

## AAAL Executive Committee Meeting via Zoom

**Friday, October 4, 2024**  
**3 PM – 6 PM ET**  
**Minutes [Draft]**

**Present:** Peter De Costa, President; Ryuko Kubota, President Elect; Manka Varghese, 1<sup>st</sup> VP; Mari Haneda, 2<sup>nd</sup> VP; Lourdes Ortega, Immediate Past President; Scott Jarvis, Treasurer; Yasuko Kanno, Member-at-Large; Elizabeth Miller, Member-at-Large; Andy Gao, Member-at-Large; John Wayne dela Cruz, GSC Representative/Co-Chair; Katherine Christofferson, Chair of OEOC; Valerie Smith, Ex Officio; Agnes He, Secretary.

### Call to Order

Peter welcomed all participants and called the meeting to order at 3 PM ET.

### Approval of Meeting Agenda (Exhibit 1)

Peter called for a motion to approve the meeting agenda, with additions immediately prior to the meeting.

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

### Approval of June 2024 EC Meeting Minutes (Exhibit 2)

Agnes called for a motion to approve the June 2024 EC meeting minutes.

**MOTION:** It was moved by Ryuko and seconded by Mari to approve the June 2024 EC meeting minutes. The motion passed unanimously.

### OPERATIONS: Financial (Exhibits 3-7) - Scott Jarvis and Valerie Smith

#### Budget Approval (Exhibit 3)

Scott and Val went over Exhibit 3.

- We are going the right direction, better than last year;

- We still need to generate more income and to spend less.

Discussion

- Should we raise membership dues? -- No, we already raised conference registration rates.
- Can we further reduce EC meeting cost? – No, for March meeting, 2 days are necessary.
- We need to make sure the budget balances.
- We might need to increase conference registration more.
- Should we include investment income as part of our revenue?
- Could we charge fees for submitting a conference paper proposal? –No, no.

**MOTION:** Ryuko moved and Manka seconded to approve the budget. All voted in favor. The motion passed unanimously.

**Formalize JEDI fund in the Standing Rules (Exhibit 4)**

**MOTION:** Liz moved and Mari seconded to approve the formalized text, which reads:

*Standing Rule 23:*

*JEDI Contingency Fund in any year the net operating income for AAAL is a surplus, 20 percent of that surplus will be put into a JEDI Contingency Fund to support any unbudgeted JEDI initiatives that arise.*

*The Budget Committee will approve requested expenditures from the fund up to \$5000. Any expenditures exceeding \$5000 will be approved by the Executive Committee.*

*Potential expenses that could be covered by the fund may include:*

- *ADA accommodations requests at conferences*
- *Inclusivity accommodations at conferences*
- *Assistive technology*
- *Ad hoc requests from membership that are deemed JEDI-related as needed.*

All voted in favor. The motion passed unanimously.

**FFAL GSA recommendations (Exhibits 5 and 7)**

**MOTION:** Liz moved, and Yasko seconded to approve the following:

- 1. Offer two graduate student awards from the FFAL-A fund. These will be the Multilingual Matters Award and the ETS Award.*
- 2. Offer one award from the FFAL-B fund, the Wilga Rivers award. To do this, we will need to make up the shortfall from the fund by a) carrying over the surplus \$146.19 from FFAL-A to pay toward the Wilga Rivers Award b) asking the EC to cover the remaining \$84.76 to bring the award to \$1,200.*
- 3. Offer one award from FFAL-C.*
- 4. Offer the JEDI-GSA award from general AAAL funds since there aren't enough FFAL funds available to support the award.*

All voted in favor. The motion passed unanimously.

**ARAL contract (Exhibits 6 and 7) – Peter de Costa**

- ARAL is one of the official journals of AAAL.
- We do not need to pay 10K anymore
- The Journal Affiliation Agreement (Exhibit 6) is pending legal review.

**OPERATIONS: 2025 Conference (Exhibits 8-9) – Manka Varghese**

Manka went over Exhibit 9, with updates on 2025 Conference preparation.

Manka went over Exhibit 8, highlighting the need to clarify the role of the conference local coordinator.

**Standing Rule change: local coordinator**

**MOTION:** Mari moved, and Andy seconded to approve the change of SR 17 suggested in Exhibit 8; the revised **SR17-B-3** reads:

- Duties of the Local Coordinator under the direction of the Conference Chair may include:*
- i. Hosting pre-conference workshops on campus*

- ii. *recruiting up to five local student volunteers to staff pre-conference workshops; all local student volunteers will receive free conference registration*
- iii. *generating local sponsorships and funding for pre-conference workshop breaks*
- iv. *providing local information to the Conference Chair and Business Office regarding attractions and restaurants*
- v. *generating local publicity amongst colleagues and students*
- vi. *identifying potential local indigenous community partners*

All voted in favor. The motion passed unanimously.

### **Finalize changes and affirm email vote (August 2024) re Indigenous Language Scholarship Support Fund**

**MOTION:** Manka moved and Ryuko seconded to approve the finalized email vote conducted in August 2024 regarding Indigenous Language Scholarship Support Fund. The finalized text reads:

#### *Indigenous Language Scholarship Support Fund*

1. *Purpose: This fund is used to strengthen Indigenous language research by increasing involvement of Indigenous language researchers during the AAAL annual conference. A maximum of \$5,000 per year is budgeted in the form of travel awards of \$500 to present papers, posters, roundtables, or individual papers in a colloquium. The conference chair determines the use of the fund to ensure multi-year sustainable support. For travel awards, applicants should self-identify as Indigenous or demonstrate that they have collaborated with Indigenous people or community to conduct their research.*
2. *A maximum of \$5,000 per year will be budgeted to support these scholars.*
  - a. *Members receive a conference registration waiver; non-members may receive a conference registration waiver only, or a one-year membership plus a conference registration waiver, whichever is the lowest amount.*
  - b. *Up to \$500 per person may be granted for travel support.*
  - c. *Grantees must adhere to AAAL reimbursement policies and procedures, submitting receipts for expenses up to the allotted amount.*
3. *Review Committee:*
  - a. *Chair: Second Vice President (Associate Conference Chair)*
  - b. *Treasurer*
  - c. *A third member of the Executive Committee, appointed by the President.*

#### 4. Timeline

- a. Information about this fund will be posted with CFP.
- b. Notification of acceptance is typically sent on or around October 1. Accepted presenters must apply for this funding by October 15.
- c. Decisions of committee are made and communicated by the Business Office by October 25.
- d. Grantees must register for the conference by November 1 or may forfeit the funding.
- e. Grantees must submit flight reimbursement form and receipts by February 1. Hotel, ground transportation, and meal receipts (if applicable and there is "budget" remaining) must be submitted within 30 days of the last day of the annual conference. Checks will be mailed following the annual conference. No funds will be disbursed prior to the annual conference.

#### 5. Application Materials

- a. Name of Presenter.
- b. Title of presentation (individual paper, paper in a colloquium, roundtable, or poster).
- c. Short description (100 words) of the Indigenous language under consideration and the applicant's Indigenous identity or collaborating with Indigenous people or community to conduct their research.
- d. Existing funds available to support the individual's conference participation.

All voted in favor. The motion passes unanimously.

#### **Ask for increase from \$500 to \$600 for each pre-conference workshop**

**MOTION:** Manka moved, and Mari seconded to approve the increase from \$500 to \$600 for each pre-conference workshop. All voted in favor. The motion passed unanimously.

#### **OPERATIONS: 2026 Conference preview/update (Exhibit 10)– Mari Haneda**

Mari went over Exhibit 10.

#### Discussion:

- The plan sounds good.
- We will have 3 consecutive years with indigenous scholars as plenary speakers – is this something we should re-consider?
- Contributors to ARAL special issue on AI and applied linguistics can be invited to AAAL conference.
- Can we afford simultaneous interpretation for a Sign Language (not necessarily ASL) plenary presenter?

- Have ad hoc strands (Language and Law, etc.) become regular strands after 2 years? - Agnes will verify this after the meeting.

Agnes [after the meeting]: Yes, the ad hoc strands have become regular strands. From EC March 2024 Meeting Minutes:

***MOTION:** Scott moved, and Peter seconded the motion to turn the ad hoc strand “Language and the Law” into a permanent strand. All voted in favor. The motion passed unanimously.*

***MOTION:** Julie moved, and Peter seconded the motion to turn the ad hoc strand “Language, Gender and Sexuality” into a permanent strand. All voted in favor. The motion passed unanimously.*

## **BREAK**

### **OPERATIONS: Committee Reports (Exhibits 11-19)**

#### **Review JEDI statement associated with nominations (Exhibit 11)**

Tabled for January 2025 meeting.

#### **JEDI Revisions to SR 17: Liz Miller (Exhibit 12)**

Went over Exhibit 12 and explained rationale for the revisions.

Discussion:

- Documented proof of eligibility – no longer required; but explanations still needed.

**MOTION:** Andy moved, and Mari seconded, to approve the revisions to **SR17-D&F**, which new reads:

#### ***D. Presenters***

- 1. All presenters attending the conference are required to register for the conference.*
- 2. Co-authors not attending are not required to register for the conference.*
- 3. First authors as submitted in the session proposal are considered to be the primary presenter. This presenting author is required to register for the conference prior to being scheduled.*

4. *Adjudicated conference presentations may not be done solely by telecommunication procedures; at least one co-author must be physically present at the conference.*

*a) Although in-person participation is prioritized, exception to this policy will be made in certain cases to allow for video-recorded presentations or online synchronous presentations. The Q&A segment for online synchronous sessions will be managed by a student volunteer. Accommodation requests for the following circumstances will be given priority:*

*i. Medical circumstance of self or immediate family member which prevents travel*

*ii. Denial or rejection of visa beyond a time frame which reasonably allows for travel accommodations to the conference, at the Conference Chair's discretion*

*iii. Citizenship of or current residence in a "travel ban" country*

#### **F. Americans with Disabilities Act accommodations**

1. *The AAAL conference website will bear the notice that "AAAL encourages disabled conference participants to apply for accommodations to help them access the conference. Requests for accommodation may only be made by registered conference attendees. We ask that requests for accommodations be received by sixty (60) days prior to the first full day of the annual conference to give AAAL time to review the request and make appropriate accommodations. Requests made after this hoped-for deadline will still be considered. Requests must be made in writing to [conference@aaal.org](mailto:conference@aaal.org) and must specify days of the conference for which accommodations are requested.*

*All requests for accommodation for the annual conference under the Americans with Disabilities Act (ADA) will be accommodated unless the request clearly represents an undue burden. If it is projected to represent an undue burden, AAAL will consult legal counsel to determine compliance with the request.*

All voted in favor. The motion passed unanimously.

#### **OEOC: Katie Christofferson (Exhibit 13)**

Katie went over Exhibit 13.

#### **Discussion**

- The EC thanked OEOC for extraordinary excellence and dedication.

### **DSSA recommendations: Ryuko Kubota (Exhibit 14)**

Ryuko went over Exhibit 14.

- EC might consider extending the deadline if there is a lack of diversity among nominees.
- How to encourage the membership to nominate their colleagues?

Discussion

- Tabled to January or March 2025 meeting.

### **Conference Task Force: Ryuko Kubota (Exhibit 15)**

Ryuko went over Exhibit 15.

Discussion

- Membership survey: online conference?

### **AAALetter; Katie Christofferson (Exhibit 16)**

Katie focused on AAALetter's question: Does the EC support AAALetter's proposed principles for selecting 3 sibling organizations to contribute to AAALetter?

Discussion

- 3 organizations to feature seem too many. Maybe 2 instead?

### **ARAL (Exhibit 17)**

For information.

### **GSC: John Wayne dela Cruz (Exhibit 18)**

John went over Exhibit 18.



Discussion

- Spending money on childcare makes sense.
- Conference team can work more closely with GSC.
- We need to clarify space use.

**PAEC Report (Exhibit 19)**

Not discussed.

**OPERATIONS: Links with Other Organizations (Exhibits 20-21)**

**AILA: Agnes He (Exhibit 20)**

Agnes gave a quick summary of Exhibit 20, highlighting (1) AILA election results this year, and (2) AAAL's annual dues to AILA, which have come down reasonably from 34% of all AILA dues in 2021 to 24% in 2023, as a result of separating members paying full membership fees from members paying at a discounted rate (including \$0).

**CAL: Peter de Costa (Exhibit 21)**

Not discussed.

**2024 AAAL NCG Performance Review Results-Valerie Smith (Exhibit 22)**

Val provided a summary of the survey results (Exhibit 22).

2 new members (replacements) will join the Business Office to support AAAL.

Val will invite all staff members to appear at Jan 2025 EC meeting.

**Review of EC Action items – Valerie Smith**

**Adjournment**

The meeting was adjourned at 6 p.m. ET.

Respectfully submitted,  
Agnes He