

EXECUTIVE COMMITTEE MEETING

**Sheraton Downtown Denver
Denver, CO**

10:00 am MT Thursday, March 20, 2025 through
4:00 pm MT Friday, March 21, 2025
Colorado Room, Tower Building, Mezzanine Level

**Day 1
Thursday, March 20, 2025
10:00 AM – 4:00 PM MT**

Minutes [Draft]

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

Call to Order and Welcoming Remarks

Peter welcomed all participants and called the meeting to order at 10 am MT. Peter asked everyone to review the updated agenda shared this morning.

Approval of Meeting Agenda (Exhibit 1)

Peter called for a motion to approve the meeting agenda.

MOTION: It was moved by Ryuko and seconded by Scott to approve the meeting agenda. The motion passed unanimously.

Peter acknowledged the challenging times we are in.
Peter invited everyone to introduce themselves.

Approval of January 2025 EC Meeting Minutes (Exhibit 2)

Agnes called for a motion to approve the January 2025 EC meeting minutes.

MOTION: It was moved by Yasuko and seconded by Manka to approve the January 2025 EC meeting minutes. The motion passed unanimously.

President's Report (Exhibit 3) – Peter De Costa

Peter went over Exhibit 3.

Discussion

- We need strategies and resources to highlight the current negative conditions that threaten the work we do. Suggestions were made regarding news/media outlets that we can reach out to as a professional association.
- We need to consider the role of PAEC in initiating and coordinating advocacy efforts.
- Members with relevant knowledge and expertise can be called upon to help.
- We may consult with other organizations that already have strategies and resources in place.
- We need to build a task force for advocacy and outreach purposes; such task force should include the chair of PAEC.

OPERATIONS: Financial Reports and Discussion (Exhibit 4) - Scott Jarvis and Valerie Smith

Scott summarized the info in Exhibit 4 with PPT slides. Main points regarding financials:

- 2024, our expenses were more than 2023, but less than we budgeted for 2024.
- 2024, our incomes were less than 2023, but more than what we projected for 2024.
- Operating net income is negative (-14, 421).
- Total (including investments) ~2M in assets, more than 2023.

Discussion

- Why did we exceed our projected budget for 2024, and why do we sometimes create budgets that project a net income loss?
 - It is a result of conservative budgeting with regard to income and realistic budgeting regarding expenses.
 - Conference registration fees have already increased.
 - New expenses were added in the mid budget year
- We should consider fundraising for AAAL, and for JEDI (not just FFAL).
- Virtual conferences are cost effective.
- We should consider the timing and frequency of fundraising campaigns.

Val explained the 2026 Conference budget. What is new:

- Non-member conference registration fees have increased (to motivate non-members to become members)
- 2026 Virtual Conference is expected to generate some income.
- Total expected income from Conferences in 2026: 12K+

Discussion

- Increasingly unwelcoming US environment may lead to lack of interest in coming to the US for conference.
- Holding a virtual conference is a good way to respond to membership concerns (financial and otherwise).
- A significant percentage of our members are international.

MOTION: Manka moved, and Liz seconded the motion to approve the 2026 conference budget. All voted in favor. The motion passed unanimously.

OPERATIONS: Conference (Exhibits 5-6)

2025 Conference – Manka Varghese (Exhibit 5)

Manka presented Exhibit 5 and thanked the Business Office and conference planning team for their hard work.

Discussion

- What is the process of helping international scholars who encounter difficulties entering the US? Do we provide legal support?
 - We will consult ACLU and also find out what other professional organizations do in similar situations - the Business Office will look into this.
- Should we develop SIGs?
 - The question is already added to the post conference survey.
- Should townhall meetings be added as part of the conference?
 - The question is also added to the post conference survey.

2026 Conference – Mari Haneda (Exhibit 6)

Mari presented Exhibit 6.

Discussion

- Appointing committee members can be challenging.
- We need clearer guidelines for the Indigenous Scholarship Awards. \$500 for each presenter or for each presentation? It is not clear in the case of papers with co-presenters.
 - We will continue this discussion at June 2025 EC meeting.

2028 Site Selection – Valerie Smith

- 2028 Conference site: west coast choices – LA, Portland, Seattle, Vancouver.

Lunch Break

Virtual Conference (Exhibit 7a-7b) – Ryuko Kubota/Peter De Costa

Exhibits 7a-7b were discussed. The video advertising the 2026 online conference was shown.

Discussion:

- The virtual conference cost has gone up a bit.
- Specific date of the online conference is set – Friday, April 24, 2026.
- All proposals (for both in person and online conferences) will be reviewed at the same time.

- There will be one plenary, one invited colloquium for online conference.
- Peter will be co-chair with Stephanie Link for the 2026 virtual conference.
- Ryuko will be co-chair with Melanie Wong for the 2027 virtual conference.

Conference Connections (Exhibit 8) – Mari Haneda

Mari shared Exhibit 8. Main point:

- How to create connections/mentorship throughout the year, not just at conference?

Discussion

- Mentoring relationships may be based on common research interests shared by mentor and mentee or based on mentee's professional developmental needs.
- SIGs could address mentoring needs to some extent.
- There is a real need for professional development, especially for students/scholars of minority backgrounds, student/scholar of color.
- We can hold townhalls for experienced and novice scholars to meet and share.
- Some of the mentoring needs may be addressed collectively in group settings; others require one-on-one meetings.
- Existing Affinity Groups do not include all areas of expertise.
- Long-term mentoring can mean 2-3 meetings between mentor and mentee per year.
- It may be useful to build a mentor pool; e.g., asking senior members whether they are interested in becoming a mentor and sharing their professional profiles, when signing up or renewing membership.
- Leveraging existing GSC events, OEOC events, affinity group events.
- Let us start thinking about creating SIGs.

OPERATIONS: Awards (Exhibit 9)

DSSA Award (Exhibit 9) - Delivered by Ryuko Kubota

Discussion:

- Main challenge is lack of diversity in the candidate pool.
- Revisiting SR12 – reminding the committee that no award on a given year is an option.

- Val will take care of the discrepancies between the SR and the toolkit.

NomCo (Exhibit 10)- Ryuko Kubota

Ryuko shared the NomCo Report (Exhibit 10).

Discussion:

- Committee members need to be more knowledgeable about the Association and the responsibilities associated with each leadership role.
- Should we include/appoint a previous EC member as a voting member of NomCo
 - No.
- We should provide a checklist of qualifications for the roles of 2nd VP, Secretary, Treasurer.
- We need to strengthen the role of the EC Liaison (President-Elect) in NomCo to provide greater guidance and support.
- JEDI statement attached to nominations will be removed; instead, include how the candidate's work will contribute to AAAL's mission. Ryuko will provide updated wording.
- Process of nomination: when there are not enough nominees and NomCo wants EC input, how should we formalize the process for EC to provide input to NomCo?
 - At the October EC meeting, EC will discuss potential nominees for 2nd VP, withhold the names, and share with NomCo when necessary.
 - Add language to NomCo toolkit: NomCo may request EC input when they need it.
- Old, unresolved business from June 2024 EC meeting: should we increase the total number of NomCo members?
 - Let us not make the change now.
- Bylaws/SRs discrepancy – Nominating the New NomCo Chair

SR8-A-1 contradicts Bylaw Article VIII-1-4 (President Elect vs. President): change SR to “by President with input from President-Elect”

MOTION: Rykuo moved, and Liz seconded to make SR8-A-1 align with Bylaw Article VIII-1-4 and add “by President *with input from President-Elect*”. All voted in favor. The motion passed unanimously.

Additionally, SR8-A-2-c contradicts Bylaw Article VIII-1-2 (President Elect vs. Immediate Past President): Given that the creation of “President Elect” and the new responsibilities of the Immediate Past President in the Bylaws have already been approved by the membership, it was agreed by EC consensus that we will make Bylaw Article VIII-1-2 align with SR8-A-2-c.

BREAK

OPERATIONS: JEDI Committee (Exhibit 11) – Elizabeth Miller/Ryuko Kubota

JEDI Report – Elizabeth Miller (Exhibit 11)

JEDI committee formation – Ryuko Kubota

Discussion

- The Inclusive Presenter Guidelines need to be updated but can wait until after the conference.
- Ryuko, in consultation with Usree Battacharya, will appoint new members for the ad hoc JEDI committee.
- SRs for the JEDI committee should be completed before June 2025 EC meeting.
- Elected members start service after 2027 annual conference.
- Constitution of JEDI committee membership should include representation from GSC and international membership.

Multilingual Matters and Applied Linguistics Proposals (Exhibit 12) – Peter De Costa

Discussion: with a focus on the list of ‘asks’ from Multilingual Matters (MM)

- Sharing our mailing list with publishers is not a good idea.
- Most other items on the list are already in practice.
- A conference special session on how to publish by MM will be a win-win.
- Will MM continue to sponsor the Graduate Student Roundtable?
- We need to look for more sponsors, especially for GSC lunch-time events.

Review of EC Action items – Valerie Smith

Adjournment

The meeting was adjourned at 4:08 p.m. MT.

Day 2

Friday, March 21, 2025

10:00 AM – 4:00 PM MT

Minutes [Draft]

Present: Peter De Costa, President; Ryuko Kubota, President Elect; Manka Varghese, 1st VP; Mari Haneda, 2nd VP; Scott Jarvis, Treasurer; Yasuko Kanno, Member-at-Large; Elizabeth Miller, Member-at-Large; Andy Gao, Member-at-Large; John Wayne dela Cruz, GSC 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 10:09 AM, MT.
Peter asked everyone to review the revised agenda for Day 2.

MOTION: Andy moved and Manka seconded to approve the revised agenda. All voted in favor. The motion passed unanimously.

Revision of call for self-nomination (continued from Day 1 - NomCo)

Following the discussion on Day 1 with regard to NomCo (Exhibit 10), Ryuko proposed a revised version of the 2026 call for nomination, as follows:

If you wish to self-nominate, please submit the following materials via the self-nomination form for evaluation by the Nominating Committee. (If you wish to nominate someone else, please use the colleague nomination form, and AAAL will contact them to request the needed materials):

- *complete and updated contact information including current position/title, institution/company/organization, department/program/unit/division, and address with*

country, email address, and phone number

- *a professional organization service record statement (service to AAAL and/or other organizations) (no more than 250 words, including how it addresses the AAAL Mission)*
- *a formal biographical statement containing information relevant to the position (no more than 250 words, including how it addresses the AAAL Mission)*

MOTION: Ryuko moved, and Liz seconded to approve the revised version. All voted in favor. The motion passed unanimously.

Standing Committee/Leader Reports (Exhibits 13-17)

OEOC Report (Exhibit 13)-Katie Christofferson

Discussion

- Social media choices/changes should be made thoughtfully.
- Is participation by vice chair of OEOC possible for March in-person EC meetings?
 - Funding implications – who receives funding for the March EC meeting, chair or vice chair?
- We should not overburden OEOC with virtual conference needs.
- OEOC could recruit volunteers for the purposes of planning and delivering of virtual conference.
- We may need to increase the abstract reviewer pool for the 2026 conferences - in person conference and online conference.

AAALetter Report (Exhibit 13)-delivered by Agnes He

Discussion

- The table of contents looks fine.
- For the December 2025 issue, AAALetter may include a piece by Francis Hult, our new 2nd VP, who should be able to recommend resources for membership in response to the current overall national landscape that impacts the work that applied linguists do.

MOTION: Agnes moved, and Yasuko seconded to approve the Table of Contents for the June 2025 Issue of AAALetter. All voted in favor. The motion passed unanimously.

Graduate Student Council (GSC) (Exhibit 14)-John Wayne dela Crus

Discussion

- The EC thanked John for his service and leadership.
- Attrition of GSC membership is a concern.
- We need more (instant) incentives for participation and leadership such as waiving membership fees and conference fees during the same year of service
- Faculty and students may have different concepts of ‘service’.
- Greater access to more experienced senior colleagues and more opportunities to expand academic networks can be an important incentive.
- We could set up EC and GSC meet-and-greet sessions, perhaps 4pm tea with GSC on Friday after Day 2 of March EC meeting.

ARAL report (Exhibit 15)-delivered by Peter De Costa

No discussion.

PAEC Report (Exhibit 16)- Anwar Ahmed, delivered by Ryuko Kubota

No discussion.

JNCL Report (Exhibit 17)-Amelia Tseng, delivered by Peter De Costa

Discussion

- It is good for AAAL to support JNCL and build an alliance.
- LSA endorsed AAAL EC’s first statement on English as official language of US.

Written Reports (submitted but not discussed, see Dropbox)

Disruptions to the Denver 2025 Conference

Heathrow incident/flight cancelations and delays (Manka Varghese)

Discussion

- Several conference participants are impacted at this point and are asking for registration refunds.

- We need a policy for refunds, specifically in response to natural disasters, visa rejections, etc.
- We will follow the current conference cancellation policy (refund 70% of registration fee) after confirming that the impacted participants cannot receive refunds from their own institutions.

Support for Immigration-related Matters (Peter De Costa)

- AAAL has a hotline to provide relevant resources.
- Conference participants are advised to follow ACLU guidelines
<https://www.aclu.org/issues/immigrants-rights>

LUNCH BREAK

Operations: Standing Rules Revisions (Exhibit 18) – Peter De Costa

MOTION: Mari moved and Ryuko seconded to Approve the Standing Rule revisions to add GSC liaison responsibility to the 2nd VP duties. All voted in favor. The motion passed unanimously.

Revised General Business Meeting Agenda – Peter De Costa

The revised agenda will provide an opportunity for membership to stay on after the General Business meeting to discuss matters of concern with AAAL leaders.

Discussion:

- Peter will inform the membership about extra time after the meeting at the beginning of the General Business Meeting; Ryuko will remind the membership of this opportunity in her concluding remarks; Agnes will update the rules of order, reflecting the extra time after the meeting.
- We will inform the membership, especially those who may prefer a conference venue outside the U.S., that for 2028 Conference, Vancouver is one of the candidate venues.

Statements Conversation (Exhibit 19) -Peter De Costa

We need a protocol for developing statements in response to pressing issues that are relevant to AAAL's mission.

Discussion

- AAAL issues different kinds of statements: resolutions (regarding AAAL internal matters) vs. position statements (regarding AAAL external matters). EC statements are separate from the two.
- Why are we making statements? Who are our audience?
- To what types of issues/events should we respond?
- We need to revisit and revise related SRs at some point. For now, we may continue to use EC statements for pressing, urgent issues.

BREAK

Strategic Discussion (Exhibit 20)

Peter and Valerie divided the EC into groups to discuss the following:

- Conference
- Research and scholarship
- Professional development and knowledge mobilization

Valerie will synthesize the group discussion notes from Peter, Ryuko, and Manka.

Determining Date/Time for Summer/October EC Meeting

Val will send meeting dates to EC after the meeting.

Review of EC Action items – Valerie Smith

Wrap Up/Thank You-Peter De Costa

Peter thanked the following outgoing EC members for their service: John, Scott, Yasuko, and Katie.

Gifts and cards were presented to outgoing EC members.

Group photos were taken.

Adjournment

The meeting was adjourned at around 4:00 p.m. MT.

Respectfully submitted,
Agnes He