

## EXECUTIVE COMMITTEE MEETING

Hyatt Regency Hotel  
Houston, Texas  
10:00 am CT Thursday, March 14 - 4:00 pm CT Friday, March 15, 2024  
Sandalwood A & B, 4th Floor

### Day 1

Thursday, March 14, 2024

10:00 AM – 4:00 PM CT

Minutes | Approved 6.21.24

**Present:** Lourdes Ortega, President; Peter De Costa, President Elect; Ryuko Kubota, 1<sup>st</sup> VP; Manka Varghese, 2<sup>nd</sup> VP; Fabiola Ehlers-Zavala, Immediate Past President; Scott Jarvis, Treasurer; Julie Sykes (online), Member-at-Large; Yasuko Kanno, Member-at-Large; Elizabeth Miller, Member-at-Large; Oksana Moroz, GSC Representative/Co-Chair; Stephanie Link, Chair of OEOC; Katie Henley (online), Ex Officio; and Agnes He, Secretary.

### Call to Order and Welcoming Remarks

Lourdes welcomed all participants and called the meeting to order at 10 am CT.

### Approval of Meeting Agenda (Exhibit 1)

Lourdes called for a motion to approve the meeting agenda.

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

Lourdes made land acknowledgement:

*The region from Galveston, Texas to Corpus Christi, Texas is the ancestral and current homeland of the Karankawa, Lipan Apache, Ishak (also known as Atakapa), Cotoname, and other tribal and detribalized peoples from before recorded history to the present day. We express gratitude to these peoples who have stewarded these lands and waters since the beginning of time. We acknowledge the land on which AAAL 2024 takes place as sacred, historical, and significant to the Karankawa Kadla peoples and relatives. Let us treat these lands and waters with dignity and respect, as we would our own relative.*

### **Approval of January 2024 EC Meeting Minutes (Exhibit 2)**

Agnes called for a motion to approve the January 2024 EC meeting minutes.

**MOTION:** It was moved by Yasuko and seconded by Liz to approve the January 2024 EC meeting minutes. The motion passed unanimously.

### **OPERATIONS: President's Report (Exhibit 3) – Lourdes Ortega**

Lourdes presented Exhibit 3 and highlighted the following:

- Efforts and accomplishments by the JEDI ad hoc committee, under the leadership of Liz and Ashley and with the support of the Business Office and additional funding from surplus from last year's conference run by Peter.
- Improved workflow characterized by distinct purposes for each EC meeting and staggering of awards.
- Public Communications throughout 2023-24, with EC's input.
- Many accomplishments by OEOC (Oral History Project, webinars, workshops) and PAEC (Briefs).
- Creation of Grabe/Stoller Graduate Student Award.
- Networking Event designed by and for Early Career Scholars becoming a permanent feature of AAAL Conference.

Lourdes thanked the Business Office and Katie in particular for their support.

Discussion:

- Workflow improvements are very helpful to the Business office.
- Related to the AAAL President's statement on West Virginia University proposal, West Virginia University eliminated most of its language programs.

- There is a need for senior scholars to engage with policy makers in academic institutions and beyond to make an impact beyond the field of applied linguistics.
- The EC thanked Lourdes for all her efforts and the legacies her presidency leaves behind.

**OPERATIONS: Financial Reports and Discussion (Exhibits 4, 5, 6, 7, 8a, 8b)**  
**- Scott Jarvis and Katie Henley**

Scott presented Exhibits 4-5.

- Our budget situation fluctuates according to where the conference is held and how many people it attracts as well as the performance of the stock market.
- AAAL funds are in 4 accounts (1 general, 3 FFAL accounts).
- Our balances vary from year to year; for 2023, our expenses were down, and our income was up.

Discussion:

- It was clarified that 20% of net operating income (from membership and conference registration) will be used as JEDI contingency funds when we have a positive net operating income at the end of the fiscal year.
- ASL interpretation is conference expense, not JEDI expense.
- Membership is in line with last year; there is no decrease. It is in line with the proposed budget, which is conservative.
- How to retain members and/or convert conference attendees to AAAL members?
- Should OEOC activities benefit members only? Or everyone?
- What is the goal of AAAL? The more members the better?

Scott shared some concerns with reading the Morgan Stanley statements.

- The financial statements from Morgan Stanley could be more transparent.
- Should we reconsider our investment strategies?

Katie presented Exhibits 6-7.

- Conference expenses continue to increase resulting from inflation.
- 2025 Conference Budget aims to be conservative.
- Early bird registration rates make a big difference financially.
- We need a person dedicated to conference tech support with a stipend.

- The Budget Committee proposed increasing early bird registration rates: students by \$30; faculty by \$20. Without increasing registration fees, our balance will be in the red.

#### Discussion

- A greater increase of student rate than faculty rate does not sound right.
- An alternative would be to increase the same percentage across the board.
- We need to consider the long-term impact of increasing the same percentage across the board, e.g., in the future, faculty members may be paying many times higher than student members.

**MOTION:** Julie moved, and Yasuko seconded to increase early bird registration by 12% percentage across all types of members. All voted in favor. The motion passed unanimously.

#### More discussion

- We should add a student representative to the Budget Committee.
- We should consider giving the Treasurer a more substantive role on the FFAL Board.

Ryuko explained the need for additional conference support (Exhibit 7).

#### Discussion

- We need a consistent, sustainable conference tech support person.
- It looks like we should be able to afford this if we increase conference registration fees as discussed.

Scott shared thoughts concerning FFAL Trustees (Exhibits 8a, 8b)

- Standing Rules revisions to Morgan Stanley's guidelines for endowment management suggest that it is a fiduciary responsibility of endowment trustees to develop explicit spending and investment policy statements for endowments to guide long-term fund planning and goals.
- The FFAL Trustees currently has no explicit investing or spending policy aside from the brief Standing Rule.

#### Discussion

- The EC will discuss this matter at the 2024 June EC meeting.

### **Lunch Break**

**MOTION:** Oksana moved, and Fabiola seconded to add a GSC Co-Chair to the Budget Committee. All but one voted in favor. One abstained. The motion passed.

**MOTION:** Manka moved, and Liz seconded to add an extra person to provide support for AAAL Conferences. All voted in favor. The motion passed unanimously.

### **OPERATIONS: Conference (Exhibits 8-9)**

#### **2024 Conference - Ryuko Kubota (Exhibit 9)**

Ryuko presented Exhibit 9 and solicited EC's input on the future possibility for a one-day online conference.

#### Discussion

- The purpose of a short online conference is to increase accessibility to those with special needs who cannot travel due to physical and financial reasons.
- The Conference Task Force can be tasked to continue the exploration.
- Who will be running the online conference?
- What is the financial cost/benefit?
- What is the added workload for the business office?
- Will there be enough interest for an online conference that is parallel to in-person conference?
- Can we handle two conferences per year?

**MOTION:** Scott moved, and Liz seconded the motion to explore the feasibility of a one-day online conference. All but one (who was absent at this time of the meeting) voted in favor. The motion passed.

#### More Discussion

- The EC thanked Ryuko for her efforts to address JEDI as Conference Chair, particularly the inclusion of the indigenous groups.
- The EC thanked the JEDI ad hoc committee for their efforts to advance JEDI in the context of the annual conference.

## **2025 Conference – Manka Varghese (Exhibit 10)**

Manka presented Exhibit 10.

### Discussion

- When keynote speakers are also discussants for the invited colloquia, it is particularly important to make sure that all scholarly interests represented by the conference strands are covered so that members will see their work being represented.
- It is nice to have a prominent ACTFL member as an AAAL plenary speaker.
- It is important to be inclusive of everyone when we provide mentoring opportunities to some groups but not others.
- We can seek input from Conference Connections for conference planning purposes.
- It is hard to find time for ‘unconferencing’ – evenings may be a possible time.
- OEOC has some activities during the conference for socializing purposes.
- A voluntary JEDI contribution may be included in conference registration.
- New members from the Business Office will be working with AAAL.

Katie discussed 2027 Site Selection.

- 2027 Conference site needs to be on the east coast.
- Conference selection criteria will be followed.

### Discussion

- Please consider Toronto, Atlanta, or Baltimore.
- Katie will convey the EC’s suggestions to the Business Office.

## **Operations: Conference – Manka Varghese (Exhibits 11)**

Manka presented Exhibit 11 and highlighted the following:

- There are often more mentees than mentors.
- How to extend the mentoring relationship beyond the conference?

## **OPERATIONS: Awards (Exhibits 12-13)**

- DSSA Award (Exhibit 12)  
(From Shondel Nero/Delivered by Lourdes Ortega)

Lourdes presented Exhibit 12.

- What is the scope and weight of “service” in the DSSA? What should be the weight of “service to the association” versus service to the field?
- Do we create a new award specifically honoring service to the association? Or specifically honoring extraordinary scholarship (e.g. inducted fellow)? How would a new award affect the value and scope of the DSSA award? How would a new award affect the workload for the Office and for volunteers?
- How should our wording in the description of the DSSA award change, so as to more explicitly and accurately reflect the scope we all agree on moving forward?

Discussion:

- We need clearer language to reflect our decision.
- The current language sounds like it emphasizes service to AAAL the association.
- Service to AAAL deserves to be recognized, especially because it is not recognized elsewhere.
- We could separate DSSA into two awards - one for distinguished scholarship, one for distinguished service.
- We could reword the language by deleting ‘scholarship’.

**MOTION:** Agnes moved, and Yasuko seconded the motion to explore the separation of DSSA into two awards, one for distinguished scholarship, one for distinguished service.

Discussion:

- We have enough awards and there is no need for one more award.
- Two awards will create more work.
- We should not separate scholarship from service.
- Applied Linguistics research deserves separate recognition since it is rarely recognized or awarded elsewhere.
- There are other ways to recognize distinguished scholarship within AAAL (e.g., Best Book Award, Best Research Article Award).

All voted against the motion. The motion failed.

**MOTION:** Oksana moved, and Liz seconded to revise the wording of the DSSA Award. It now reads: “*The purpose of the DSSA is to recognize and honor a distinguished scholar for their scholarship and their service to the American Association for Applied Linguistics.*” All except for one member (who was absent at that time of the meeting) voted in favor. The motion passed.

- Graduate Student Awards (Exhibit 13)  
(From Joel Heng Hartse/Delivered by Lourdes Ortega)

Lourdes presented Exhibit 13 and focused on the following question: Would the EC like to consider the possibility of need-based awards either as more explicitly part of the criteria for the normal GSA awards, or perhaps create a separate need-based category or type of award?

#### Discussion

- Current SR makes it possible for award recipients to receive the award but not the money.
- The role of the award committee is to select the award recipients.

### **BREAK**

#### **OPERATIONS: JEDI (Exhibits 14, 15a, 15b)**

- JEDI Report – Agnes He (Exhibit 14)

No new comments in addition to Exhibit 14.

- JEDI Ad Hoc Committee Report – Liz Miller (Exhibits 15a, 15b)

Liz presented Exhibits 15a, 15b.

#### Discussion

- We can provide an email for the membership to report harassment incidents.
- We need to think about the process of deciding and resolving the case.
- What is the scope of our concern? At the conference? At committees?



- We need to have different strategies for harassment which requires immediate action vs. harassment which does not.
- We should check with the conference hotel to see if they have any emergency plan/risk management plan.
- Should we consider safety concerns and mental health concerns as well?
- We need to have the training, which we may not already have, to handle these situations.
- Agreement to the AAAL Policy on Harassment should be included as part of conference registration, starting 2025.
- Do we have emergency contact numbers?
- We should consider developing the Code of AAAL Professional Conduct.
- How can we report confidentially?
- The EC agreed upon a reporting process which invites anyone who witnesses or experiences harassment to submit their report [TellSomeone@aaal.org](mailto:TellSomeone@aaal.org). The message will be read by someone in the Business Office who will then notify appropriate members of the EC regarding the situation.

**MOTION:** Steph moved, and Peter seconded the motion to approve the AAAL Policy on Harassment, which reads: *AAAL is committed to providing and maintaining a safe and welcoming environment for all members and participants in all its professional activities and spaces. It does not tolerate discrimination or any forms of harassment based on race, ethnicity, color, gender, sexual orientation, religion, language, national origin, ancestry, disability, appearance, marital status, caste, age, and other constructions of difference. It is the responsibility of the community as a whole to promote an inclusive and positive environment for all association activities. Any violations of this policy should be reported to [TellSomeone@aaal.org](mailto:TellSomeone@aaal.org).* All voted in favor. The motion passed unanimously.

### **Operations (Exhibits 16, 17, 18a, 18b)**

- PAEC Discussion (Exhibit 16)  
(From Bedrettin Yazan/Delivered by Lourdes Ortega)

Lourdes presented Exhibit 16.

Discussion:

- EC suggested that PAEC solicit briefs on topics that are not very visible right now.

Lourdes presented ARAL Report (Exhibit 17)  
(From Alison Mackay/Delivered by Lourdes Ortega)

Discussion

- How much are we paying for access to ARAL? - \$10K
- How to gain access to ARAL through AAAL? - via members only section
- We should send a thank-you letter to Alison Mackay, who will step down as ARAL Editor-in-Chief, for her work.
- At the June 2024 EC meeting, we can re-evaluate AAAL's relation to ARAL.

Lourdes presented JNCL (Exhibit 18a, 18b))  
(Amelia Tseng/Delivered by Lourdes Ortega)

Discussion

- Amelia's term ends 2025. We need to plan about her replacement.

**Review of EC Action items – Katie Henley**

**Adjournment**

The meeting was adjourned at 4 p.m. CT.

**Day 2**

**Friday, March 15, 2024**

**10:00 AM – 4:00 PM CT**

**Minutes [Draft]**

**Present:** Lourdes Ortega, President; Peter De Costa, President Elect; Ryuko Kubota, 1<sup>st</sup> VP; Manka Varghese, 2<sup>nd</sup> VP; Fabiola Ehlers-Zavala, Immediate Past President; Scott Jarvis, Treasurer; Julie Sykes (online), Member-at-Large; Yasuko Kanno, Member-at-Large; Elizabeth Miller, Member-at-Large; Oksana Moroz, GSC Representative/Co-Chair; Stephanie Link, Chair of OEOC; Katie Henley (online), Ex Officio; Valerie Smith, new Managing Director; and Agnes He, Secretary.

**Call to Order**

Lourdes welcomed all participants and called the meeting to order at 10:00 AM, CT.

**Standing Committee/Leader Reports**

**AILA Report (Exhibit 19) - (Agnes He)**

Agnes presented Exhibit 19.

**Discussion:**

- We need to make clear the role each of the following plays in relation to AILA: AAAL Secretary, current AILA Secretary General (an AAAL member), and AIALA representative.
- Current AILA organizational challenges have to do with AILA's history.
- AAAL has played a significant role in AILA, not only in terms of financial contributions, but also in terms of providing examples of best practice.

**AILA EB Nomination Review (Exhibit 20)**

**MOTION:** Peter moved, and Julie seconded the motion to support Kendall King’s nomination from AAAL to run for AILA’s Member-at-Large position. All voted in favor. The motion passed unanimously.

Peter will send notification to Kendall and AILA.

**Graduate Student Council (GSC) (Exhibit 21)**  
**(From Oksana Moroz and John Wayne dela Cruz/Delivered by Oksana Moroz)**

Oksana presented Exhibit 21.

Discussion

- Contents and results of the GSC JEDI survey can be made public.
- There can be more collaboration between GSC, JEDI ad hoc committee, and conference planning committee.
- The Business Office provided great support for GSC.
- About 20 people are involved in various GSC committees; exact size of GSC membership is unknown.
- GSC has a large social media following.
- Information from GSC can be sent to ALL members, not just graduate student members.
- We need to address the disconnect between GSC page and the main AAAL page.

**AAALetter Report (Exhibit 22)**  
**(From Sarah Hercula/Delivered by Agnes He)**

- Can we invite the winners of DPSA, DSERG, and DSSA to write feature articles for the June issue (having been announced in Oct-Nov 2023) and then to invite the winners of the Book Award, Dissertation Award, and Research Article Award to contribute to the December issue (having been announced in Jan-Feb 2024). This is a reversal of the order in which these articles were included last year, but seems in better keeping with the timing of the award decisions/announcements
- Will EC approve the June 2024 Table of Contents?
- Does EC have recommendations for potential authors/contributions to AAALetter?

Discussion

- New announcement dates for DPSA, DSERG, DSSA are in July (not Oct-Nov). Book Award, Dissertation Award, and Research Article Award are announced in December. So, we should stay with last year's original sequence of invitations for featured articles.
- AAALetter needs to revise the June 2024 Table of Content (particularly items 1, 2, 3) to reflect the above.
- EC's suggestions for future AAALetter coverage
  - AAAL oral history (from OEOC)
  - multimodal contributions
  - reflections on West Virginia closing of language programs (maybe by Amy Thompson)
  - more news from sibling national affiliates of AILA.

### **NOMCO (Exhibit 23)**

**(From Amanda Kibler/Delivered by Lourdes Ortega)**

Should we consider staggered two-year terms for committee members?

#### Discussion

- NOMCO Chair Amanda Kibler did an excellent job.
- NOMCO's work is very important.
- Self-nomination is possible.
- We should encourage more colleagues to serve.
- Staggered terms will be helpful, but will create more work.
- Two years of service is a lot to ask.
- We need a balance between experience and diversity among NOMCO members.
- Should we increase the size of NOMCO?
- Should we create a Co-Chair to succeed Chair?

**MOTION:** Liz moved, and Julie seconded to have 6 elected members instead of 4 for NOMCO (among 8 nominations). All voted in favor. Katie advised that to make this change, we need to change the Bylaws, not SRs. Liz withdrew the motion.

This matter will be taken up at the next EC meeting in June.

## LUNCH BREAK

### Standing Committee/Leader Reports (cont.)

#### Committee on Online Education and Outreach (Stephanie Link) (Exhibit 24)

Steph presented Exhibit 24.

##### Discussion

- Are the prospective workshop presenters current AAAL members? Should they be AAAL members?
- Providing close captioning for videos is labor intensive.
- EC thanked Steph for the outstanding leadership. Steph has set a model for how AAAL should work, e.g., survey diversity, interviewing process to accept volunteers.
- OEOC success relies on strong subcommittee leaders.
- The workload is enormous, given the scope of the work, the amount of the work.
- Should we consider creating a Task Force on membership retention?
- In choosing public-facing scholars for OEOC initiatives, we need to have greater academic diversity beyond sociolinguistics.

Steph relayed OEOC's proposal that volunteers receive recognition in the form of discounted conference attendance or discounted membership.

##### Discussion

- All who serve AAAL pay our conference registration fees. Our budget does not permit us to provide discounted conference attendance.
- While we deeply appreciate OEOC's contribution, we need to think about reducing everyone's workload.
- Senior colleagues, rather than junior colleagues, should be encouraged to do more service. As we advance the interests of the Association, we should keep in mind the interests of our junior colleagues.

### **Operations: Standing Rules Revisions (Exhibits 25, 26) – Katie Henley and Scott Jarvis**

Katie presented strand data (Exhibit 25).

#### Discussion

- Clarification of the nature of the strand.
- Comparison in number with other (small) strands.
- The need to review strands periodically (annually, per SR).
- The more strands, the more workload.

**MOTION:** Scott moved, and Peter seconded the motion to turn the ad hoc strand “Language and the Law” into a permanent strand. All voted in favor. The motion passed unanimously.

**MOTION:** Julie moved, and Peter seconded the motion to turn the ad hoc strand “Language, Gender and Sexuality” into a permanent strand. All voted in favor. The motion passed unanimously.

Scott explained the reasons for the change in SR to describe FFAL Procedures and Amounts (Exhibit 26)

- We need a rationale for any fund-raising campaign.
- We need a better understanding of the relationship between inflation and endowment returns.

#### Discussion

- We should specify merit vs. need based awards.
- We need a n new FFAL Board structure, with the Treasurer playing a bigger role and the other Board members having clearly defined roles.

### **BREAK**

**MOTION:** Julie moved, and Liz seconded the motion to approve the proposed new SR 11, with the language amended in Section B as:

*MEMBERSHIP*

1. *The FFAL Endowment Board of Trustees shall consist of three members elected for staggered terms of three years each. The association's Treasurer serves as co-chair and voting member of the FFAL Board. The Graduate Student Council Secretary shall serve as an additional non-voting, ex officio member of the Board.*
2. *The FFAL Board will be structured as follows:*
  - a) *Association Treasurer: Co-chair*
  - b) *Year One FFAL Trustee: Trustee*
  - c) *Year Two FFAL Trustee: Chair*
  - d) *Year Three FFAL Trustee: Past Chair*
  - e) *Graduate Student Council Secretary: Non-voting ex-officio member*
  - f) *The newly elected FFAL Trustee shall be included as an ex-officio, non-voting participant, as available*
3. *One incoming Trustee will be nominated by the Nominating Committee yearly and voted upon by the membership. Trustees should ideally have experience with budgeting, investments, and/or fundraising. Their term shall begin at the conclusion of the association's annual general business meeting. Trustees completing their term of office may be re-nominated for no more than one subsequent three-year term.*

All voted in favor. The motion passed unanimously.

Katie explained that NOMCO chair, DSERG Chair, and AAALetter Editor are appointed in March of each year. It would make more sense for these appointments to be made by President Elect than by President.

**MOTION:** Manka moved, and Liz seconded the motion to have the President Elect (rather than the President) to appoint NOMCO Chair, DSERG Chair, and AAALetter Editor. All voted in favor. The motion passed unanimously.

### **Operations: General – Katie Henley**

Membership renewal messaging (Exhibit 27)

Discussion

- 30 day notice is good.
- We can consider using short testimonials from members and conference participants.
- The EC thanked Katie's efforts on membership retention and expansion.



### **Governance: Strategic Discussion – Lourdes Ortega**

What are the strategic priorities for March 2024-March 2025?

Discussion

- Budget concerns
- Fundraising strategies and possibilities
- Potential external, corporate sponsorship of conferences/speakers
- The role of Presidents in cultivating long-term relationships with potential donors
- Conference Task Force's responsibilities
- Pros and cons of one day online conferences
- Pros and cons of hybrid conferences
- Preparation for arrival of new JEDI officer

Determine Date/Time for Spring/Summer/October EC meeting.

- Katie will send out polls to determine exact dates and times.

### **Review of EC Action items – Katie Henley**

#### **Closing**

Additional Discussion

- What is the process of determining the assignments for Members-at-Large?
- MALs should have an opportunity to provide input as the President determines assignments for each MAL.

Gifts and cards were presented to outgoing members – Fabiola, Lourdes, Steph, and Oksana.  
Group photos were taken.

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

Respectfully submitted,  
Agnes He