

**AAAL Executive Committee Meeting via Zoom
Thursday, January 18, 2024
10:00 AM – 12:00 PM ET**

Minutes [Approved March 14, 2024]

Present: Lourdes Ortega, President; Peter De Costa, President Elect; Ryuko Kubota, 1st VP; Manka Varghese, 2nd VP; Fabiola Ehlers-Zavala, Immediate Past President; Scott Jarvis, Treasurer; Yasuko Kanno, Member-at-Large; Elizabeth Miller, Member-at-Large; Stephanie Link, Chair of OEOC; Katie Henley, Interim Managing Director, Ex Officio; Lindsay Cuppia, new Director, Ex Officio; and Agnes He, Secretary.

Excused: Julie Sykes, Member-at-Large; Oksana Moroz, GSC Representative.

Call to Order and Welcoming Remarks

Lourdes welcomed all participants and called the meeting to order at 10:02 am ET.

Approval of Meeting Agenda (Exhibit 1)

Lourdes thanked Katie for her work on the meeting agenda and called for a motion to approve the meeting agenda.

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

Approval of October 2023 EC Meeting Minutes (Exhibit 2)

Lourdes thanked Agnes for creating meeting minutes and called for a motion to approve the October 2023 EC meeting minutes.

MOTION: It was moved by Peter and seconded by Liz to approve the October 2023 EC meeting minutes. The motion passed unanimously.

OPERATIONS: Conference – Ryuko Kubota (Exhibit 3)

Ryuko thanked everyone who contributed to the planning of the conference and went over Exhibit 3. She also added:

- Travel arrangements are being made for plenary speakers.
- Representatives from local indigenous communities will provide opening remarks.
- There will be a special session on language revitalization during the conference.
- There will be a paper presentation on the history of marginalized groups and indigenous languages.
- Thanks to JEDI ad hoc committee for providing guidelines for inclusive presentation.

Lourdes thanked Ryuko and her team for their work and praised their innovation and thoughtfulness.

Discussion:

- Who received funding from NFMLTA/MLJ? Ryuko did not know.
- Is “decompression” space available at the conference? Answer: the swimming pool area is quiet.
- Have we accommodated Ramanda food service hours?
- OEOC volunteered to create a short video highlighting the main activities and key features of AAAL that can be presented during the conference, perhaps before the plenaries. Steph will follow up with Ryuko and the Business Office to work out the details.
- What specific types and extents of Childcare are available at the conference, for someone, for example, who plans to bring an infant to the conference? AAAL Conference family resources (<https://www.aaal.org/2024-conference-family-resources>) will be made known to the membership. Liability and costs need to be taken into consideration.

OPERATIONS: Awards Committees (Exhibits 4-6)

JEDI Ad Hoc Committee – Liz Miller (Exhibit 4)

Liz reported that:

- Inclusive presentation guidelines have been developed.
- It would be good to include these guidelines in the registration process.
- The anti-harassment statement will be discussed in March.
- The Ad Hoc Committee will meet again in Feb.

Discussion:

- For the 2024 conference, the inclusive presentation guidelines could be announced when participants are notified that the full schedule has been posted.
- These guidelines should be applied not only to conferences, but also webinars and other presentations throughout the year.
- The ppt slides at the 2024 General Business Meetings should follow these guidelines and model best practices.
- We need to make sure that the plenary slides also observe the guidelines.
- These guidelines can/should be used for general purposes beyond AAAL and we ask that those who follow these guidelines acknowledge AAAL as the source.
- The anti-harassment statement is to address concerns not only during conferences but all in professional settings.

Dissertation Award Committee – Lourdes Ortega (Exhibit 5)

Lourdes highlighted the following questions from the committee:

- Can a person win multiple awards?
- What to do with non-responsive committee members?

Discussion:

- EC members shared tentative opinions regarding whether we should limit the number of awards an individual can receive each year and whether we should limit the number of years within which an individual may apply for a specific award.
- We will revisit the above in the March 2024 EC meeting, taking into consideration logistics.
- Committee chairs should be given guidelines, during onboarding in the summer, regarding how to respond to non-responsive committee members.

Book Award Committee – Liz Miller (Exhibit 6)

- The awardee has been chosen but not yet announced publicly.
- A good and busy year of reviewing books.
- Clearer guidelines regarding how to respond to non-responsive committee members would be helpful.

BREAK

OPERATIONS: Committees/Leadership (Exhibits 8-10)

OEOC – Stephanie Link (Exhibit 7)

- Steph expressed sincere thanks to all OEOC members who work hard behind the scenes (about 20 individuals), all of whom will be acknowledged during the 2024 conference.
- Steph went over Exhibit 7.

Discussion

- The EC extended its deep gratitude and appreciation for OEOC’s work. The EC is deeply impressed by the substantial contributions made by OEOC, acknowledging their commitment, dedication, creativity, outstanding organization, and streamlined leadership.
- We need to think about how to increase synergy between OEOC and the JEDI committee and the Conference team.

AILA-EBIC call for nominations – Agnes He (Exhibits 8-9)

Agnes highlighted the following:

- The governance structure of AILA
- The 2024 call for nominations (Exhibit 8), due to AILA no later than June 10, 2024.
- The role of AAAL at AILA
- The questions we need to address:
 - should we nominate some candidate(s) from AAAL?
 - should we follow past practices (see Exhibit 9)?

Discussion:

- AAAL makes a very significant contribution to AILA, financially and otherwise. Our AAAL colleague Laura Gurzynski-Weiss is stepping down as AILA Secretary General. AAAL should have a strong and meaningful representation at AILA.

- AAAL can only fund a maximum of 2 individuals' trip to AILA-EBIC meetings – the Secretary, and one AAAL member who serves in a leadership role at AILA. AAAL's financial commitment is limited to these two individuals' travel expenses and does not include hotel or AILA Congress registration.
- Timeline: we will send out a call for nominations to AAAL membership by Feb. 1, with a due date of March 1. EC will review the list of nominations during the March EC meeting. In April, EC will put together the AAAL nomination package.
- The EC (rather than the President-Elect and one other EC member, as was the case in the past) will oversee the AAAL-internal nomination process.
- The AAAL-internal process for nominating AILA leadership candidates will be put in writing and be included in the EC Toolkit for future reference.
- It will be necessary to reach out to committee chairs and to search the AAAL member volunteer database to encourage nominations.

DSSA – Scope of Services – Lourdes Ortega

- Are individuals with superior research credentials but little AAAL service experience eligible for DSSA?
- What types of service are we looking for in DSSA candidates? Must service be service to AAAL exclusively? Must service take the form of AAAL leadership?

Discussion

- Service and commitment to AAAL is important and should be recognized.
- We could consider instituting “AAAL *Fellows*” (as many other professional organizations do) to recognize the highest level of contributions in different ways, including extraordinary research contributions to the field of applied linguistics.
- We will continue discussion of this issue at our March 2024 EC meeting.

Review of EC Action items – Katie Henley

Katie formally introduced Lindsay, the new business manager for AAAL.
Katie reviewed action items.

Adjournment

The meeting was adjourned at 12:00 p.m. ET

Respectfully submitted,
Agnes He