



## Korea TESOL National Council Budget Meeting 2024.12.08 (Sunday, 8th December 2024)

Time: 13:00 to 16:14

Location: Zoom

### Present

Lindsay Herron	President, Membership Comm. (moderator)
Mike Peacock	1VP, Daejeon-Chungcheong Rep.
Wesley Martin	2VP
Heidi Nam	Secretary
Dave Shaffer	Publications Comm., N&E Comm.
Rhea Metituk	ICC Chair, Seoul Pres.
Maria Lisak	Gwangju Pres.
Victor Reeser	Incheon Pres. / International Outreach(from 14:42)
Gabriela Villafradez	Busan Chapter
Lisa MacIntyre Park	Jeonju-North Jeolla Pres.
Andre Jacobs	Yongin-Gyeonggi Rep.
J. Tom Wyatt*	Financial Affairs Comm
Christina Tsoy*	Publicity Comm. (Until 15:50)
Jocelyn Wright*	Treasurer

### Absent

James "Jake" Kimball	Daegu-Gyeongbuk Pres.
Reece Randall	Gangwon Pres.
Daniela Trinks	Yongin-Gyeonggi Pres.
Tyler Clark	Suwon Pres.
Eric Reynolds	Daejeon-Chungcheong Pres.
Melvin Dixon*	Diversity Committee
John Phillips*	Technologies Comm.
Ian Moodie*	Research Comm.
Robert Dickey*	Sponsorship Comm.
Meerbek Kudaibergenov*	IC Co-chair

\* Incoming National Council members - eligible to vote after appointment

## Opening

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*10 voting members present at call to order. Quorum is 9/16*

13:01 Meeting is called to order.

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

*Passes by consensus at 13:03.*

**Motion 2: That the minutes of the last meeting (9/8/2024) be approved and posted to the KOTESOL website with edits allowed for spelling, grammar, etc.**

*Passes by consensus at 13:04.*

**Motion 3: That this council appoint the following committee chairs for 2025:**

- *Diversity Committee:* Melvin Dixon
- *Financial Affairs Committee:* J. Tom Wyatt
- *International Outreach Committee:* Victor Reeser
- *Membership Committee:* Lindsay Herron
- *Publications Committee:* David Shaffer
- *Publicity Committee:* Christina Tsoy
- *Research Committee:* Ian Moodie
- *Sponsorship Committee:* Rob Dickey
- *Technologies Committee:* John Phillips

- Additional recommendations for membership in these committees are welcomed to encourage diversity in representation and cultivation of leadership skills.

**Motion:** Andre Jacobs                      **Second:** Wesley Martin                      **Yes: 9    No: 0    Abstain: 1**

*The motion passes at 13:22. Quorum rises to 12. 12 Voting members present.*

**Motion 4: That this council fill this year's vacancies in elected positions (treasurer, International Conference Committee co-chair) via appointment.**

**Motion:** Lisa MacIntyre Park                      **Second:** David Shaffer                      **Yes: 11    No: 0    Abstain: 1**

*The motion passes at 13:26.*

**Motion 5: That this council appoint Jocelyn Wright to the position of national treasurer.**

**Motion:** Rhea Metituk                      **Second:** Dave Shaffer                      **Yes: 11    No: 0    Abstain: 1**

*The motion passes at 13:30. The number of council members rises to 23. Quorum remains at 12. 13 Voting members present.*

**Motion 6: That this council appoint Meerbek Kudaibergenov to the position of International Conference Committee co-chair.**

**Motion:** Wesley Martin                      **Second:** Maria Lisak                      **Yes: 12    No: 0    Abstain: 1**

*The motion passes at 13:34.*

→ **Follow-up:** Incoming chairs to coordinate with outgoing chairs + Technologies Committee to receive webeditor login information and koreatesol.org email addresses. (You're welcome to Zoom with Lindsay in the next week or two to discuss your plans and the scope of your responsibilities!)

*Quorum rises to 13 out of 24 council members. 13 Voting members present.*

## Updates & Reports

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### 1:36 Lightning Round:

*Lindsay Herron (President)*

- New possible MOU with SPELT (Pakistan); new MOU with domestic partner KASEE (Korea Association of Secondary English Education)

*Lindsay Herron (Membership Comm.)*

- Earned about 550,000 won in 2024 through merch sales; Running low on tumblers, ceramic mugs
- KOTESOL bookmarks, pens, and magnets available to chapters for free; merch available at cost for resale at pre-set national prices

*Mike Peacock (1VP)*

- Leadership retreat to be held in Feb or early March; Daejeon seems like a good venue
- People seemed to like using Canva; Chapter leaders should contact Mike if they have problems with Canva account

*Mike Peacock (Daejeon-Chungcheong Rep.)*

- Elections held; Eric Reynolds elected Pres.
- November symposium held with Thanksgiving dinner
- Eric has proposed a chapter leaders' retreat for DCC executives.
- Mike as 1VP is working on a chapter leaders' retreat at the national level (see above). Rhea suggested dovetailing with ICC meeting. Gwangju might be a good location.

*Wesley Martin (2VP)*

- Bookclub SIG has been proposed; Connections Day coming

*Dave Shaffer (N&E Comm.)*

- Next year's procedure will be similar to previous year's.
- Some people had trouble accessing ballot this year; the committee will try to resolve this issue.

*Dave Shaffer (Publications Comm)*

- Published: HAN (October 15), Proceedings (November 1), TEC (December 1)
- Forthcoming: KTJ - A new list of officers and affiliations will be added, corrections requested (December 30), HAN (January 15)

*Rhea Metituk (Seoul Pres.)*

- Monthly events held, elections held

*Rhea Metituk (code of conduct ad hoc committee)*

- Planning to meet during the winter break.

*Rhea Metituk (ICC Chair.)*

- External website developed
- Conference Posters, CFP, Trifold are available in a folder and can be printed for chapter meetings

*Gabriella Villafradez (Busan Chapter)*

- Held symposium in October, held elections
- Planned calendar for next year, including social and academic events
- Phishing was a concern, everyone is reminded to use koreatesol.org email address

*Maria Lisak (Gwangju-Jeonnam Pres.)*

- Hosted national conference in October; Held regular workshops and Zoom meetings
- Upcoming events: elections, workshop, Zoom discussion, social event

*Lisa MacIntyre Park (Jeonju-North Jeolla Pres.)*

- 2 markets in September and October, people purchased promotional materials
- Workshop held in November, Upcoming workshop & elections in December
- Tips on membership drives welcome - Rhea suggested inviting people to present at IC; Lindsay suggested new member packages with KOTESOL branded items, could be distributed to chapter leaders at KOTESOL connections day

*André Jacobs (Yongin-Gyeonggi Rep.)*

- Held monthly meetings
- Chapter conference and elections will be held on December 14; Suwon and Yongin will formally join at that point.

*Tom Wyatt (Financial Affairs)*

- 2024 Q1, 2, 3 audit completed; no discrepancies found

*Lindsay Herron for Rob Dickey (Sponsorship)*

- Preparing for IC

*Lindsay Herron for Victor Reeser (Website committee)*

- Changes sent from the Website Committee to Sean yesterday.
- New website should be available before presenter registration opens

*Lindsay Herron (NatCon)*

- 210 participants, Cultural activities were well-received, ~5 million won profit

*Rhea Metituk (ICC)*

- Considering adding Korean cultural activities

## Scheduled Items

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*In this section of the meeting, we will discuss and vote on items that have been put on the agenda prior to the meeting.*

14:36 Approve the guiding document for the coming year with the addition of HAN to publications.

***Motion 7: That this council approve the 2025 KOTESOL Policies & Procedures Manual.***

***Motion:*** David Shaffer

***Second:*** Rhea Metituk

**Yes: 12 No: 0**

**Abstain: 1**

*The motion passes at 14:39.*

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

14:40 MOU with SPELT

***Motion 8: That this council approve the Society of Pakistan English Teachers (SPELT) as a new international partner.***

***Motion:*** Rhea Metituk

***Second:*** Maria Lisak

**Yes: 12 No: 0**

**Abstain: 1**

*The motion passes at 14:42.*

→ ***Follow-up:*** Lindsay to send signed MOU to SPELT for president's signature.

14:43 New Book Club SIG

***Motion 9: That this council approve the new Book Club Special Interest Group (BC SIG).***

- There seems to be a lot of interest in this SIG among Korean participants/potential members.

***Motion:*** Wesley Martin

***Second:*** Gabriella Villafradez

**Yes: 11 No: 0**

**Abstain: 3**

*The motion passes at 14:51.*

→ **Follow-up:** 2VP to notify new SIG facilitator of the decision and assist him in getting email/webeditor credentials from the Technologies Committee; Webservices Team to create a new section on the website for the new SIG.

14:20 Approve the merger of Suwon-Gyeonggi & Yongin-Gyeonggi Chapters.

**Motion 10: That this council create a single Gyeonggi Chapter by absorbing the Suwon-Gyeonggi Chapter into the Yongin-Gyeonggi Chapter.**

- Members of both chapters have been contacted. 95% of the respondents supported the merger.

**Motion:** Andre Jacobs

**Second:** David Shaffer

**Yes: 13 No: 0 Abstain: 1**

*The motion passes at 14:59.*

→ **Follow-up:** Respective chapters will notify their members of the merger; Webservices will change the website and chapter-selection options accordingly; Suwon to send treasury funds to Yongin

## The General Operating Budget

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*In this section of the meeting, each part of the general operating budget will be discussed in turn, with the appropriate committee chair taking the lead. If new policies need to be discussed extensively before they can be formalized, the policies should be written down for discussion either during the new business section of this meeting or to be placed on the agenda for the next National Council meeting.*

15:05 Discussion & approval of the general operating budget

- KOTESOL budgets generously and spends frugally. We do not aim for a balanced budget.
- IC budget has already been set.
- NatCon (conference host sought): Leaders discretionary funds - 100,000 won; Leader's domestic travel - 50,000 won
- 2026 IC: Leaders discretionary funds - 200,000 won; Leaders domestic travel - 50,000 won
- Chapter leaders' meeting/KOTESOL Connections Day may be combined although budgets will be separated.
- Chapter leaders' meeting: Travel: 1,000,000 won; Refreshments - 150,000 won;
- Event day accommodations - 1,500,000 won; Photocopies and minor printing - 30,000 won
- Diversity committee: Leaders discretionary funds - 100,000 won; Domestic travel - 100,000 won
- Financial Affairs Committee: Leaders discretionary funds - 100,000 won
- IOC: (Next year's expenses expected to be higher than this year's) Committee grants - 6,000,000 won; Leader's discretionary funds - 200,000 won. Event day hospitality (accommodations) - 1,700,000 won; Awards/Gifts - 60,000 won
- KTT: Leader's discretionary funds - 100,000; Leader's domestic travel: 100,000 won
- Membership committee:
  - Revenue: (estimated) contribution support increased to 2 million won, Gross sales of KOTESOL items 200,000.
  - Expenses: reprinting KOTESOL merchandise (tumblers, ceramic mugs) increased to 2 million, Special events grant (members social) 150,000 won; Leader's discretionary funds - 275,000 won; Shipping - 100,000 won; Printing, 700,000; promotion-related non-print materials - 1,200,000

- KOTESOL Connections Day: Refreshments - 150,000 won; Event day travel - 17,500,000 won; Event day meals - 300,000 won; Office supplies - 30,000 won; Meeting facilities - 100,000
- Publications: KTJ - 3 million won; Proceedings - 1.7 million won (design has been a major expenditure); TEC - 10,300,000; Leader's discretionary funds - 650,000 won
- Publicity: Leader's discretionary funds - 100,000 won; Domestic travel - 300,000 won; printing - 400,000 won; Promotion-related non-print - 500,000 won
- Research: Committee grants -1,000,000 won, Leader's discretionary funds - 100,000 won
- Technologies: Leader's discretionary funds - 200,000 won; Telephone/fax communications - 1,500,000 won; Consultancy/professional services (website design) - 15,000,000 won
- N&E: Leader's discretionary funds - 50,000, External services Web Hosting - 80,000
- President: Guest event-day hospitality - 1,000,000 won; Leader's discretionary funds - 500,000 won
- 1VP: Committee grants (starting new chapters) - 450,000 won; Leader's discretionary funds - 150,000 won; External services/Webhosting (Canva, which may raise subscription fees) - 330,000 won
- 2VP: SIG Grants - 700,000 won; Leader's discretionary funds - 300,000 won
- Secretary: Leader's discretionary funds - 75,000 won
- Treasurer: Leader's discretionary funds - 175,000 won; Consultancy and professional services (bookkeeper) 1,500,000 won
- Sponsorship: Leader's discretionary funds - 100,000 won; travel - 250,000 won; postage/shipping - 50,000 won
- Immediate past president: signs/banners (deleted because funding is allocated to ICC); Leader's discretionary funds - 150,000 won
- Uncategorized expenses: Chapter dues shares - 7,000,000 won, Awards/gifts - 500,000; Affiliate dues - 500,000 won; Consultancy and professional services 1,450,000 won; 100,000 won each for membership refunds, event refunds and other refunds; Bank transfer fees - 300,000, Bank account fees - 5,000; Paypal transaction fees - 1, 200,000 won

**Motion 11: That this council accept the general operating budget as it has been discussed and amended.**

**Motion:** Victor Reeser

**Second:** Lisa MacIntyre Park

**Yes: 12**

**No: 0**

**Abstain: 1**

*The motion passes at 16:02*

→ **Follow-up:** Post budget on the website & notify bookkeeper

## Old Business

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16:03 Lightning round continued

*Victor Reeser (Incheon Chapter Pres.)*

- Planning a chapter proposal for IC; reaching out to nearby schools

*Victor Reeser (IOC)*

- Reps: Andrew White to ThaiTESOL, Jake Kimball to CamTESOL, Lindsay to NELTA, Victor to TESOL International
- PALT (Philippines) will most likely host 2025 PAC Conference
- Our International Conference was promoted in-person at ETA-ROC and JALT

*Victor Reeser (Ad Hoc Website Oversight Committee)*

- Sean will be updating the menu structure based on feedback from the ad hoc committee.
- National Council members will be able to start editing soon.

- Most materials will be migrated from old website; web editors for chapters and SIGs should check that older sub pages are appropriately migrated when both websites are available
- A session on the new Website at the Leadership retreat would be welcome.

## New Business & Closing

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*In this section we will discuss any action items that were brought up in the meeting. If time is not available to deal with all of the items, any of the items not discussed will be placed on the agenda for the next National Council meeting.*

### **Announcements:**

Currently seeking proposals for NatCon 2025

Upcoming NC meeting: Spring 2025 (March? April?)

KOTESOL Connections Day (KCD; possibly in March in Gwangju; possibly combined with Chapter Leaders Retreat)

Allison Bill is leaving Korea in February. We wish her well and thank her for her many years of generous and exemplary service!

### **Motion 12: Motion to adjourn**

*Passes by consensus at 16:14*