



Meeting via Zoom  
October 22-23, 2020  
4:00 p.m. – 5:00 p.m. ETS

### **Approved Minutes**

**Present:** Kendall King, President; Patsy Duff, 1<sup>nd</sup> VP; Lourdes Ortega, 2<sup>nd</sup> VP; Laura Collins, Past President; Glenn Martinez, Treasurer; Charlene Polio, Member-At-Large; Christina Higgins, Member-At-Large; Jennifer Leeman, Member-At-Large; Haoshan (Sally) Ren, GSC Representative; Terry Dougherty, Ex Officio; Jessica Atkinson, Ex Officio; and Fabiola Ehlers-Zavala, Secretary.

President Kendall King called the meeting to order at 1:00 p.m. EST

Kendall offered some introductory remarks to recognize the challenging times everyone is facing, and expressed her appreciation for all the collective time and expertise that everyone contributes. She committed to running an efficient meeting. Then, she proceeded to cover some house keeping notes to achieve this goal (i.e., protocol for participating in this meeting). Kendall also informed everyone that the EC has an Excel file available in Dropbox for anyone to access. This file was developed by Fabiola with input from Terry and EC members, and it contains information on chairs and liaisons to standing committees. Kendall encouraged everyone to check it out to ensure all information was accurately captured.

#### **1. Agenda**

Kendall then proceeded to call for a motion to approve the agenda.

**Motion:** Laura made the motion to approve the agenda, which was seconded by Patsy. There was no discussion, and the EC unanimously approved it as presented.

#### **2. Minutes**

Kendall proceeded to turn to Fabiola and engage the EC in the approval of the June 18, 2020 Minutes. Fabiola offered a recap of the requests for changes received, and suggested the elimination of one paragraph that contained a detail that was going to be difficult to clarify due to lack of precise recollection, and requested the acceptance of the document with the minor editorial suggestions offered.

**Motion:** Fabiola made the motion to approve the June 18, 2020 Minutes with the discussed editorial changes. The motion was seconded by Glenn. There was no further discussion, and the EC unanimously approved the minutes with the editorial changes noted.

### **3. Voting Procedures**

Terry conducted the voting procedures review.

Terry also offered an update regarding the use of Dropbox: She informed the EC that, in moving forward, only Kendall, Fabiola and Terry would have editorial privileges. This effort was intended to avoid having multiple versions of documents available. Any requests for changes needed to be directed to Terry or Fabiola.

### **4. 1<sup>st</sup> VP Report and Discussion**

The report received and discussed. In order to help the EC navigate the information provided in the written report, Patsy used a Power Point (PP) presentation that offered the highlights of the work accomplished. Please, refer to PP file uploaded to Dropbox. As she proceeded with the presentation, she contextualized some of the decisions made. Throughout the presentation, EC members had the opportunity to ask questions to clarify details and check for understanding of the data/information presented in the slides. Patsy did point out one important challenge experienced: This challenge had to do with making sense of previous spreadsheets, and cautioned the EC regarding the potential sharing of this document to prevent misinterpretations of the data captured thus far.

Patsy also highlighted all the work that had gone into the preparation for a Virtual Conference, as detailed in her report. She noted that, together with Kendall, Lourdes, the UBC team, and Ellen, they participated in work to assess the various platforms, and introduced X-CD as the leading platform for consideration after their review.

The discussion was rather extensive, and it also covered topics such as the potential time presenters would have to upload their presentation files, funding from universities, other identified needs (e.g., time keepers).

Patsy did note that scheduling across time zones had been challenging.

### **5. Platform Comparison**

The report was received and discussed.

**Motion:** Kendall made the motion to have AAAL adopt X-CD for AAAL 2022. The motion was seconded by Patsy. There was no additional discussion. All EC members present voted in favor (Glenn was absent at this time).

**Action item:** Confex will be notified on decision not to recontract.

## **6. 2<sup>nd</sup> VP Report**

The report was received and discussed. Lourdes used a PP presentation to share the current plan she had. Please, refer to that file for specifics.

Discussion covered potential speakers and the conference theme, with special attention to the key word “reckoning,” and ways to be attractive to SLA colleagues. Lourdes was going to give more thought to it and gather additional feedback. Lourdes did receive positive feedback regarding the theme under consideration. The discussion also touched on the topic of the “hotel.” Lourdes noted that no one had seen it yet, and it was agreed that Ellen and Lourdes would look into the contract with the hotel. The desire to be face-to-face is there, but it was agreed that it was a bit early to tell what would be possible. **As an action item**, Kendall was going to ask Terry to add this topic (virtual v. F2F conference) for the March meeting with the goal of having a strategic discussion.

BREAK (10 min)

Kendall proceeded to welcome back everyone from the break and turned to Glenn for the financial discussion.

## **7. September Balance Sheet (BS)**

The report was received and discussed. Glenn highlighted a number of lines on the BS (lines 12, 24, 25), noting that AAAL was still in a healthy state. He noted that the cash flow looked fine. He offered comments indicating that there had been good work in forecasting to avoid going into “the red.” He still encouraged the EC to plan to build back the reserves. No specific ideas were put forward at this time, but it was agreed that this should be **an action item** for the budget committee.

## **8. September Profit and Loss (P&L)**

The report was received and discussed. Glenn highlighted a number of lines on the P&L (lines 24, 29, 30, 72, 87, 150). He stressed the need to develop other strategies to ensure that members renewed. No further questions were discussed.

## **9-14 FFAL Accounts, 15-16 Investment Policy Statements, and 17 Audit Report (info. item)**

The reports were received and discussed. Glenn covered the different types of investments. There were no questions regarding the various investment accounts or about the other reports covered during this presentation.

## **18. Budget Committee Report**

This report was received and discussed. It covered two main items: **GSA Award Recommendation and the Conference Budget**. On the first item, given that there were lots of questions, this item was tabled. Then, Glenn proceeded to cover the conference budget.

The discussion around the conference budget covered projected registrations. Glenn noted that with 1,000 participants, AAAL would be solvent. Patsy pointed out that, by November 4, we would have a better sense of registered participants.

The need for messaging around a virtual conference was highlighted to ensure that the membership (and others) understood what was involved in all of this effort. At this time, with the information available to date, there was no clear sense as to what a break-even point for a virtual conference would be.

## **19. Diversity Award Task Force**

The report was received and discussed. Glenn provided a refresher on the historical background behind these awards.

The recommendation from the committee was that “the EC approve the creation of DEI Graduate Student award and a Distinguished Service and Engaged Research Graduate Student Award in Relation to Diversity Efforts consistent with the overall diversity, equity, and inclusion of the Association.”

Following Glenn’s presentation of the work accomplished, there was extensive discussion on the awards. Some of discussion covered the name. Laura noticed that the “A” (access) had been dropped in DEI. Laura reminded the EC that “access” was important. Fabiola speculated that it was probably an accidental omission, as the name had evolved/expanded in time. Kendall also raised questions regarding the administration of these awards. For example, she asked: “How does the committee identify the “underrepresented”? She argued for the need to achieve specificity in this regard.

Following the discussion, Glenn recommended “approving,” but awarding in 2022 to offer those involved more time to sort out details.

Additional questions continued to emerge. For instance, Lourdes asked how the awards addressed the international context. Kendall noted that some students are minoritized in their own contexts.

Kendall summarized the next steps as follows:

- It was fine to approve the awards for 2022.
- Glenn would refine the criteria to be reviewed again in March and roll out in summer.

The above (i.e., to wait to issue awards until 2020) was supported by Sally.

In the end, the EC did not vote on the DEIA awards.

Kendall thanked the EC for their engagement in this discussion, noting that it had been complicated.

At this time, the EC returned to revisit some items from the budget committee report (i.e., revenue, and total income). It was noted that the pre-workshop presenter would not receive an honorarium in the following year, but they would this year (2021).

**Motion:** Kendall then moved to approve all the awards with the exception of the DEIA award. Glenn seconded the motion. There was some discussion to clarify EC members' understanding. In the end, the motion was approved unanimously.

**Action item:** Glenn to go to Diversity Awards Task Force committee and FFAL to put together nomination criteria for GSA to measure nominations against-recommendation to be brought to March EC meeting (award given in 2022)

BREAK (8 min)

#### Other Topics

#### **Reflection on August DEIA Meeting**

Upon returning from break, the EC proceeded to engage in conversation about their reflection on the August DEIA meeting. Fabiola provided a summary of the feedback gathered, as presented in the reports filed for this meeting, and EC members were asked to address in groups the following question: "What are the top three action items/priorities on these DEIA meeting recommendations?"

The below were responses collected in the e-document available to record responses:

Group 1: Lourdes, Laura, Kendall

1. Revise Mission statement
2. Within every committee, be explicit about DEIA—and how it is defined
3. Regular outreach and webinars

Group 2: Patsy, Christina, Charlene, Jenny

1. Outreach to inform people what is going on
2. Community-based researcher
3. Indexing in program DEIA links
4. Criteria for all strands to include DEIA in all strands
5. DEIA affiliated plenary spot?
6. Training
7. Rubric for evaluation needs to be clear/models, revisit

Group 3: Fabiola, Glenn, Sally

1. Establish a standing DEIA Committee
2. Moving from a reactive to a planned effort (new strategic plan) for AAAL that fully embraces DEIA
3. What we do in DEIA (as values) need to transpire/reverberate across our efforts

### **Volunteer recognition and DEIA leadership recruitment**

Kendall led this segment, and shared two links with the EC with the goal of soliciting feedback before rolling them out. First, she showed the revised (more robust) volunteer form that she and Jessica had been working on for a while--a revised draft of what AAAL had had in place for years. This revised form would allow prospective volunteers to indicate what kind of diversity contribution they would bring. Second, Kendall showed the list of DEIA efforts, which as she noted, was more reactive than proactive. The goal behind this compilation was to inform members as to the work that had been unfolding within AAAL and encourage those interested in getting involved to consider participation in any of these groups. She pointed out that links were built where possible to offer more information on the specific initiatives to the AAAL membership.

On the revised volunteer form, also, as Kendall pointed out, there was a more robust explanation of the committees available at AAAL with information on what prospective members need to know regarding previous experience/qualifications expected to be fully considered.

Patsy reminded the EC of the decommission of the Dissertation Award (and possible DPSA) to ensure information did not go out with it.

Lourdes asked to look for language that makes it clear to international members that they could also participate in these volunteering efforts. Kendall agreed with Lourdes and reminded everyone in the EC that the basic requirement was to be a member in good standing.

Christina, regarding DEIA, wondered if that was a bigger question that we needed to tackle. She asked if that was embedded elsewhere. The answer was negative, but with hopes to further

clarify it in upcoming discussions. Kendall then provided the links on the chat in case EC members wanted to offer additional feedback later on.

Laura expressed appreciation for the work described above.

Kendall then turned to Jessica to lead the final discussion of the day.

### **Member Drive/Recruitment (Jessica)**

Jessica pointed out that it was lot easier to keep a member than to recruit new ones. That was the basic premise behind the recruitment initiative Jessica discussed. She shared feedback regarding the webinar series. She got feedback from new members who joined AAAL to be able to join the webinars.

She asked for additional feedback on what could attract members in terms of value. She invited discussion on this matter.

Patsy thanked Jessica for all the work that went into the webinars. She shared with the EC that folks provided feedback that called for reconsidering this benefit--arguing that it should be for non-members too. So she encouraged the EC to strike a balance.

Jessica noted that webinars were free for members, but with a nominal charge for those who were not members.

Lourdes noted that we would potentially attract more members if we focused on building community rather than for the sake of enjoying membership benefits. She asked the EC to be cautious. She would like to see more webinars with much consideration to the pandemic situation we are facing.

Jessica reminded us of the need to generate revenue to cover our cost, and she encouraged us to think about the value proposition of AAAL. Terry supported Jessica's statement by making reference to the decline in membership. She asked about the messaging we needed to attend to in terms of what we needed to be communicating as it appeared that something was missing.

Jenny expressed agreement with the issues/sentiments expressed, but she also expressed concerns with what people may be thinking. She noted that perhaps asking folks for a suggested donation may make people more inclined to contribute. She also wondered if there were other resouces we could offer to people to put to use (i.e., tool kits) in their classes or at their universities.

Laura called for outreach available to the public. She also noted that AAAL was desperate for community. It seemed to her that there was a compromised position that accomplished both:

Some for community building and others for other purposes that would be more broadly available.

Fabiola agreed with the various perspectives. According to her, these reinforced the idea of the challenge we have. She noted that we could not have one group engaging in one initiative; and then another group doing something potentially similar. So she made the case for being clear and fully aligned with our mission, vision, and goals. This effort, she noted, would allow us to keep us from having a potluck of initiatives that pop-up without being part of a larger plan. She noted that all this should be aligned with the financial plan that ought to support the initiatives. Until this alignment was in place, she cautioned that would be difficult to offer sound leadership to the various groups.

Lourdes also supported the need to develop a fuller plan. She encouraged us to keep up with the webinars due to the benefits of encouraging community. She hoped this would not be something exclusive to the membership, as many (outside/beyond AAAL) were launching webinars.

Patsy also agreed that it would not be good to add more charges given the current charges for the conference. She asked us to keep “balance” as a goal in decision-making.

Kendall asked Jessica if she wanted to reframe where we were at this time in the discussion. Jessica summarized the points in terms of priorities: She gathered that a priority for AAAL was building community, and that maybe AAAL needed to wait until a strategic plan was in place. She also discussed that potential activities (e.g., fireside chats) may help AAAL keep driving all these efforts.

Kendall noted we would continue to discuss all of the above. Finally, she turned to Terry to review action items. Following the review, Fabiola made case for forming a task force that can get the strategic plan going before March 2021. The idea was well received, and Kendall committed to lead this effort in consultation with Terry and Fabiola. (Please, refer to the Excel file that contains the action items. The file is available in Dropbox.)

Following the review of action items, the meeting was adjourned.

**October 23, 2020 (cont.)**  
**1 p.m. – 5:30 p.m. EST**

Once Kendall welcomed everyone and called the meeting to order, she gave the floor to Fabiola to catch up with one item that had been inadvertently left out: **The approval of the June 30<sup>th</sup> minutes.**

**Motion:** Fabiola made the motion to approve the June 30<sup>th</sup> minutes. The motion was seconded by Patsy. There was no discussion. With the abstention of Charlene (who had not been at that meeting), other EC members approved the minutes.



## 21. Diversity Report

The report was received and discussed. Fabiola led the discussion, which basically reinforced the various points the EC had discussed the day before during the DEIA reflection segment and the Member Drive/Recruitment report. Additionally, it was noted that some of the upcoming changes may involve updating the standing rules. Also, the EC was informed about the work requested (by Kendall and Laura following Fabiola's suggestion) of the nominating committee during this past summer to address the DEIA component more systematically in putting a proposed slate together. While the nominating committee had been encouraged to consider diversity in the preparation of the slate, there had been no changes to the process itself (e.g., explicit rubrics to assess candidates). Andrea accepted and embraced the request immediately. We recognized that it probably was not an easy task. Fabiola invited Laura (as liaison to the nominating co.) to offer any additional comments. Laura discussed the proposed process for this year. The committee would send to Laura, per her request, notes during this process in terms of how they felt the diversity criteria could be used or comments on difficulties experienced. Laura would compile the notes and would report back to the EC in terms of recommendations.

Laura raised a question: How do we ensure that procedures are being followed? What she realized is that one of the procedures had not been followed. Each member was to have nominated 3-5 people from the 2<sup>nd</sup> VP position, and that had not quite happened this time. Laura wondered if someone had any input as to why that may have been the case.

Fabiola wondered if that issue was a collateral from the additional expectation (i.e., a more formal way to approach/consider diversity). Fabiola suggested considering this year as a pilot year to understand challenges experienced.

Laura appreciated the idea. She noted this was a delicate situation, and she did not want to overstep on any of this.

Fabiola welcomed Laura's input, and asked Laura to please convey our gratitude for their willingness to embrace this DEIA request on short notice.

Patsy asked if we were still on track. Laura confirmed we were.

Fabiola then introduced the other piece regarding DEIA, which related to the conference and proposal selection. She noted that there is currently no DEIA strand, and acknowledged that there may be different ways of advancing this goal (e.g., weaving it through the strands). A discussion on this unfolded, and the outcome was Fabiola and Lourdes would connect on this topic to make a decision for AAAL 2022. This issue, she noted, had been brought to our attention by our membership. Finally, Fabiola covered the topic of advocacy and provided her recollection on previous work along these lines. She noted that the Ad Hoc Advocacy

Committee did quite a bit of work, but, in the end, it was not properly aligned with the EC of the time. There were tensions identified, and the EC chose to dismantle it.

## 22. & 23 DPSA

The report was received and discussed. Christina led this piece. She provided background on the work she had done regarding what other organizations had been doing regarding awards. She pointed out some of the issues encountered by the committee, and offered specific suggestions for consideration.

Following Christina's presentation, discussion unfolded.

Charlene shared her experience/concerns. She noted that she sent a lot of emails via listservs and there was not much in terms of leads for nominations, and also shared the issues she had encountered (i.e., not knowing some of these folks). She mentioned that there was lack of clarity on the procedures on the part of chairs.

Patsy also offered thoughts on her experience, as awardees had not been responsive to the emails. She also noted additional challenges in relation to generating a buzz, or receiving suggestions on how to profile them. She had been grappling with a number of questions. She felt that maybe doing something online may be a better alternative.

Lourdes also offered some suggestions to consider—acknowledging recipients for the work they had impacted. She noted that it may help to educate the membership.

Jenny also suggested the idea of a monetary award to contribute to the recipients' endeavors to extend our support to their work.

Laura noted that this was a new award. In conference evaluations, there was repeatedly the comment of having presentations that were different from the standard. Laura seconded the suggestion from Jenny, but noted that our recognition may not need to be monetary. She recalled Judge Chen's presentation and how wonderful it was—though not well attended. She also recalled Carmen Farigna's presentation, which was more of a conversation with the group.

It was noted that the piece we needed to work was: "What was in it for the recipient?" Laura also noted that drawing attention to the language piece of ***Black Lives Matter*** would be important.

Charlene was intrigued by giving the award as warranted.

Jessica also reminded us of the additional exposure that could be experienced through fireside chats.

Before concluding the discussion, Laura asked if there was EC consensus regarding the monetary award aspect of it. Discussion followed, leading to the below:

Action Items for March:

- 1) To revise the language around this award and issue it as warranted.
- 2) To revise the text around attending the conference (e.g., cash award and participation in an on-line event).
- 3) Some (\$500-\$1,000) money and some engagement required.

The input above would be sent to the committee to rewrite the policy and submit it for EC approval.

#### 24. AILA

The report was received and discussed. Fabiola would circle back on the hosting of an AILA event, and she would try to sort out the issues with the AILA App. Patsy, Charlene, and Kendall agreed to test the App and provide feedback. **Action Item:** Fabiola to share the feedback with the AILA webmaster to explore how the issues can be resolved.

#### 25. AILA (AAAL Standing Rules Revision).

The report was received and discussed.

**Motion:** Fabiola made the motion to amend the standing rules. The motion was seconded by Laura. There was discussion on the need to add language that specified what was / was not covered. The motion passed with the friendly amends.

#### 26. AIALA

The report was received and discussed. The EC agreed that Fabiola would inform AIALA of the AAAL support to AIALA as follows:

- Space on our website to provide updates to our membership regarding the work of AIALA.
- Space on the AAALetter, which is the official tool/means of communication we have with the AAAL membership. The AAALetter is issued twice a year (late spring, and late winter). I will share the details for 2021 with you regarding deadlines, specs., etc. for any submissions.
- The Graduate Student Council (GSC), which is our student group, was also excited to offer their support and share/distribute any information through them as well. I will be happy to provide you with their contact information if you would like to share information that AIALA deems important for the students to know.

- Regarding space at our annual conference (beyond AAAL 2021), we would ask that AIALA follows the established procedures for receiving consideration and be selected to have space/participation in the program. Selection of presentations is subject to the yearly conference plans.

Fabiola would ask/encourage AIALA leaders to explore a bit further the naming of the group for a potential revision. She would work on a draft of a message to the AIALA leadership, and run it by Kendall, Jenny, and Lourdes for any comments before sending it to AIALA.

## 27. Standing Rules (SRs) on Position Statements

Kendall introduced this section, and turned to Terry to display the proposed changes. Discussion unfolded.

BREAK

The discussion of report from the Online Education and Outreach Co. was moved until the end of the meeting.

**Motion:** Laura made a motion to approved the revision to the SRs regarding the creation and approval of position statements. The motion was seconded by Kendall. There was no further discussion, and the motion was unanimously approved.

## 28. Midyear Membership Report

The report was received, and Jessica reviewed the highlights. Discussion followed, and the following question was raised: Who is an international member? Can that member be distinguished from the domestic member? The answer was affirmative, indicating that countries were also captured.

The discussion also covered trends. It was noted that AAAL had experienced a decline in enrollments. New members and those who renew had declined. It was evident that AAAL was experiencing challenges. Also, discussion addressed the various interest areas, with SLA and PED being the largest strands, and TRI and VOC being the smallest.

Additionally, the discussion also covered the topic of how to engage retired members. Potentially, this piece would be tackled during the strategic plan. Laura would give further thought to this topic, and both Lourdes and Sally took on next steps. Laura would work on “the targeted appeal,” and Sally would tackle this item from the graduate student perspective. Lourdes suggested targeting individuals—perhaps those who had not renewed. Then, she suggested the idea of having a “Welcome Event” for new members to create excitement. The proposal was enthusiastically endorsed by Fabiola and others. The EC was supportive and agreed to hold this “Welcome Event” twice a year.

### 29. PAEC

The report was received and discussed. EC members praised the work accomplished. EC members also discussed the potential for giving PAEC more visibility on the website. Also, discussion unfolded around the topic of the briefs, concerning sustainability and the vetting process. It was suggested that involving the strand coordinators may be something to consider in the process, and have a two-step process. Strand coordinators would be involved first, and then the EC would be next. In the end, it was agreed that **the action item** in this regard would be for Laura to go back to the PAEC and ask for the development of guidelines and a review process. These guidelines to be presented at the March meeting.

### 30. COEO

The discussion of this report was moved to the end of the agenda.

### 31. GSC

The report was received and discussed. Sally reviewed a PP presentation. The discussion covered the survey provided in the Google link noted as part of their report. The EC approved the survey. The EC also gave approval to the GSC to reach any member as they planned to advance their work/initiatives.

### 32. AAALetter

The report was received and discussed. The report was prepared by Steph Link and was delivered by Fabiola.

### 33. ARAL Report

The report was received and discussed. Kendall delivered the report, noting that the editors would like to know the theme of AAAL 2022. **Action Item:** Lourdes agreed to let them know when fully finalized. The EC also discussed the potential presence of ARAL at AAAL 2022.

### 34. DSSA

The report was received. It was agreed that it will be announced in the AAALetter **(Action Item)**.

### 35. DPSA

The report was received. Since the awardees have not responded, Patsy would proceed to still plan to have an awards event, and offer a write-up.

### 36. GSA Award Committee

The report was received and discussed.

### 37. Dissertation award

The report was received. There were no discussion items or recommendations to consider.

**Action Item:** Kendall, Charlene, and Lourdes to work on creating a message and determining the timing for the *Dissertation Award*.

### 38. Book award

The report was received. Nothing to further discuss or consider in terms of recommendations.

### 30. OEOC

The EC only discussed *Appendix E* which dealt with the social media image vetting guidelines.

**Motion:** Kendall offered a motion to approve it. The motion was seconded by Jenny. There was no discussion, and all members present approved it unanimously. The EC agreed to reconvene and have another meeting in December to discuss the rest of this report.

Review of Action Items. Please, refer to Exel file.

The meeting was adjourned at 5:30 p.m.

Prepared by F. Ehlers-Zavala, Secretary

Submitted for EC review on December 21, 2020

Revised/Edited/Submitted on Jan. 5, 2021 for Jan. 15, 2021 mtg.

Remarks:

- Approved as submitted:
- Approved with editions: x
- Date: January 15, 2021