

**EXECUTIVE COMMITTEE MEETING**  
**American Association for Applied Linguistics**  
**Sheraton Denver**  
**Denver, CO**

9:00 am Friday, October 18, 2019 through  
5:00 pm Saturday, October 19, 2019  
Gold Room

All documents should be considered confidential unless otherwise noted.

**Friday, October 18, 2019 | 9:00 am – 5:30 pm**

APPROVED MINUTES

Members Present:

Laura Collins (President), Linda Harklau (Past President), Kendall King (1<sup>st</sup> VP), Glenn Martinez (Treasurer), Patsy Duff (2<sup>nd</sup> VP), Naoko Taguchi (Member-at-large), Charlene Polio (Member-at-large), Christina Higgins (Member-at-large), Fabiola Ehlers-Zavala (Secretary), James Coda (GSC Representative), Sarah Berke (ex officio), and Jessica Atkinson (ex officio)

President Laura Collins called the meeting to order at 10:12 a.m. She started with the land acknowledgement. She also welcomed new members and talked about why she enjoys working with the EC.

1. **The agenda** for the October 18-19 meeting was approved with one change related to the item on strategic discussions. The item got moved on the agenda.
2. **March 2019 minutes** were approved unanimously.
3. **Voting/Parliamentary Procedures.** Sarah reviewed the voting procedures.
4. **Financials.** Glenn and Sarah jointly led the presentation of the report on financials. This included the review of the balance sheet and P&L. There was a review of the P&L detail. Questions from EC members touched on the Virtual Conference, Conference sites (Chicago, Atlanta, Portland). Glenn also discussed the FFAL, non-restrictive account. He indicated that there was concern among the trustees to ensure that dividends can cover the awards. He also noted that they have regularly met with Morgan Stanley to reinvest in ways that the goals of the association are supported.
5. **Credit Discussion.** There was discussion on the \$30K credit with the request to keep details confidential, as the particulars should not be publicly disclosed. Sarah provided background on the issue for new members to follow the conversation. Sarah suggested a motion to disperse funds. **Motion: \$30K received as a contract dispute will be included in the FFLA and the EC will consider expanding the scope and impact later on. The motion was seconded with no additional discussion, and all EC members voted in favor.**

6. **FFLA Report.** On the FFLA Trustee report, regarding the GSC Award Recommendation, the FFAL Trustees will review the account and make a recommendation on the dollar amount that can be spent on awards. The recommendation this year is \$5,100 from unrestricted funds.

Sarah reminded us that these recommendations are made based on projections coming from the two endowments. Awards should be paid from dividends. Contributions should go to build the principal.

**Motion to approve the recommended amount passed unanimously.**

7. **Tax Report.** The Tax Report was delivered.
8. **Budget.** The FY20 Budget was approved by the budget committee, as Sarah explained. The report was received by the EC. Glenn offered some remarks. He pointed out that the change on membership fee will have an impact.
9. **Governance.** Glenn led this conversation. He pointed out that the contract with Nardone had ended a year ago, so we were currently in the one-year extension. The new contract is a 3-year term. Glenn offered the EC an opportunity for questions. There were none. Then both Sarah and Jessica excused themselves from the meeting. Glenn led the discussion that followed. At this point, the EC went over the agreement point by point. It was agreed that there would be an informal check-in with Natalie (semi-annual/ in May and Nov.) in lieu of a survey. This will help with open and ongoing communication with Natalie for continuous improvement of the working relationship with the staff. Much appreciation was expressed for the support received.

## **Lunch Break**

The EC returned from lunch at around 1:30 p.m.

10. **Governance Structure.** Proposed changes in governance structure. Upon returning from lunch, Sarah offered a recap to a conversation on potential changes to governance structure that had been initiated before going to lunch (including the proposal itself). She noted that the next step (once agreement on the proposal is reached) would be to revise the by-laws for EC approval before it goes to the membership. (Glenn had to leave the meeting by now.) The proposal under consideration essentially created a new role: the President Elect position. Different approaches were entertained.
11. **Legal Issue.** (Counsel's advice regarding participation of foreign nationals at conferences). Sarah proceeded to offer an update from Legal Counsel. It related to acceptability of risk: If we don't want to accept the funds, we should consult with another law firm.  
**Motion: We will institute a block of credit card transactions for funds originating from the US Government list of prohibited countries for all transactions and we will issue a waiver for memberships of those individuals. The motion carried unanimously.**
12. **1st VP Report.** Kendall delivered the report. It covered information on the conference operations, including a preliminary schedule of events with associated highlights. It also

included percentage of acceptances by strands. There was also discussion on the recording of sessions, indicating the need to step up the promotion of them. There was also discussion of the AAAL Native Statement and the Language Learning Round Table.

13. **Confex Report.** Received and discussed.
14. **Child Care and Lactation Report.** Received and discussed. There was discussion as to what would happen if we are unable to provide onsite childcare due to liability. Laura would communicate this to Luke Plonsky who in turn would convey it to the community.
15. **Strand relevant data.** The EC reviewed the Excel file. There are no changes to the strands at this point.
16. **2<sup>nd</sup> VP Report.** Patsy delivered the report. She talked about potential featured speakers and the colloquia for Houston 2021.
17. **Conference Connections.** The report was led by Laura. Conference connections initiatives is to become a standing committee. Peter de Costa has agreed to chair it next year. The EC would ask him to develop procedures. **Motion to make the Ad Hoc Conference Connections Committee a Standing committee was unanimously adopted.** Laura will appoint Peter and the committee members.

**Items 18 (Report on Virtual Conference) & 19 (Conference Chair Support) were moved to Saturday.**

**Start time for Saturday changed to 8:30 a.m.**

**[Continue to the next page please.]**

**Saturday, October 19, 2018 | 9:00 am – 5:00 pm**

**Laura called the meeting to order at 9:08 a.m.**

**Laura had 2 items:**

- 1) Revisit the implementation of the proposed changes to the governance structure.  
Laura provided the following proposal:**

<b>YEAR</b>	<b>PERSON</b>	<b>ROLE</b>
<b>2020-2021</b>	Lourdes	2 <sup>nd</sup> VP (but aware of new structure)
	Patsy	1 <sup>st</sup> VP – Conference Chair
	Kendall	President
	Laura	Past President
<b>2021-2022</b>	NEW	2 <sup>nd</sup> VP (but aware of new structure)
	Lourdes	1 <sup>st</sup> VP – Conference Chair
	Patsy	President
	Kendall	Past President
<b>2022-2023</b>	<b>NEW</b>	<b>Vice Conference Chair</b>
	<b>NEW</b>	<b>Conference Chair</b>
	<b>Lourdes</b>	<b>President Elect</b>
	<b>SUGGESTION</b>	<b>President (1 year term)</b>

The proposed member to serve in the 1-year term was the Secretary/Fabiola. The implication of that change would be that her term as Secretary would end one year earlier, but it could be managed. Then, Fabiola would fully rotate off the EC in March 2023. Laura would present the the proposal to Lourdes in the following weeks.

**2) Report on the Virtual Conference (task-force)**

18. **Virtual Conference.** Laura led this discussion. There were several concerns expressed, including: (a) representing another task; (b) cost; (c) need to diversify; (d) quality and rigor; and (e) accessibility for those who cannot attend the conference. The EC reached consensus that there will be no virtual conference at this point, but there will be more work to come in this regard.

It was noted that we need to do more to publicize the recorded colloquia.

19. **Conference Chair Support.** Sarah delivered this item on behalf of the taskforce. (This report was discussed through various agenda items.)
20. **Strand Role and Future.** Sarah delivered this report. Intended to be organic and member driven, it would include 3 networks:

1. **Demographics**
2. **Interest**
3. **Research**

Sarah noted that it would be complementary to the On-line Ed & Outreach Co. She also pointed out that it could be labor intensive. Questions were raised regarding cost (both financial and labor).

Outcome of discussion: More work to happen here, and a motion will likely be introduced at the January 2020 meeting.

21. **Rejected Manuscript.** Linda delivered this report. Discussion unfolded. Linda and Michael will work on guidelines for this initiative. Potentially, this will involve adding a new field on the member form. Laura will help with getting this initiative going, but the question remains in regard to how to monitor when it launches to evaluate the need for supervisory support.

22. **AAAL Repository and IRIS.** There were two items to discuss:

1. AAA request for AAAL endorsement of the Open Anthropology Research Repository (OARR)
  - a. IRIS and AAAL
2. Request for AAAL's endorsement of the Amitai's Etzioni's Patriotic Movement

The EC would invite Emma and Luke to entertain some questions, such as: To what degree can IRIS expand/accommodate expansion?

**Motion was made to sign the MOU. All members voted in favor.**

**Note:** At this point in the meeting, there was discussion on the Patriot Movement. By consensus, there was no motion to approve the Patriot Movement.

**Note:** There was also a brief discussion on who will work on the guidelines for professional development and advancement of the NTTF. There will be a taskforce comprised of Naoko, Linda and Fabiola to work on this piece and will contribute to advance the work led by Charlene.

Fabiola shared the statement from 4Cs on contingent faculty as a possible resource to consider. She also indicated that she would email Steven Thorne/**Portland** State Univ. to explore the possibility to connect with the work unfolding there.

23. **Membership Report.** Sarah delivered this report.
24. **Countries Eligible for Low Income Status. Motion to add Venezuela was unanimously adopted.**
25. **Proposed Standing Rules. Summary of Changes.** Sarah led this report. No changes to expanding the scope of FFAL until Bill Grabe is contacted. Laura to reach out to the

FFAL on behalf of the EC to inform them about the \$30K and expand the definition of the fund. **Motion to approve changes to the standing rules as presented in the report was adopted unanimously.**

26. **PAEC.** Laura reported on the initiatives. Much of the discussion was on the briefs. It was decided that they would be published on the AAALetter. Authors would be asked to observe AAALetter specifications.
27. **Diversity Report.** Fabiola led the discussion based on her report. The EC was still not ready to consider the formation of a committee, but they agreed to expand the name of the initiative to be “Diversity and Inclusion.” The EC also discussed playing a role in more closely connecting with the membership at the business meeting. Ideas were entertained as to how this would unfold (small group discussion to elicit member input and suggestions for AAAL consider as well as take “the temperature” on their thoughts regarding current initiatives”). Fabiola to develop a plan on how to execute this piece at the March Business meeting.
28. **Report from P&T Co.** Documents were presented for review. The report was circulated and the EC recommended that it be posted on the website pending minor changes to be reviewed by Laura and Fabiola.
29. **ARAL Editorial Appointment.** Laura to follow up with Liz to ensure that a report is received regarding the journal.
30. **PAEC initiative.** Laura delivered a report on behalf of Netta. **Motion to endorse the ACTFL Statement on Migrant Detention Facilities, Proposed Cuts to Other Resources was unanimously adopted by the EC.**
31. **GSC Report.** James delivered the report on behalf of the GSC. Regarding the request for a new award, a revision is expected for January discussion. The discussion on the Journal idea was tabled.
32. **AILA Report.** Fabiola delivered the report. Discussion focused on AILA’s request to have AAAL host the EBIC meeting in Houston 2021. Fabiola to write to the Secretary General and request a written letter outlining the expectation and offering more background behind the request.
33. **AAALetter.** Fabiola delivered the report/plan for the December issue. Given the transition of the editor, it was agreed that this issue would serve as a transition/training opportunity for Stephanie Link (the incoming editor and member of the On-line Education and Outreach Co.).
34. **Report from the On-Line Ed. and Outreach Committee prepared by Carolin Fuchs received.** Postponed to the Jan. meeting.
35. & 36. **DSSA and DPSA. Discussion on procedures for these unfolded** (scheduling; announcement of awards recipients.) The EC accepted the recommendation for the DSSA award recipient (Dr. Kubota). The EC also accepted the nomination for the DPSA recipient: the Nk<sup>w</sup>usm Salish Language School. There are no changes to the current allocation.
37. **GSA—Report Received, but the EC chose not to act on their two recommendations:**
  - “All graduate students whose proposals are accepted should be invited to apply.”
  - “Develop a slightly broader rubric for evaluating proposals that includes but that goes beyond proposal quality. One other criterion we suggest is the student’s potential to contribute to the field.”

The meeting adjourned at around 5:15 p.m.

Prepared by F. Ehlers-Zavala, Secretary  
Submitted for EC review on February 24, 2020  
Remarks:

- Approved \_\_\_\_\_
- Approved with editions (see p. 5 for highlighted text added): \_\_X\_\_
- Date: March 3, 2020