

## AAAL Executive Committee Meeting via Zoom

### Day 1

Thursday, October 26, 2023 10:00

AM – 2:00 PM ET Minutes

[Approved January 18, 2024]

**Present:** Lourdes Ortega, President; Peter De Costa, President Elect; Ryuko Kubota, 1<sup>st</sup> VP; Manka Varghese, 2<sup>nd</sup> VP; Fabiola Ehlers-Zavala, Immediate Past President; Scott Jarvis, Treasurer; Julie Sykes, Member-at-Large; Yasuko Kanno, Member-at-Large; Elizabeth Miller, Member-at-Large; Oksana Moroz, GSC Representative; Stephanie Link, Chair of OEOC; Katie Henley, Interim Managing Director, Ex Officio; and Agnes He, Secretary.

### Call to Order and Welcoming Remarks

Lourdes welcomed all participants and called the meeting to order at 10:03 AM ET. Lourdes highlighted the most important items on the agenda for the October 2023 EC meeting: budget, membership, conference, SR revisions, and JEDI.

### Approval of Meeting Agenda (Exhibit 1)

Lourdes called for a motion to approve the meeting agenda.

**MOTION:** it was moved by Lourdes and seconded by Julie to approve the meeting agenda. The motion passed unanimously.

### Approval of June 2022 EC Meeting Minutes (Exhibit 2)

Lourdes called for a motion to approve the June 2023 EC meeting minutes.

**MOTION:** It was moved by Oksana and seconded by Julie to approve the June 2023 EC meeting minutes. The motion passed unanimously.

### OPERATIONS: Financial (Exhibits 3-6) - Scott Jarvis & Katie Henley

Scott reviewed the financial reports in detail (Exhibits 3-5).

- We have more money than last year.
- We have spent less than we have brought in.
- We met budget projection in 2023.
- Our total expenses are within budget, but in some areas (awards committee, travel) we overspent.
- Based on conservative budgeting, the 2024 Operating Budget is projected to be negative, due to added costs such as translator services, Ramadan boxes, Zoom room (A/V), etc.

Discussion:

- Main Reasons for overall good 2023 financial news include good turnout at conference and lower-than-expected conference expenses.
- We have been budgeting conservatively.
- Whether the conference hotel is unionized or not makes a difference in conference costs.
- Award committee 2023: there was no over-spending; the \$4,000 excess expenditure was due to four additional student travel awards funded by Duolingo and NFMLTA/MLJ.
- Historically, we perform better than what we budgeted for conferences.
- Conference registration fees could increase if “negative” continues.
- Funds would be needed to support local and/or indigenous participants at conferences (e.g., honoraria, travel, parking)

**MOTION:** Ryuko moved to create a budget line in the 2024 Budget for local community engagement in the 2024 conference in the amount of \$2000. Liz seconded motion. All voted in favor. The motion passed unanimously.

**MOTION:** Yasko moved to remove the \$1000 budget line for Book Awards from the 2024 Budget. Lourdes seconded the motion. All voted in favor. The motion passed unanimously.

**MOTION:** Scott moved to approve the 2024 Budget, as amended above. All voted in favor. The motion passed unanimously.

- FFAL: GSA Recommendations (Exhibit 6)

**MOTION:** Scott moved to approve the amended GSA Travel Award recommendations as presented in Exhibit 6. Liz seconded the motion.

Discussion:

- We need to clarify the language in SRs, which don't limit the withholding of a certain percentage of the yields.
- The number of students' awards each year was expected to be between 6-8 in the original planning.
- If the motion is approved, we will increase the amount of each student travel award from \$1,000 to \$1,200 per award, funding 7 student travel awards in 2024 using funds from the 3 FFAL accounts.

All voted in favor. The motion passed unanimously.

- JEDI contributions
  - We need a separate allocation of funds for JEDI to better ensure that JEDI needs are met.
  - We need a separate fund drive for JEDI needs.
  - We still need to learn what the specific needs are; setting aside a separate amount for contingent needs will always help.
  - What to do with our financial surplus when we have it?
  - Calling it "JEDI contingency fund" helps to clarify its nature as an addition to (not a replacement of) the general fund, the purpose of which includes JEDI.

**MOTION:** Scott moved to create a JEDI Contingency Fund by drawing on 20% of the surplus of the net operation income in any year there is a surplus. The motion was seconded by Peter. All voted in favor. The motion passed unanimously.

**OPERATIONS: Procedural – Lourdes Ortega**

Lourdes asked the EC to consider ways of distributing and sharing responsibilities for the following items that usually go to the President:

- Processing Membership Requests
- Making Public response statements
- Creating Memoriam

Discussion:

- Should we create a special committee to work with the President on these needs?

- We can engage committees such as PAEC and OEOC and the general membership via committees.
- EC thanked Lourdes for her leadership, particularly her well-researched written response to West Virginia University administrators’ proposal to eliminate global language and culture programs.
- Rather than engaging the entire membership, we could target mid-level leadership (committee chairs) for help.
- More generally, we should do more to engage the mid-level leadership of the Association. Perhaps we can invite the committee chairs to lunch before conference?
- Request for memoriam is always honored, regardless of the degree of “famousness” of the individual.
- Leaderships of other associations are struggling with the same issues.
- Could we designate a specific Member-at-Large to oversee a specific type of membership request?

No definitive conclusion was reached.

## **BREAK**

### **OPERATIONS: Membership (Exhibit 7) – Katie Henley**

Katie presented a midyear membership report (Exhibit 7).

Discussion:

- We need to look at participation in webinars as well as conferences.
- We need to look at the impact of OEOC on membership.
- We need to expand membership renewal options.
- Hybrid conferences are very costly.
- Should we consider a one-day online conference, separate from the in-person conference?
- We need to think of ways of turning participation in webinars into membership.

Lourdes thanked Katie for the report and everyone for their contribution.

### **OPERATIONS: Conference (Exhibits 8-9) – Ryuko Kubota and Manka Varghese**

**Houston 2024 Conference planning update – Ryuko Kubota (Exhibit 8)**

Ryuko went over Exhibit 8.

Discussion:

- In the future, we need to provide JEDI training for conference abstract reviewers.
- JEDI ad hoc committee is ready to provide help.
- OEOC is ready to help, particularly via social media.
- The new button “yes I am presenting” in the conference proposal acceptance letter is very helpful.
- We have little knowledge now if and how the multilingual option has impacted the review process.
- Multilingual Matters is still a sponsor, as part of a larger scale/scheme of sponsorship.
- 2 weeks between acceptance and registration should be enough time.

Lourdes thanked Ryuko and her team for their diligent and innovative work.

### **Denver 2025 Conference preview/update – Manka Varghese (Exhibit 9)**

Manka invited comments on Exhibit 9.

Discussion:

- In the future, maybe we can hold an online conference one day, in addition to in-person conference.
- We need to consider the logistic challenges for hosting two conferences (online and in-person): Can XCD handle two conferences? Do we have enough staff? Can one conference chair manage two conferences? What will be the impact of online conference on in-person conference?
- We should consider including graduate students in colloquia.
- We could consider various forms of “un-conferencing” such as SIGs, work-in-progress sessions, roundtables and evaluate the efficacy of each.
- What will be the impact of ‘un-conferencing’ on the number of proposals accepted?
- Some topics that are of traditional or current interest to AAAL membership appear to be missing, e.g., SLA, the role of generative AI in language learning and language-related research, etc.
- What is the main goal of the conference - presenting accomplishments or getting feedback on work-in-progress and building communities? Members at different career stages may have different answers.
- What are the principles that guide the selection of plenaries and invited colloquia?

## **OPERATIONS: Committees and Councils**

### **AAALetter (Exhibit 13) – Agnes He**

- Agnes asked the EC to consider AAALetter’s proposal to push each publication date back by about a month (from December 15 to November 15 and from June 15 to May 15) to increase readership and membership engagement.

#### Discussion:

- November 15 may work.
- May 15 needs further consideration, given the tight timeframe between the annual conference dates and the due dates for submission of articles and conference-related data.
- AAALetter is advised to develop a feasible timeline before the EC considers the proposal again.

### **Conference Connections (Exhibit 14) – Manka Varghese**

Manka reported that the committee has not met this year and shared the contents from Exhibit 14.

#### Discussion:

- It is necessary to give a clearer definition of “mentor” as mentees may come with different expectations.
- We need some standard verbiage to clarify expectations and timeline.
- Different mentoring experiences were shared.

### **GSC (Exhibit 15) – Oksana Moroz**

Oksana went over Exhibit 15.

Lourdes and the EC praised GSC for their efforts and contributions.

## **OPERATIONS: Awards (Exhibits 10-12) – Lourdes Ortega**

Lourdes announced the following winners and stressed the importance of increasing the number of nominations for all categories.

- 2024 DPSA Winner: Leslie Villegas
- 2024 DSSA Winner: Kendall King
- 2024 DSERG Winner: Kelly Baur

**Review of EC Action items – Katie Henley**

**Adjournment**

The meeting was adjourned at 1:55 p.m. ET.

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**AAAL Executive Committee Meeting via Zoom**

**Day 2**

**Friday, October 27, 2023**

**10:00 AM – 2:00 PM ET**

**Minutes [Draft]**

**Present:** Lourdes Ortega, President; Peter De Costa, President Elect; Ryuko Kubota, 1<sup>st</sup> VP; Manka Varghese, 2<sup>nd</sup> VP; Fabiola Ehlers-Zavala, Immediate Past President; Scott Jarvis, Treasurer; Julie Sykes, Member-at-Large; Yasuko Kanno, Member-at-Large; Elizabeth Miller, Member-at-Large; Oksana Moroz, GSC Representative; Stephanie Link, Chair of OEOC; Katie Henley, Ex Officio; Anne Marie Guerrettaz, Representative of AIALA (present for AIALA-related discussion); and Agnes He, Secretary.

**Call to Order**

Lourdes welcomed all participants, and called the meeting to order at 10:02 AM, ET.

**OPERATIONS: Committees and Councils**

**JEDI Ad Hoc Committee – Liz Miller (Exhibit 16)**

Liz went over Exhibit 16 and highlighted the following:

- Ashley Moore’s excellent leadership of the committee
- more inclusive and welcoming wording used in request for JEDI-related accommodations
- SR language for JEDI officer description

- SR Language for JEDI committee
- actual costs for accommodating persons with disabilities at conferences
- guidelines for accessible presentation
- anti-harassment statement
- location, visibility, and accuracy of AAAL's JEDI statement

Discussion:

- The nature of anti-harassment statement needs clarification.
- Liz shared with EC an example (AERA) of anti-harassment statement.
- We should create a JEDI standing committee after the JEDI officer assumes office.
- Before a JEDI standing committee is created, the JEDI officer works with the ad hoc committee.
- JEDI officer should not be a pre-tenure junior scholar, given the political and potentially controversial nature of the role.

Due to the time limit, discussion was to be continued after the BREAK.

**OPERATIONS: Leadership Reports (Exhibits 18-21)**

**AIALA (Exhibit 20) - Anne Marie Guerrettaz**

Anne Marie introduced herself and AIALA.

- AIALA requests guidance from AAAL in creating bylaws. Response: AAAL can recruit Spanish-speaking volunteers from AAAL to provide help and feedback; however, AIALA should consult their own legal team.
- AIALA requests support from AAAL in the area of greater inclusion of minority, indigenous languages. Response: AAAL will be in a better position to help if AIALA has some specific initiatives or concrete plans.
- AIALA's current leaders are occupied with other responsibilities. Response: AIALA could consider distributing leadership roles; AAAL could help by announcing calls for AIALA leader nominations.

Anne Marie thanked the EC for input.

**AIALA (Exhibit 19) – Agnes He**



Agnes highlighted the following:

- AILA Honorary Award and AILA Solidarity Award need to be made better known by AAAL membership.
- AAAL needs to weigh the benefits and costs of being an AILA national affiliate.
- AAAL makes significant contributions to AILA, in terms of not only annual dues but also providing a model for advancing values of JEDI.
- AILA's organizational challenges were observed in the past year.
- Laura Gurzinsky-Weiss requested EC's advice with respect to her role as AILA Secretary General.

Discussion:

- AAAL should remain involved in AILA and continue to help AILA.
- AAAL should continue to ask for transparency in AILA's governance.
- AAAL will support Laura Gurzinsky-Weiss' decision whether or not she would like to continue as AILA Secretary General.
- When the Call for Nominations for AILA leaders becomes available from AILA, AAAL will announce the Call to the AAAL membership.

#### **DEIA (Exhibit 21) - Agnes He**

For information only.

- Until the JEDI officer is in place, the Secretary will continue the work of documenting and reporting the Association's JEDI efforts and achievements.

#### **American Anthropological Association Open-Access Repository Advisory Board (Exhibit 18) - Lourdes Ortega**

- No progress reported.
- We need to evaluate the continued relevance of this report to future AAAL EC meetings.

#### **Early Career Task Force – Lourdes Ortega (Exhibit 17)**

Lourdes presented to the EC the following action items from the committee:

- Include a question in annual conference registration form where folks can self-identify as early career. Response: Yes.
- Hold an annual conference networking event (cost: conference space). Response: We can hold an evening event at the Houston Conference for early career members.
- Develop an online networking space for early career scholars. Response: Please work with and seek guidance from OEOC.
- Develop early career awards. Response: This item is noted and will be further discussed.
- Increase senior scholars' awareness of early career members' scholarly experiences. Response: This could be incorporated in the evening event for early career members.

**OPERATIONS: Governance – Katie Henley (Exhibits 22-23)**

Katie went over all the SR revisions left from June 2023 EC meeting, except for changes related to JEDI.

The EC agreed with all revisions indicated in Exhibits 22 and 23, except for the revision concerning timeline for Research Article Award. The review of research articles requires 3, instead of 2, rounds, and accordingly a longer turnaround.

**MOTION:** Lourdes moved to change the deadlines for the Research Article Award (to January 30 for committee decisions and February 15 for winner notifications). The motion was seconded by Yasko. All voted in favor. The motion passed unanimously.

**MOTION:** Lourdes moved, and Scott seconded to approve all changes in timelines. All vote in favor. The motion passed unanimously.

**MOTION:** Oksana moved, and Liz seconded that all SR changes presented by Katie so far be approved. All vote in favor. The motion passed unanimously.

**BREAK**

**OPERATIONS: Governance – Katie Henley (Exhibit 24)**

- *JEDI Revisions discussion and approval*

**MOTION:** Lourdes moved to replace all SR references to DEIA with JEDI (except for DEIA-Graduate student Award by Multilingual Matters). Julie seconded the motion. All vote in favor. The motion passed unanimously.

*[NOTE: The same day after the meeting, Lourdes informed the EC that the funds for the DEIA Graduate Student Award come from FFAL; hence there will be no exception for replacement of “DEIA” with “JEDI” in SRs.]*

The EC resumed discussion of Exhibit 16 from before the BREAK.

- The list of responsibilities for the JEDI officer presented by the ad hoc committee appears daunting and sounds like the responsibilities of the entire JEDI Committee.
- JEDI must be the work of not an individual, but a group/committee.
- EC members collaborated on the revision of the wording for the JEDI Officer job description.

**MOTION:** Liz moved, and Julie seconded to approve the final version of the job description of the JEDI Officer, which reads: *G. JUSTICE, EQUITY, DIVERSITY, AND INCLUSION (JEDI) OFFICER The JEDI Officer is elected by the membership at large in each third year (as specified in the Bylaws, Article 7, Section 11). They serve a term of three years after which they may be re-nominated by the Nominating Committee and stand for reelection and may succeed their self for no more than one additional term. The JEDI Officer serves to advance the values of justice, equity, diversity, and inclusion in all policies and practices of the Association. The inaugural JEDI Officer will begin their term by working with the JEDI Ad Hoc Committee to recommend to the Executive Committee the composition, structure, and responsibilities of a JEDI Standing Committee.* All vote in favor. The motion passed unanimously.

- What is the exact cost for addressing JEDI concerns at conferences? Answer: The Business Office will look into specifics and maintain an ongoing conversation.
- Is EC approval needed for ppt slides that address accessibility concerns during conference presentation? Answer: Yes.
- JEDI ad hoc committee will revise the current DEIA description and send it to EC for approval. OEOC will provide help.
- The Business Office will make (DEIA)JEDI statements more accessible and visible.
- GSC should also replace DEIA with JEDI.
- The AAAL anti-harassment statement should be in place before the Houston conference. The JEDI ad hoc committee will draft that statement.

**OPERATIONS: Administration – Lourdes Ortega (Exhibits 25-26)**

- TIRF email request (Exhibit 25)

**MOTION:** Lourdes moved for AAAL to sponsor 3 TIRF bibliographies with \$100 each. Ryuko seconded the motion. Discussion: It is unclear what AAAL can gain from this sponsorship. Lourdes asked for a vote of confidence: If further perusal reveals nothing problematic about the TIRF request, AAAL will support them. All voted in favor.

- Publishing House request: Can/should AAAL have a publishing house with open access?

Discussion:

- The workload would be more than what we can manage.
- AAAL can endorse high quality open access journals.
- Open access is not necessarily always equity-building.
- We can keep the topic open while making clear that AAAL does not have the resources to do so at this point.

**Review of EC Action items – Katie Henley**

**Adjournment**

Lourdes thanked everyone for participation and contribution, Katie and the Business Office for their support, Ryuko and Manka for their work on conferences, and Agnes for her work as Secretary.

The meeting was adjourned at 1:52 p.m. ET.

Respectfully submitted,  
Agnes He