



Meeting via Zoom
October 28-29, 2021
1:00 p.m. – 6:00 p.m. ET, Thursday, October 28, 2021
1:00 p.m. – 6:00 p.m. ET, Friday, October 29, 2021

Approved Minutes

Present: Patsy Duff, President; Kendall King, Past President; Lourdes Ortega, 1nd VP; Peter De Costa, 2nd VP; Scott Jarvis, Treasurer; Christina Higgins, Member-At-Large; Jennifer Leeman, Member-At-Large; Julie Sykes, Member-At-Large; Laxmi Ojha, GSC Representative/Co-Chair; Terry Dougherty, Ex Officio; Andi Edwards, Ex Officio; and Fabiola Ehlers-Zavala, Secretary.

Guests on October 29: Natalie Nardone (substitute for Terry), Sherry Battle (new Events Manager), and Karen Lowe.

Day 1

Call to Order and Welcoming Remarks—Patsy Duff

Patsy called the meeting to order at 1:00 p.m. and proceeded to issue welcoming remarks, thanking members for all their work and acknowledging all the hardships endured during this pandemic time. She also recognized and thanked the entire Nardone team.

1. Agenda—Patsy Duff

Patsy called for a motion to approve the agenda.

Motion: Kendall made a motion to approve the agenda. The agenda was unanimously approved.

2. EC Meeting Minutes (April, 2021)—Patsy Duff

Patsy called for a motion to approve the minutes.

Motion: Jenny moved to approve the minutes. The minutes were unanimously approved.

3. Voting Procedures Guidelines—Fabiola Ehlers-Zavala

Fabiola provided a quick review of voting procedures.

OPERATIONS

Membership—Terry Dougherty

Terry delivered an oral report on membership. She indicated that the staff is still working to correct identified discrepancies. The final report will be delivered in March 2022. At the meeting, Terry provided the figures below which she emailed to Fabiola on Oct. 28 for inclusion in this set of minutes:

Individual Membership Data

- As of June 30, AAAL had 2,297 active members. This is holding steady at this time, with a current count of 2,261 members as of October 25.
 - Membership grew significantly thanks to the 2021 Virtual conference, as most presenters and attendees registered as members to take advantage of the discounted conference ticket rates
- The top three largest membership categories are:
 - Student or Post Doc (902)
 - Faculty & Research, Tenured (474)
 - Faculty & Research, Non-Tenured (256)
- The smallest membership categories are:
 - Solidarity Level 2 (13)
 - College & University Admin/Gov't Employee (15)
 - For-Profit Employee (18)

Membership by Country

- There are 69 countries represented within the AAAL membership, including the United States.
- 35% of AAAL's membership (806 individuals) are non-US residents.
- 65% of AAAL's membership (1491 individuals) are US-residents.
- Internationally, the top three countries with the highest number of AAAL members are:
 - Canada – 181 members
 - Japan – 162 members
 - United Kingdom – 61 members

2021 Virtual Conference Attendance Breakdown – International Only (Members/Non-members)

- 60 countries, excluding the US, were represented at the 2021 Virtual Conference
- Of 830 registered international attendees, 630 were active AAAL members, while 200 were AAAL non-member/guests
- Internationally, the top three countries with the highest number of AAAL conference registrants are:
 - Canada (166 member attendees, 20 non-member/guest attendees)
 - Japan (119 member attendees, 27 non-member attendees)
 - United Kingdom (52 member attendees, 18 non-member attendees)

She noted that numbers were looking good, and the team continues to track them.

No questions followed though Patsy inquired as to why the report was complicated to generate. Andi explained that the timing for data collection created some issues, so they were working to address the question of how to generate a better report to meet the needs of the EC.

Conference

4. 1st VP Report and Discussion—Lourdes Ortega

The report was received and filed. Lourdes highlighted the key points of the report. She commented on the positive work, indicating that they are tracking important observations for future feedback.

She also had two items for discussion:

- 1) One of the plenary speakers comes from Brazil, and Lourdes wanted to offer a sixth night of covered hotel expenses. Standing Rules (SRs) indicate that AAAL covers five nights.
- 2) There are several invited speakers from the Global South. Lourdes wanted to have the AAAL office purchase the tickets as opposed to reimbursing the speakers later.

She noted that these items were in line with our diversity efforts.

Motion: Lourdes moved to modify the SR to say that AAAL would cover up to five nights with a possibility of a sixth night for speakers from the Global South or where the geographical location warrants it. The motion was seconded by Julie.

Discussion unfolded.

Kendall offered an amendment to the main motion. The amendment was intended to modify the main motion to represent an exception rather than a permanent change to the SR.

Discussion of the amendment unfolded.

The amended motion passed unanimously.

Then, the discussion moved to address the second item related to purchasing airfare for speakers.

Motion: Lourdes moved to have the office pay directly for the airfare of speakers coming from countries 1, 2, 3 (Solidarity). The motion was seconded by Kendall.

Discussion unfolded.

Kendall offered a friendly amendment to offer this to everybody in order to have a cleaner policy.

Terry raised some concerns regarding potential consequences resulting on future financial losses for AAAL (e.g., if presenters are not able to come).

Point of Order: A second was needed for the amended motion.

Jenny offered to second the amended motion (i.e., to have an inclusive policy).

The amendment passed unanimously.

Discussion regarding the original motion (now amended) unfolded.

Patsy called for the vote, and the main motion passed unanimously.

Patsy recognized and thanked Lourdes, together with the AAAL staff and conference team, for putting together a very inclusive and progressive conference.

Kendall echoed the comments by Patsy and noted that she had received questions on the mask policy. Lourdes noted that the team has worked on it, and will make it available when ready. The policy will be aligned with city and national guidelines. She noted that masks will be required.

Patsy inquired about exhibitors. Sherry indicated that she was working on it. She noted that many of them make decisions in January.

Given that some members were not present, Patsy invited the report on Awards at this time.

5. Research Article Award (RAA) Committee Report—Jenny Leeman

The report was received and filed. Jenny delivered the report and offered some background on the awards and challenges experienced. She noted the recommendations made by the committee. The topic of inclusivity was discussed to ensure that the call has a broader reach.

Motion: Jenny moved to change the rules for the RAA indicating that, at least, one of the authors be a current member of AAAL.

Kendall issued a **friendly amendment**, calling for precision on the language regarding membership status (i.e., at the time the award nomination is made). Christina seconded the amendment.

Discussion unfolded, including clarification questions (i.e., how long they need to be members after the nominations). The point, however, was made that this initiative is about recognizing the best article, so restricting it to members may not be in full alignment with the spirit of this award.

The **friendly amendment** did not carry.

The EC returned to the original motion (membership status of nominees at an specified time).

Patsy called for further discussion. Fabiola asked for clarification on the spirit of the award. Further clarification unfolded. The point was made about keeping in mind the need to have a manageable process.

Motion: Given the discussion, Jenny moved to table this discussion. The motion was seconded by Kendall. The motion to table the discussion passed unanimously.

Lourdes requested that Christina bring up this issue at the journal editors' meeting to determine how to best proceed with this matter. Christina agreed to do so.

6. 2nd VP Report—Peter De Costa

The report was received and filed. Peter delivered the report highlighting the main points. The proposed theme is “Collaborating and Mentoring in Applied Linguistics.”

He noted his effort to have a mix among speakers for the six plenaries. He provided an explanation for the choices proposed, and offered the opportunity for comments and discussion.

The idea for partnership and collaboration was well received, as well as the theme, but a concern was expressed with the logistics (i.e., number of invited speakers). It was also noted that some of them had been plenary speakers previously. Peter noted that the team had only reviewed the past ten years, and agreed that cost matters, indicating that he is certainly willing to revisit the initial plan. Scott invited Peter to start with the budget in the process of revisiting the plan to ensure it is feasible. Terry reminded us that the SRs indicate what is covered for speakers. Ideas were also provided to make it feasible (e.g., going from six to four plenaries). Fabiola asked if the budget for the 2023 conference had been set. Terry indicated that it happens in February, which is a bit late for planning purposes. It was noted that some predictive work could unfold to assist Peter prior to February. Terry indicated that an effort would be made to have it in December.

Then, Peter presented the plan for the invited colloquia, and he invited EC input in response to it. After the presentation of his plan, he discussed ideas for the reception and special events.

BREAK (10 min.)

GOVERNANCE

7. NOMCO Task Force Report—Peter De Costa.

The report was received and filed. Peter provided a recap on the creation of this task force and the work accomplished, and he covered the items noted for discussion, including recommendations to the EC. A discussion with EC members unfolded, including a potential session in Pittsburgh that can help educate the membership on all these opportunities to become involved within AAAL.

8. Task Force on Strategic Planning

The report was received and filed. Fabiola also provided a brief recap on the work of the task force, which has met monthly. She noted that discussion groups have been convening in October to discuss priorities and future directions, and this work would be completed in November. With input gathered, the task force would continue to discuss how to establish strategic priorities.

Fabiola also provided an update on the revision to the mission statement. She presented a revised version.

Motion: Fabiola, on behalf of the task force, introduced the motion to accept the revised version. Discussion unfolded.

Given the feedback/questions received, Fabiola withdrew the motion. It was decided that another revision would be tackled with specifics provided by EC members who were not currently participating

in the task force and would like to offer input for a final revision. This revision would also consider feedback from discussion groups.

Action Item Registry Review—Terry Dougherty

Terry led the review. During this review, an issue related to reimbursable expenses for speakers was raised. The point was made that it was cheaper for the organization to issue some complimentary memberships. Terry would work on revising the language to the SR for follow-up during the following day.

With no further business to address, Patsy adjourned the meeting at 4 pm ET.

Day 2

(Guests joined the meeting during this second day. Natalie substituted for Terry who was on bereavement leave.)

Following acknowledgement of guests and a message of condolences for Terry, Patsy called the meeting to order at 1:01 p.m. ET.

OPERATIONS

Financial Reports and Discussion—Scott Jarvis and Karen Lowe

- 9.a September Balance Sheet
- 9.b September Profit & Loss
- 10. FFAL A (General)
- 11. FFAL B (Wilga Rivers)
- 12. Unrestricted summary

Reports 9-12 were received and filed. Scott provided a highlight on each of the reports and answered questions. He first reviewed the financial reports listed above, and discussed the investment accounts. Then, he proceeded to provide a report on each of the following remaining reports:

- 13. FFAL Award Recommendations

Motion: On behalf of the FFAL trustees, Scott moved to approve their recommendation for the various awards as noted below:

- Wilga Rivers: \$1,000
- DEIA: \$1,000
- Student Travel Awards (including one Multilingual Matters Award): \$5,000

There was no discussion. The motion passed unanimously.

14. Changes to the Donations Page

Motion: Scott moved to approve that up to \$1,000 be allocated to hire a website designer to make the necessary changes to the AAAL website related to the donations page.

There was a brief discussion. The motion carried unanimously.

15. FFAL Website Information.

Motion: Scott moved to approve the language recommended by the FFAL trustees for the AAAL website concerning “The Campaign to Sustain the Future of FFAL.”

Discussion unfolded. The motion carried unanimously.

16. 2022 Annual Budget

This was an information item only as the budget had been previously approved by the Budget Co. The Excel sheet containing the detail was received and filed. This report also included a preliminary conference budget for AAAL 2022.

17. Endowed Awards Report

Scott indicated that this topic was not currently under the purview of the FFAL Trustees, so the Trustees asked Scott to bring it up to the EC for discussion. Then, he provided a bit of his historical recollection as background prior to introducing the three questions from the Trustees noted in the report.

The report was well-received, and Patsy and others provided an initial response, but, in the end, its discussion was tabled until January. The sentiment of the group was positive. Patsy asked Scott to please convey a message of thanks to the Trustees for the great suggestions.

(Item added/Oral Report) GSA—Patsy Duff

Patsy introduced and led the discussion of this item. This item was added to the agenda as she needed some feedback on the DEIA GSA Travel Award. This award, as she noted, was very similar to the GSA Graduate Student Travel Award, except that the person must identify as DEIA. The question to the EC was: How to capture that? Patsy proposed using the existing mechanism that the GSA already has—adding a field to the application where students are asked if they wish to be considered for this award with the request to provide a statement that details why they merit consideration. Patsy requested assistance on how to operationalize the terms “underrepresented groups.”

Discussion with the EC unfolded. Andi also provided her perspective from the technical side, indicating that it is possible to work all of this out.

The outcome was to refer back (via a link) to the language already adopted by AAAL on what “underrepresented groups” entail.

Break (5 min.)

18. DEIA—Fabiola Ehlers-Zavala

The report was received and filed. Fabiola led the presentation of this report.

Motion: Fabiola moved that the President appoint a task force that can offer recommendations for the formation of a DEIA Ad Hoc Co., which in time, could become a standing co. The task force would provide recommendations regarding membership, length of service, tasks to fulfill, and so forth.

Jenny seconded the motion. Discussion unfolded. Julie had a question regarding an experience she is building to showcase the local community in Pittsburgh. She indicated that, potentially, members of the task force may want to be involved. Patsy also indicated that, maybe, down the road an officer in the EC may be needed. Other EC members also contributed thoughts, including potential concerns (i.e., outsourcing). It was noted that the recommendation to take the temperature from the membership on this topic would be important.

The motion was approved unanimously.

Before concluding the DEIA discussion, the question was raised about potentially having a DEI discussion regarding the line of plenary speakers. Patsy invited Peter to offer additional background on his proposal, and he asked the EC to also consider those invited to participate in the colloquia. It was noted that it is important that we have explicit conversations about speakers. Concerns were expressed about what may be likely critiqued. Patsy invited the EC to directly contact Peter with any thoughts they would like to convey for Peter to consider.

19. Governance—Fabiola Ehlers-Zavala

Changes to SRs.

Fabiola moved to adopt changes to SRs #7, 6, and 19 as proposed. (Please, see file 19.a). The motion was seconded by Jenny. There was no discussion. The motion was adopted unanimously.

20. AILA/AIALA—Fabiola Ehlers-Zavala

The report was received and filed. Fabiola presented the main highlights of her report, including the motion below.

Motion: Fabiola moved to have the EC support the presidential appointment of Anne Marie Guerrettaz as the AAAL representative within AIALA. The motion was seconded by Peter. Brief discussion/comments unfolded, and the motion carried unanimously.

Early-Career Discussion—Patsy Duff

Motion: Patsy led this discussion, as she would like to move to establish an Early Career task force (define who would be considered under the Early Career category; events to host; creation of a listserv; etc.). Jenny seconded this motion. There was no discussion. The motion carried unanimously.

New Item: Need to appoint the ARAL representatives—Patsy Duff

Motion: Patsy introduced a motion to offer Uju Anya an extension of one year, thus her term would be expiring Dec. 2022, and appoint a new member in place of Liz Miller to serve until March 2022 (Liz was already an extension). There was no discussion. The motion was approved unanimously.

Break (10 min.)

21. PAEC Report

The report was received and filed. Kendall offered some comments, expressing much excitement about the Briefs and asking the EC to help publicize them.

There was one question from PAEC to the EC regarding the need for clarification in making the webinars more accessible to a wider audience. There was an extensive discussion on this item. Patsy asked Kendall to please take it back to the PAEC and convey the spirit of the initiative per discussion held.

Kendall also had a couple of questions for the office staff to see if they could track views. Natalie indicated there may be a way to provide the statistics needed, so more on this topic would be yet to come.

22. COEO Report

The report was received and filed. Kendall focused on the items that required input/approval:

- Creation of a stand alone website (expected budget request \$132/yr). Discussion unfolded.
- Webinar Coordinator. Discussion unfolded.

Natalie proposed to follow-up with the COEO leaders and the staff to get a better understanding of the various needs and determine what may be the best way to proceed.

23. GSC Report—Laxmi Ohja

The report was received and filed. Laxmi presented the highlighted key items from the report and communicated the questions the GSC had to the EC.

Motion: Laxmi moved to approve the copyright notice on material that has been posted by GSC. Patsy asked the EC to review the language, and opened up the discussion. Natalie offered to run it by her experts to assist the GSC. **The motion was approved in principle** with the contingency of having it revised with assistance from the Nardone staff per best practices.

Regarding space for events during the conference, Patsy suggested to Laxmi to contact Lourdes. Concerning food for events, Patsy noted that is another discussion and reminded us we have tried to stay away from food events due to an array of challenges already experienced.

24. AAA Letter Report—Fabiola Ehlers-Zavala

The report was received and filed. Fabiola presented the highlights and reminded the EC of the deadline for contributors (Nov. 1). She noted that Steph would provide some flexibility for submitting reports, but with a deadline not to exceed Nov. 15.

Fabiola reminded the EC that the AAA Letter is the primary vehicle for the EC to communicate with the membership. She asked for feedback on the spotlight section per Steph's request. Patsy mentioned that some announcements will be made in the following weeks regarding some of the awards, and some of that material could be added to the AAA Letter. Regarding the spotlight piece, the staff would provide a more inclusive piece with the "who is who" among the staff.

The question was raised about other awards, but it was noted that some of them have not been decided. If others are announced, they will be included. Jenny indicated she'd reach out to Ute for a write-up on the Research Article Award (RAA) recipient. Fabiola would be sending the AAA Letter guidelines to Jenny to, in turn, provide to Ute. The question was also raised as to who notifies the RAA recipient. Patsy was going to confirm as to who issues the notification.

The reports listed below were written only.

25. DSSA—Patsy Duff

The report was received and filed. Patsy offered some comments. The committee was seeking some clarification on some items. Patsy would circle back on this topic once the new committee is announced.

26. DPSA—Patsy Duff

The report was received and filed.

27. Book Award Report—Patsy Duff

The report was received and filed.

28. Dissertation Award Report—Patsy Duff

The report was received and filed.

29. GSA report—Patsy Duff

The report was received and filed.

30. Conference Connections Report

The report was received and filed.

Action Registry Review—Natalie Nardone

Natalie conducted the review. During this portion, Fabiola caught an omission regarding a SR revision.

Motion: Following some brief background on the revision to SR #5, Fabiola moved to approve changes to SR #5. The motion was seconded by Jenny. There was no discussion. The motion was approved unanimously.

Christina noted that the Excel file for action items was not current. Natalie indicated that she would ensure that the right file gets uploaded for the record, as she was working from a document emailed to her.

Wrap-Up & Concluding Remarks

Patsy asked if there was any other business. With no other requests for additional business to be discussed, Patsy proceeded to thank everyone, including Nardone. She then adjourned the meeting at 5:00 p.m. ET

Fabiola Ehlers-Zavala, Secretary
Approved on January 11, 2022