sponsorship Committee

- going to retire in February; incoming co-chair may assist with transitions as needed
- still waiting for answers from organizational partners regarding 2024 sponsorships

John Phillips - Technology Committee

- working on the new Website, hoping to have everything up by January
- Only members may publish on the Website, not commercial entities

Scheduled Items

13:25 Approve the guiding document for the coming year.

Changes:

- 2. Organizational Planning d) "See Section 3 (Financial Accountability) below." added
- 3. Financial Accountability. Accountability i) "The treasurer can review and set the exchange rate (KRW to USD) as needed" ("annually" is changed to "as needed.")
- 4. Nominations and Elections: After "a full slate of candidates," "at least one candidate per office, with 2+ preferred" is added.

- 6. Appointments. International Outreach Chair: International affairs committee is changed to international outreach committee.
- 6. Appointments. Research Committee Chair "Coordination with relevant SIGs is encouraged." is added
- 8. Language. The language used in formal KOTESOL documents and media shall follow the guidelines set out in the APA Style Guide." is changed to "It is preferred that formal KOTESOL documents and media in general follow the guidelines set out in the APA Style Guide."

Motion 4: That this council approve the [2024 KOTESOL Policies & Procedures Manual](#).

Motion: Rob Dickey

Second: Dave Shaffer

Yes: 14 **No:** 0 **Abstain:** 1

The motion passes at 13:48.

→ **Follow-up:** Approved document to be uploaded to the KOTESOL website (Lindsay).

13:50 Reactivate the YL&T SIG

It is recommended that the SIG adopt the name YL&T instead of TOYL. It is noted that YL is a common acronym with other organizations. The new SIG will also support teachers of teens.

Motion 5: That this council approve the activation of the Young Learners and Teens (YL&T) SIG described in [this proposal](#).

Motion: Victor Reeser

Second: Dave Shaffer

Yes:15 **No:** 0 **Abstain:** 0

The motion passes at 14:03.

→ **Follow-up:** SIG facilitator: André Jacobs; email and webeditor details to be sent to André (John Phillips).

14:05 Create an ad hoc committee to collaborate on a grant proposal ([initial doc here](#)).

- Andre Jacobs created a first draft of a grant proposal
- feedback and more committee members are encouraged.
- Are there any obligations that we need to meet (e.g. a conference) if the grant is requested?
- Lindsay, Bryan, Rob, Jake may assist the committee.
- We need to define specifically what the grant will support

Motion 6: That this council appoint an ad hoc committee to prepare and submit a grant proposal to the Samsung Cultural Foundation.

Motion: Reece Randall

Second: Victor Reeser

Yes: 14 **No:** 0 **Abstain:** 0

The motion passes at 14:07

→ **Follow-up:** Appoint committee members: André Jacobs (Chair),

14:11 Approve the proposal for the next national conference.

- The proposed event will be a combined KOTESOL NatCon/ESBB conference with Lindsay Herron as conference chair.
- ESBB partnered with us for conferences in Vietnam and Indonesia, invited a speaker, gave us discounts
- The conference will be funded by KOTESOL, and KOTESOL will keep all profits.
- ESBB will select plenary and most featured speakers. All presenters may submit to the ESBB SCOPUS-indexed journal
- 2 day event, Edzilla site set up

- Dates: October 11-14 dovetails with other major cultural events in Gwangju

Motion 7: That this council approve the [proposal](#) for a joint (with ESBB) 2024 KOTESOL National Conference.

Motion: Rhea Metituk

Second: Dave Shaffer

Yes:14 No: 0 Abstain: 1

The motion passes at 14:31.

→ **Follow-up:** Lindsay Herron (chair) to let ESBB know of the decision.

The International Conference Budget

14:40 Discuss and approve the budget for the 2023 KOTESOL International Conference (IC)

- Committee plans to double registration prices
- including meals/snacks to registration will add value to the ticket and make the lobby more active
- planning a more diverse range of invited speakers, larger expense, but will make conference more attractive

James Rush arrives at 14:53

Motion 8: That this council accept the International Conference portion of the operating budget as presented.

Motion: Rob Dickey

Second: Maria Lisak

Yes: 14 No: 1 Abstain:1

The motion passes at 14:56.

The General Operating Budget

14:55 Discussion & approval of the general operating budget

General principle: allocate freely, spend frugally

Teacher of the Year Award - eliminated from 2024 budget, chair of committee has no plans for 2024

Employment Center at IC hasn't happened recently - eliminated from 2024 budget

Financial affairs - meeting virtually, 100,000 discretionary funding in case of unforeseen travel or other expenses

International Outreach Committee

- 6 million for committee travel grants. Current amounts will be kept until the new committee reduces reimbursement rates. It is noted that travel expenses have risen everywhere.
- 1.5 million for event day hospitality. We provide hotel stays for PAC partner reps for our conferences
- Postage - sample copies of TEC, KTJ, bookmarks for reps, increased to 150,000

Membership

- special event (members social) request raised to 1.2 million won based on survey results
- 1.5 million won for making more KOTESOL merchandise (such as name cards holders, mugs, pen-and-bookmark sets)
- Card machine cartridge funding deleted

- Printing (Publicity type) pamphlets, stickers, etc. increased to 700,000

KOTESOL Connections Day - added 300,000 won for meals and 100,000 for meeting facilities

Publications

- we decided against adding 4 pages to TEC; reports from reps at international conferences and chapter events are intended for the planned online publication KOTESOL Happenings
- postage increased to 2.8 million

Publicity

- Printing (publicity type) cut down to 400,000 won,
- Promotion related (non-print): 500,000
- External services - web hosting: 280,000 allocated for a Canva Pro account for 5 people

Research - 2 grants (750,000 won and 250,000 won)

Technology - no changes in funding

Nominations and Elections - funding for photocopies and minor printing deleted

President discretionary funds decreased to 500,000

- Event-Guest Eventday Hospitality - 1 million won for VIP dinner

1VP

- Committee Grants - General: 450,000 allocated for Chapter starts and restarts
- postage funding deleted
- External services - web hosting: 280,000 allocated for a Canva Pro account for 5 people, 1VP may distribute access among Chapters/SIGs

2VP - 500,000 won in SIG grants; 300,000 for leader's discretionary funds (e.g. meet the SIGs event)

Secretary - no changes

Treasurer - consumables deleted; Consultancy: 1.5 million for bookkeeper.

Sponsorship committee - no changes in funding

Council - funding for travel deleted. We agree to meet online.

Immediate past president - no changes in funding

Uncategorized

- Chapter Dues Shares (CDS) reduced to 7 million. Last year this expense was higher because we were paying CDS for several years.
- Deleted: Leaders domestic travel, Office supplies - consumables, photocopies and minor printing, postage & shipping
- 625,000 added for PayPal transaction fees

Revenue - international membership fees raised to 10 million because we received that much in 2023.

Motion 9: That this council accept the general operating budget as it has been discussed and amended.

Motion: Dave Shaffer

Second: John Phillips

Yes: 15 **No:** 0 **Abstain:** 1

The motion passes at 16:07.

→ **Follow-up:** Post budget online (Lindsay) & send to bookkeeper

Old Business

None identified.

New Business & Closing

- Funding for 2023 KOTESOL Connections Day may come from President's discretionary funds. Lindsay will be in contact with James.
- AI use guidelines for materials produced by KOTESOL
 - No ad-hoc committee yet
 - Possible discussion at the 2024 IC to get more input, International partners could be invited
- Upcoming NC meeting: Spring 2024 (late March likely)

16:20 Adjourn

Motion 10: Motion to adjourn

Passes by consensus at 16:20