

EXECUTIVE COMMITTEE MEETING
Portland Marriott Downtown Waterfront
Portland, Oregon
10:00 am PT Thursday, March 16, 2023 through
4:00 pm PT Friday, March 17, 2023
Pearl Room, 2nd Floor

Day 1
Thursday, March 16, 2023
10:00 AM – 4:00 PM PT

Minutes [Approved June 15, 2023]

Present: Fabiola Ehlers-Zavala, President; Lourdes Ortega, President Elect; Peter De Costa, 1st VP; Ryuko Kubota, 2nd VP; Patsy Duff, Immediate Past President; Scott Jarvis, Treasurer; Julie Sykes, Member-at-Large; Yasuko Kanno, Member-at-Large; Oksana Moroz, GSC Representative/Co-Chair; Michael Amory, Chair of OEOC; Katie Henley, Ex Officio; Natalie Nardone, Guest; and Agnes He, Secretary.

Excused: Jennifer Leeman, Member-at-Large

Call to Order and Welcoming Remarks

Fabiola welcomed all participants and called the meeting to order at 10:08 am PT

Approval of Meeting Agenda (Exhibit 1)

Fabiola called for a motion to approve the meeting agenda.

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

Fabiola thanked everyone's work and preparation for the meeting.

President's Welcome & Land Acknowledgment (Exhibit 2)

Fabiola made the following acknowledgement:

AAAL honors the Indigenous people whose traditional and ancestral homelands we stand on: the Multnomah, Kathlamet, Clackamas, Tumwater, Watlala bands of the Chinook, the Tualatin Kalapuya and many other Indigenous nations of the Columbia River. Before colonization by European-American settlers, the region was home to at least 7 language families and between 25-35 languages. The peoples who spoke these languages were forced to surrender their lands and languages by the settlers. Only 9 tribal languages are spoken today. It is important that we acknowledge the ancestors of this place and recognize that we are here because of the sacrifices forced upon them. In remembering these communities and this history, we honor their legacy, lives, and their descendants.

Updates on AAAL Staff and Meeting's Logistics

Fabiola introduced and acknowledged all the members from the Business Office who are with us at the conference in-person as well as those who support us online.

Fabiola indicated that Bill and Fredericka are expected to arrive soon. Wooden boxes have been made in honor of their contribution to AAAL which will be presented to them during the General Business Meeting. Their donation will first be announced at the conference on Saturday and then recognized on Monday during General Business Meeting.

Approval of January 2023 EC Meeting Minutes (Exhibit 3)

Fabiola called for a motion to approve the January 2023 EC meeting minutes.

MOTION: It was moved by Lourdes and seconded by Ryuko to approve the January 2023 EC meeting minutes. The motion passed unanimously.

OPERATIONS: Financial Reports and Discussion (Exhibits 4-7) - Scott Jarvis

Scott reviewed Exhibit 4.

- Total checking account: a little under 600K; total investment: over 1M
- AAAL's financial status is not very different from 1 year ago (a little less than 2021).
- 2020 and 2021 should not be compared – due to unusual circumstances; 2018, 2019 are 'normal years' and appropriate for comparison.
- Scott went over specific items in the financial statements (Exhibit 4) and compared the current numbers with previous years and compared actual expenses with amounts budgeted.
- Financially, AAAL is doing better than expected, overall.
- Stock market will bound back; no need to worry too much.
- Concerns: AAAL expenses continue to grow; our ability to generate revenue has not grown.
- We don't want to raise membership dues (many institutions cover conference reg fees, but not membership fees); however, we may need to increase conference registration fees.
- There have been some changes in the constitution of membership – the total number is OK; but we are seeing more members who pay lower rates.

Discussion:

- Take a closer look at pre-conference workshop expenses/revenues
- Need to re-examine bank distributions, in light of recent financial development
- Clarify Grabe-Stoller gift and the (legal) process involved
- Need to think of plans to use the Grabe-Stoller gift to inspire others to make similar contribution
- Consider AAAL fundraising possibilities: through the new FFAL chair, through OEOC, through oral history project (which has designated time and space during the 2023 conference)
- Increasing non-member conference registration fees may be a good idea

Scott reviewed Exhibit 5.

- It is worth re-visiting who (which companies) we are investing in, from a social justice/responsibility perspective

Scott reviewed Exhibit 6 - 2024 budget

Discussion:

- Raise non-member rate to incentivize joining AAAL as members
- Create deadlines for early birds, advanced registration, and regular registration

- Encourage people to become members through multiple-year membership or bulk fee paid by institutions
- Consider creating a task force to look into membership
- Closely examine interpretation cost – consider sponsorships to offset cost; need to set upper limit
- This topic will be taken up again during strategic planning.

MOTION: It was moved by Lourdes, seconded by Ruyko, to increase non-member registration rate to \$459 (as indicated in Exhibit (6). There was no further discussion. Motion carried unanimously.

Scott reviewed Exhibit 7 – FFAL Trustee report
Discussion

- FFAL campaign falls short; should the campaign continue for another year?
- EC recommendation for FFAL:
 - Continue the campaign for another year, if FFAL wishes.
 - Need to show impact of the funds, for example by sharing stories from people who have benefited from the funds.
 - Need to develop a fundraising plan to publicize the funds, with stories from the recipients and/or donations in honor of someone.

Lunch Break

Fabiola invited a motion to add an item to the agenda – adding Research Article Award to “Awards”

MOTION: It was moved by Ryuko and seconded by Yasuko to add “Research Article Award” to the discussion under “Awards”. Motion carried unanimously.

OPERATIONS: Conference (Exhibits 8-9)

2023 Conference-Peter De Costa (Exhibit 8)

Peter provided an update on the number of participants (1888 registrants), the conference special events, and new conference features. He thanked the sponsors and thanked the Business Office for coordination and publicity.

Fabiola thanked Peter and his team, Katie and her team.

Discussion

- International attendees: in spite of some visa concerns (Bangladesh, Iran), the number of international participants looks reasonable.
- How do we accommodate participants with disabilities in the future?
 - What should be our long-term policy?
 - 2023 conference: one room has been designated on one day (Sunday) for 3 events related to disabilities with remote access (cost over \$500).
- How will we cover the costs for disability accommodations?
 - What constitutes ‘disability’?
 - What is required to prove disability?
 - What kinds of accommodations should be provided
 - How does disability justice impact on budget?
 - Need to revisit Americans with Disabilities Act (ADA)- what constitutes undue burden?
 - We will need legal counsel (Business Office can provide options for legal services) to make sure that both legal and ethnical dimensions are taken into consideration
 - Let us wait for the outcome of the planned Town Hall meeting on disabilities scheduled during 2023 Conference
- The impact of decoupling of AAAL and TESOL in the next couple of years- to be further explored.
- Peter could leave notes of lessons learned from organizing the conferences; soon after 2023 conference, Peter will share 2023 conference results and hold joint meeting with Ryuko’s UBC team

2024 Conference-Ryuko Kubota (Exhibit 9)

- Ryuko went over Exhibit 9
- EC supports Ryuko’s proposal to create a 2-year(renewable) long-term, 3-member team ‘conference support team’ to take care proposals, scheduling, reducing tech-related workload

- Is it possible for OEOC to include ‘conference support’, as one of its subcommittees? Maybe not.
- Delineating the responsibilities of volunteers vs. those of the Business Office
- How much longer will the current technology (XCD) be used? It is working well now; will be costly to switch.
- Ryuko will think more about SR 17 B1.

MOTION: Fabiola invited a motion to make ADIST conference strand a permanent strand.

It was moved by Lourdes and seconded by Ryuko to make the ADIST strand a permanent strand at AAAL annual conferences. No further discussions. Motion carried unanimously.

- Given the complicated appointment responsibilities of the 2nd VP, it would be helpful to create a spreadsheet documenting exactly what needs to be done, which appointments should be made by the 2nd VP.
- The Business Office offers to provide support in this regard.

Future of AAAL Conference Task Force – Lourdes Ortega (Exhibits 10a-10b)

- There are no firm recommendations from the Task Force.
- The membership survey received a large number of responses that seem representative of the Association, but with mixed, inconclusive results.
- We are being pushed toward hybrid – hybrid format seems to be where the future lies.
- We need to communicate to the membership why we don’t/can’t do hybrid right now and why we can only be partially, selectively, slowly hybrid.
- Peter, as new President-Elect at the conclusion of Portland conference, will continue the Task Force, with a revised group which will include one member from the current Task Force.
- For 2026 conference, shall we meet in Salt Lake, with TESOL? And shall we consider using the Convention Center? Would this expand our flexibility for some hybrid/zoom-in segments? This will be further discussed, pending input from the Business Office regarding cost details.

Conference Connections Leadership Report-Fabiola Ehlers-Zavala (Exhibit 11)

Q: If a current member has not participated throughout any discussions in the current academic year, what are the procedures for removing them from the committee?

- It is the chairs' responsibility to establish contact with members from the beginning
- It is important to ensure active AAAL membership for officers.
- We need to modify SRs to add more guidance regarding 'removing' as well as 'replacing' officers.

BREAK

OPERATIONS: Awards (Exhibits 12-16)

- DSSA Award (Exhibit 12)
(From Jonathan Rosa/Delivered by Fabiola Ehlers-Zavala)
For information.
- DPSA Award (Exhibit 13)
(Manka Varghese/Delivered by Fabiola Ehlers-Zavala)
For information.
- Book/1st Book Awards (Exhibit 14)
(From Matthew Prior/Delivered by Yasko Kano, MAL)
 - Yasuko went over Exhibit 14.
 - Books should be digital only; some publishers sent hard copies, which created problems of inconsistency and inequity.
 - The evaluation criterion of "visual quality/attractiveness" may be problematic for digital copies of books.
 - Chair of committee has the authority to update the 'committee manual' to change operation procedure, depending on their experience.
 - EC members should attend Chairs' Orientation to provide input and guidance.

MOTION: Fabiola Invited a motion to revise SR.

It was moved by Yasuko and seconded by Scott to revise SR 12-E, 3a “Award” (p. 32) to reflect that all committee members should receive digital copies of books for consideration for Best Book Award. There was no further discussion. The motion passed unanimously.

- Dissertation Award Report (Exhibit 15)
(From Jaran Shin/Delivered by Julie Sykes, MAL)
For information.
- DSERG (Distinguished Service and Engagement Award) (Exhibit 16)
(Oksana Moroz)
 - More publicity is needed.
 - Is it possible to provide conference fee waiver to winner of the award?
 - It is necessary to include the nominee’s positionality/personal background vis-à-vis “underrepresented minoritized groups”.
 - It was not clear whether the descriptions of their DEIA work in the CV and letters were actual work done or potential contribution. Should this be clarified in the call for applications?
 - the requirement for a signature and date can be included in the call for applications.

Discussion:

- We will revisit the question of whether or not to include some financial reward to the winner in another year.
- We could consider a guaranteed spot for presentation at the conference as part of the award.
- We could revisit this issue during DEIA Task Force report discussion
- It is necessary to consider different deadlines for different awards, depending on the amount of the work involved and on the timing of the conference. For example, December deadline for Best Book, Best Dissertation, and Best Research Article, July for DSSA, Distinguished Public Service, DSERG, and October for GSA and Indigenous Scholar Award. This discussion will continue.

BEST Research Article AWARD [**Exhibit 16a** – added March 16, 2023]

Fabiola delivered Exhibit 16a [added March 16, 2023]

- Main issue is ‘conflict of interests’ for committee members

- We need improve SR to provide clearer guidelines regarding conflict of interests.

MOTION: Fabiola invited a motion to revise the relevant SRs.

It was moved by Julie and seconded by Lourdes that editors and EB members should not be eligible to serve on the research article committee.

Discussion:

- There has been a precedent which should not have happened.
- Many of us are EB members; it will not be practical to exclude EB members.
- We need to include more members to participate in the process.

Friendly amendment: Julie moved that editors, associate editors, co-editors are not eligible to serve on the research article committee.

All voted in favor of the main motion. Motion carried unanimously.

OPERATIONS: DEIA (Exhibits 17-18)

Operations

- DEIA Task Force (Exhibit 17)
(From Ashley Moore/Delivered by Ryuko Kubota)
 - Ryuko went over Exhibit 17.
 - Ryuko proposes to create an ad hoc committee called “JEDI” (in lieu of DEIA).
 - The ad hoc committee will take over DEIA responsibility from the Secretary

Discussion

- It is better to create a new JEDI officer who will be part of EC rather than assigning JEDI/DEIA responsibilities to one of the Members at Large.
- What is the financial cost for adding an EC member?
- President can appoint ad hoc JEDI committee.

MOTION: Lourdes moved that the current President (Fabiola) will announce the creation of an ad hoc committee JEDI and the new President (Lourdes) will appoint the ad hoc committee JEDI. The motion was seconded by Julie. There was no further discussion. The motion carried unanimously.

MOTION: It was moved by Julie and seconded by Yasuko that one elected member be added to EC to take charge of JEDI, for a term of three years, pending approval by membership. There was no further discussion. All voted in favor. The motion carried unanimously.

- DEIA Report (Agnes He) (Exhibit 18)
 - How do we establish, monitor, and benchmark key metrics to measure progress in DEIA?
This question has been addressed in discussion of Exhibit 17.

Operations (Exhibits 19-21)

- Dissertation Award Special Election (Exhibit 19)
(Fabiola Ehlers-Zavala)
We need one more nomination.

MOTION: It was moved by Ryuko and seconded by Scott that the members recommended in Exhibit 19 - Ellen Serafini and Alyssia Miller De Rutte - are rectified. No discussion. All voted in favor. The motion carried unanimously.

- PAEC Discussion (Exhibit 20)
(Rachel Showstack/Delivered by Lourdes Ortega)
For information.
- JNCL (Exhibit 21)
(Amelia Tseng/Delivered by Fabiola Ehlers-Zavala)
For information.

Review of EC Action items – Katie Henley

Adjournment

The meeting was adjourned at 4:40 p.m. PT.

Day 2

Friday, March 17, 2023

10:00 AM – 4:00 PM PT

Minutes [Draft]

Present: Fabiola Ehlers-Zavala, President; Lourdes Ortega, President Elect; Peter De Costa, 1st VP; Ryuko Kubota, 2nd VP; Patsy Duff, Immediate Past President; Scott Jarvis, Treasurer; Julie Sykes, Member-at-Large; Yasuko Kanno, Member-at-Large; Oksana Moroz, GSC Representative/Co-Chair; Michael Amory, Chair of OEOC; Katie Henley, Ex Officio; Natalie Nardone, Guest; and Agnes He, Secretary.

Excused: Jennifer Leeman, Member at Large

Call to Order

Fabiola welcomed all participants and called the meeting to order at 10:07 AM, PT.

Standing Committee/Leader Reports

AAALetter Report (Exhibit 22)

(Sarah Hercula/Delivered by Agnes He)

- Can association DEIA updates be included in the Executive Committee Updates piece (written by the President), or should we include a third article in the Leadership Updates section for a separate piece on this topic?
 - Yes, DEIA updates can be included in the President's piece for AAALetter; there is no need for a third article. Also, moving forward, we will be using the acronym JEDI (Justice, Equity, Diversity and Inclusion), in lieu of DEIA.

- Traditionally, we have included updates from sibling organizations in the AAALetter, including the following: AILA, AIALA, and ARAL. We would like to propose moving updates from each organization to once per year (rather than once per issue) and propose that we expand our “Sibling Organizations” section to include updates relevant to our membership from other organizations (e.g., TESOL and ACTFL).
 - Yes, it is a good idea to provide annual (rather than biannual) updates from AILA, AIALA, and ARAL and to include updates from a wider range of peer organizations.
 - In practice, the invitation from AAALetter should be sent to the President and the Executive Director of the peer organization, requesting an update from the President/Executive Director or their designee.
 - AAALetter Editor may include in the invitation a suggestion for a designee (e.g., the individuals the Editor has identified for TESOL and ACTFL)
 - AAALetter Editor is advised to seek EC’s input on which peer organizations to choose for invitation.
- Does the EC approve the proposed new format specifications for the AAALetter?

MOTION: It was moved by Ryuko and seconded by Peter that the EC approve the new AAALetter format. There was no further discussion. All voted in favor. The motion carried unanimously.

- Does the EC approve the Table of Contents for the June 2023 issue?

MOTION: It was moved by Julie and seconded by Lourdes that the EC approve the Table of Contents for the June 2023 Issue of AAALetter.

Discussion/Recommendations:

- AAALetter should not include updates from Task Forces.
- EC recommends AAALetter solicit regular updates from the following committees: Conference Connection-June, PAEC-June; OEOC-December, GSC-December.
- Moving forward, the term JEDI (Justice, Equity, Diversity and Inclusion) shall be used in lieu of DEIA.
- Invitation for updates from TESOL and ACTFL should be extended to both the President and the Executive Director of TESOL and ACTFL; the update may be authored by the President, the Executive Director, or their designee.

All voted in favor of the Table of Contents for the June 2023 Issue of AAALetter, with the above recommendations. The motion passed unanimously.

**Graduate Student Council (GSC) (Exhibits 23-24)
(From Jacob Rieker/Delivered by Oksana Moroz)**

- Tabled GSC Report from January
- March Report
 - Can we provide monetary compensation (waiver of membership due) for Graduate Student Council members? Total number is 20 people, 6 of whom are members at large.

MOTION: It was moved by Peter and seconded by Lourdes to waive membership dues for 6 GSC top leaders. All voted in favor. The motion passed unanimously.

MOTION: It was moved by Lourdes and seconded by Yasuko that GSC members receive priority to volunteer. All voted in favor. The motion passed unanimously.

- Should DSERG reward include a monetary component?

MOTION: It was moved by Julie and seconded by Ryuko to provide complimentary one-year membership to the recipient of DSERG following the award. All voted in favor. The motion passed unanimously.

LUNCH BREAK

GSA Awards (Exhibit 25)

(From Atsushi Hasegawa/Delivered by Fabiola Ehlers-Zavala)

- The selection process should be reviewed, clarified, or streamlined for the future committee work.
 - A new member-at-large will need to be assigned to this committee (by new President Lourdes) to address this.
- Need more timely assistance from Business Office with creation of application submission form.

- The Business Office will look into this.

NOMCO (Exhibit 26)

(From Netta Avineri/Delivered by Fabiola Ehlers-Zavala)

- Are there ways to streamline the process so that NOMCO has an easy way to confirm membership status of people we seek to nominate?
 - Business Office can help by providing monthly updates of database
 - Directory is not perfect; glitches need to be fixed.
 - NOMCO should send their list to Business Office for membership check (should be added to NOMCO tool kit)
- Are there ways to streamline the process for nominees to submit their candidate materials?
 - Business Office will work to improve the form and the speed of communication
- Does the NOMCO Chair identify and reach out to a current committee member to become Chair for the coming year? Or is this something that is done by a AAAL EC member? It's not clear based on the Standing Rules
 - President appoints the Chair (as per Bylaws and SRs)

AILA Report (Exhibit 27)

(Agnes He)

- Since AILA EBIC meetings take place in the summer, could we have AILA report ONCE a year, at the October EC meeting?
 - Yes.
- Different AAAL fee rates should be properly reflected in AILA dues
- The Treasurer needs to approve the invoice before paying dues.
- When the Business Office counts number of AAAL members, the average number of members throughout the year should be used (not the number at the time when the number is requested by AILA)

AIALA Report (Exhibit 28)

(From Anne Marie Guerrettaz /Delivered by Agnes He)

- Formation of AIALA's inaugural committee consisting of a representative from each of the member organizations
 - The EC requests more information: since Anna Maria Guerrettaz is already an existing designated member to support AIALA, why do we need another representative? What is the specific charge of the proposed committee? What specific activities and initiatives are planned for the proposed committee?
- Invitation to the Association for Teaching and Learning Indigenous Languages of Latin America (ATLILLA) <https://www.facebook.com/ATLILLA/> become a member organization of AILA Ibero-America
 - EC would like to invite Anne Marie to the next AAAL EC meeting to discuss this.
- Suggestion of other organizations dedicated to Indigenous and/or minoritized languages of the Spanish and Portuguese-speaking world
 - EC would like to invite Anne Marie to the next AAAL EC meeting to discuss this.

Standing Committee/Leader Reports (cont.)

Committee on Online Education and Outreach (Michael Amory) (Exhibit 29)

- OEOC is ready for new leadership
- Oral history project is going well, becoming more targeted, and moving beyond conference (Zoom)
- Michael thanked Fabiola for sending thank-you notes to webinar/workshop presenters. He also thanked support from Lourdes and the EC.
- OEOC would like to work more closely with GSC.
- OEOC is ready to coordinate better with the Business Office support staff.
- Michael announced upcoming webinars and online repository of resources (webinars, in conjunction with Professional Development)

- Michael suggested that in the future the Vice Chair (also the incoming Chair) should attend the March EC meeting
- EC recommended that the OEOC Chair or designee attend the March EC meeting.

Fabiola and the EC thanked Michael for his leadership and contribution.

Content Resolutions (Exhibits 30a-30c)
(From Noha Ghali/Delivered by Fabiola Ehlers-Zavala)

- No vote will be taken at the General Business Meeting
- If no major concern, the ballot vote could go out quickly
- If the resolution passes quickly, the implementing the resolution could begin with the 2024 conference, which makes it important to get XCD ready to handle additional information.

BREAK

Governance: Strategic Discussion
(Fabiola Ehlers-Zavala)

2 Discussion Items from Day 1 (Exhibit 9 and Exhibit 19)

- [Exhibit 9] Ryuko: further discussion of proposal submission policy is necessary to prevent excessive appearances of the same individual's names in the conference academic program.

MOTION: It was moved by Ryuko and seconded by Yasuko to further revise conference proposal submission policy, as follows: *Individuals may submit a maximum of one abstract as single/first author, whether a paper (including papers presented in a colloquium), a poster, or a roundtable session. They may play an additional role as a colloquium organizer or discussant or conference workshop presenter. No individual's name should appear in more than three proposals of any type in the regular academic sessions.* There was no further discussion. All voted in favor. The motion carried unanimously.

- [Exhibit 19] Adding a 3rd Dissertation Committee member.

Yasuko identified and received consent from Kathy Kim who agreed to serve for one-year on the Dissertation Committee. All agreed by consensus.

What are the strategic priorities the EC would like to like to consider in the new year—March 2023-March 2024?

- Diversify membership - outreach to institutional higher ed for future members, of diverse background
- Engage with Indigenous communities
- Show commitment to indigenous languages, show that on AAAL website.
- Diversify scholars in particular strands (such as SLA)
- Attract scholars working with indigenous people, in natural settings, to our conference.
- Make minority scholars feel at home at our conferences (2023 conference Global South networking is a good example)
- Make societal impact (25 AAALer writing Op-Eds is a good example)
- Invite special sessions for AERA, AAA, etc. and present AAAL special sessions at peer organizations' conferences.
- Leverage expertise of senior scholars/AAAL members
- Eligibility for leadership – who gets to lead AAAL? Professional rank? Rank of home institution?
- Look into who are contributing their service to AAAL – are they typically from institutions that have less demanding research requirements?
- Use social media to share our stories

What efficiencies can we observe to optimize our EC work and reduce administrative burden?

- We could benefit from having a full calendar of operations, with deadlines
- We could have a clearer idea of who to communicate with for our needs
- We could benefit from having Infographics
- We could improve membership database with information on members' service history demographic background

Determine Date/Time for Spring/Summer/October EC Meeting
(Fabiola Ehlers-Zavala)

Orientation for Chairs: April 2023

EC meeting: between 6/12/2023 - 7/1/2023 will focus on revision of SRs and Bylaws

EC meeting: October 2023

Review of EC Action items – Katie Henley

Closing

Fabiola thanked Natalie, Katie and the entire Business Office for their support.

Fabiola presented a thank-you card to each and every EC member, thanking them for their service and leadership.

Fabiola presented special thank-you cards (signed by all EC members) to two outgoing members of EC: Patsy and Michael, thanking them for their service and leadership.

Lourdes presented a special thank-you card (signed by all EC members) and a gift card to Fabiola, thanking her for her long and distinguished service to and leadership of AAAL.

Group photos of EC were taken.

The meeting was adjourned at around 4:30 p.m. PT

Respectfully submitted,
Agnes He