



The Japan Association for Language Teaching

**Executive Board Meeting
22-23 June 2024
Online**

Minutes

Volume 50 No. 2

Saturday, 22 June – Sunday, 23 June 2024

Agenda for the Second Executive Board Meeting of 2024

Item 1. Determination of Voting Eligibility

In order to reach a quorum for the EBM, according to Article 35 (2) of the JALT Constitution, “2/3 of Directors and Auditor, and majority of the representatives of Chapters and Special Interest Groups shall constitute a quorum.” The calculation for quorum is as follows:

Saturday, June 22

Officers	Total	Number needed for quorum	Numbers present**	Voting members	** Including proxies for voting members
8 Directors & 1 Auditor	9	(2/3) 6	9	8	<u>Auditor has no vote.</u>
30 voting chapters 30 voting SIGs	60	(Majority) 31	43	43	
TOTALS				52	51

Non-voting members (Not counted in quorum)

14

TOTAL ATTENDANCE 66

Quorum established at 2:37 p.m.

After motion 2024-2-01

29 voting chapters 30 voting SIGs	59	(Majority) 30
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Sunday, June 23

Officers	Total	Number needed for quorum	Numbers present**	Voting members
8 Directors & 1 Auditor	9	(2/3) 6	9	8
29 voting chapters 30 voting SIGs	59	(Majority) 30	45	45
TOTALS			54	53

** Including proxies for voting members

Auditor has no vote.

Non-voting members (Not counted in quorum)

7

TOTAL ATTENDANCE 61

Quorum established at 9:13 a.m.

Item 2. Final Determination of Agenda

Passed by unanimous consent.

Item 3. Acceptance of February 2024 EBM Minutes

The minutes of the February EBM are in this June 2024 JENL, Appendix A

Passed by unanimous consent.

Item 4. Officer and Committee Reports

President (Clare Kaneko)

Nothing to add.

Vice President (Kenn Gale)

Nothing to add.

Director of Membership (Julie Kimura)

Nothing to add.

Director of Conference (Wayne Malcolm)

Nothing to add.

Osaka, Bob Sanderson: Question about conference pricing difference between member and non-member pricing. There is a large gap. This has been discussed at FSC, BOD, and Conference meetings.

Director of Program (Chelanna White)

Nothing to add.

Director of Public Relations (William Pellowe)

JALT goods store now has logo hats.

Director of Treasury (Michael Mielke)

Nothing to add.

Director of Records (Samantha Kawakami)

Nothing to add.

Auditor (Robert Chartrand)

Nothing to add.

Central Office Supervisor (Junko Shirakawa)

Nothing to add.

Publications Board Chair (Theron Muller)

Nothing to add.

Business Manager (Susan Meiki)

Nothing to add.

Question: LD SIG, James Underwood: Is the discussion about the Business Manager's proposal to ask non-education related companies to advertise still happening?

Businesses are vetted by BM, DoPR, and DoT for whether or not they are ethical.

Should businesses be only educational?

Businesses that can increase JALT revenue and support our members have been allowed to advertise and form partnerships with us.

Financial Steering Committee Chair (Anton Potgieter)

Nothing to add.

Membership Liaison (Emily Choong)

Nothing to add.

Public Relations Liaison (Miguel Mision)

Nothing to add.

Program Liaison (Robert Dykes)

If you need help finding a program chair, please ask for help.

Treasurer Liaison (Mehrasa Alizadeh)

Nothing to add.

Chapter Representative Liaison (Heather McCulloch)

Nothing to add.

SIG Representative Liaison (Grant Osterman)

Nothing to add.

UALS Chair (Risa Ikeda)

The cost of the website was born by UALS, not JALT.

International Affairs Committee Chair (George MacLean)

Nothing to add.

Code of Conduct Committee Chair (Robert Dykes)

New members:
Robert Swier
Frederick Bacala

Robert stepping down in November.
Both Gregory and Gerry would like to step down.

Diversity, Equity, and Inclusion Committee Chair (May Kyaw Oo)

Nothing to add.

NPO Liaison with Tokyo Metropolitan Government (Kazumi Kato)

I've made the official minutes of February OGM in Japanese. The business reports, the official minutes have been submitted to the Tokyo Metropolitan Government and Legal Bureau through our law office.

Tech Advisory and Support Committee Chair (Jason Hill)

Nothing to add.

Web Services Committee Chair (Paul Collett)

Nothing to add.

Nominations & Elections Committee Chair (Oana Cusen)

Error of the vote.
Correction:
President: total votes cast: 420, required:211.

Research Grants Committee Chair (Gregory Scholdt)

Nothing to add.

Environmental Committee Chair (Kate de Veas)

Nothing to add.

Student Peer Interaction Network Committee (Natsuho Mizoguchi)

Nothing to add.

Writers' Peer Support Group Committee Chair (Kinsella Valies)

Nothing to add.

Mentoring and Orientation Committee Chair (Kathleen Brown)

Nothing to add.

Research Ethics Committee (Anne Howard)

Nothing to add.

Officer Support Committee (Bill Pellowe)

Nothing to add.

Awards and Recognition Committee (Mary Hillis)

Nothing to add.

<<<<<<<<<< End of Officer and Committee Reports >>>>>>>>>>

NOTE: about motion numbering: Each motion is given a number when it is put onto the agenda for the first time. If the motion is held over until the next meeting, it carries the same number so it can be tracked.

MOTION year – EBM (1, 2, or 3*) – order in JENL: Motion Title (EBM member who proposed it, office)

*EBM 1 – winter (Jan or Feb) EBM 2 – summer (June or July) EBM 3 – conference (Oct or Nov)

For example, Motion 2018-1-1 is the first motion considered at the February EBM of 2018. Motion 2018-2-14 is the 14th motion considered at the June EBM of 2018.

Item 5. Priority Items

Motion 2024-2-01: Merging of the Nagoya & Gifu Chapters (Proposed by Glenn Magee, Gifu Chapter President, and Naoya Shibata, Nagoya Chapter President)

Moved that the Nagoya & Gifu Chapters merge to become the Nagoya & Gifu Chapter.

Proposed Nagoya & Gifu Chapter Officers:

President: Naoya Shibata
Vice President: Amy Braun
Treasurer: Noriko Kurishita
Membership Chair: Steven Charles
Membership Co-Chair: Cheryl Dicello
Program Chair and Facilities Chair: Yoko Takano
Publicity Chair: Amy Braun
Publication Chair: Camilo Villanueva
Member at large: Clair Taylor
Member at large: Michael Sherbourne

Rationale: The Gifu Chapter is facing difficulties finding enough officers to organize and run chapter meetings effectively. Therefore, merging the Gifu and Nagoya chapters is a viable option. A merger would create a larger pool of potential officers, ensuring a stronger leadership team to organize and deliver JALT activities for members in both regions. Furthermore, both chapters would benefit from a broader range of expertise and experience, leading to a more robust and diverse offering for JALT members in both regions.

A majority of officers from both chapters agreed to proceed with merging on March 17th, 2024. For: Gifu (4), Nagoya (6); Against Gifu (0), Nagoya (0). There were no abstentions.

Seconded by Director of Program, Chelanna White
Passed by unanimous consent.

Item 6. Unfinished Business

No Unfinished Business

Item 7. New Business

Motion 2024-2-02: Motion to establish the Constitution and Bylaws of the JALT

Nagoya & Gifu Chapter (Proposed by Naoya Shibata, Nagoya & Gifu Chapter President)

Moved that the JALT Nagoya & Gifu Chapter Constitution and Bylaws passed by the JALT Nagoya & Gifu Chapter Executive Board on April 15th, 2024, be approved.

Rationale: The JALT Nagoya & Gifu Chapter Constitution is established with regard to chapter membership, roles of members and officers, and the responsibilities of the above. Additionally, the constitution provides standards for meetings, official languages, amendments to the constitution, and the financial year. It will be ratified by the membership after the chapter is officially approved.

*See Appendix D: Constitution and Bylaws of Nagoya & Gifu Chapter

Seconded: CUE SIG, Frederick Bacala
Passed by unanimous consent.

Motion 2024-2-03: Amendment to Global Englishes (GE) SIG Constitution

(Proposed by Ben Joicey, coordinator, Andrew McMahon, treasurer and membership officer, and Tim Andrewartha, publicity officer).

Moved that the GE SIG constitution amendments, which were voted on and approved at the Global Englishes SIG AGM on November 25th, 2023, be approved.

Amendments:

1. Article 6

“The GE SIG shall hold an Annual General Meeting (AGM) at the JALT International Conference”.

Amendment:

The GE SIG shall hold an Annual General Meeting (AGM) on the same day as the GE SIG annual conference, whether that is online or face to face.

2. Article 8

“Officers shall be elected and approved at the Annual General Meeting held at the JALT International Conference”.

Amendment:

Officers shall be elected and approved at the Annual General Meeting held on the same day as the GE SIG annual conference, whether that is online or face to face.

Rationale: The change of venue and date is to enable easier attendance by GE SIG members, officers, and other JALT members.

*See Appendix E: Constitution and Bylaws of General Englishes SIG

Seconded by Director of Program, Chelanna White

Passed by unanimous consent.

Motion 2024-2-04: Choice to opt out of printed JALT publications (Proposed by Clare Kaneko, President)

Moved that an “opt out of printed publications” selection is added to the new member and the member renewal forms.

Rationale:

This item was presented at the EBM in June 2023 as a discussion item, and a favourable response to this topic was received. This is not a blanket decision to make all publications online. Reasons for moving forward with an opt out allows those members who wish to continue to receive the publication in a printed format the opportunity to do so. We would like to give the choice to our members.

Seconded by Director of Program, Chelanna White

Passed by unanimous consent.

Motion 2024-2-05: Amendment to the Code of Conduct and Social Media Policy

(Proposed by Bill Pellowe, Director of Public Relations, on behalf of Robert Dykes, Code of Conduct Committee Chair)

Moved that all instances of “gender” in the Code of Conduct and Social Media Policy be changed to “gender identity, and gender expression.”

Rationale: It was brought to the attention of the Code of Conduct (CoC) committee that some of the terminology in the current code of conduct could be updated to use more inclusive wording. It was determined that the Social Media Policy should be included in this change as both works set the behavioral guidelines for JALT. After an internal discussion took place, a point of discussion was brought to the June 2023 EBM. After a discussion between EBM members, a reading of the room was taken, and the majority of the attendees concluded that the word “gender” should be changed to “gender identity” and/or “gender expression.” Some members of the EBM pointed out that “gender identity” and “gender expression” have nuanced differences, so the CoC committee believes that including both phrases would offer the widest level of inclusive language to the documents in question.

*See Appendix F: Code of Conduct and Appendix G: Social Media Policy.

Seconded by CUE SIG, Frederick Bacala

DoP, Chelanna White: Does this include updating pronouns? CoCC: Not at this time. It is a separate issue from this motion.

CALL, Rober Swier: Could you define gender expression and gender identity? Does this

include gender? CoCC: Does not have a clear definition of these terms.
CUE, Fred Bacala: Aren't the pronouns "he/she" under the umbrella of gender expression and gender identity?
There are no pronouns in the Code of Conduct and Social Media Policy.

Passed by unanimous consent.

Motion 2024-2-06: Move 1 million yen from Development Fund to FY2024 Chapter/SIG Grant (Proposed by Bob Sanderson, Osaka Chapter President)

Moved that 1,000,000 yen be moved from the Development Fund to the FY2024 Chapter/SIG grant.

Rationale: JALT members rightfully expect that a significant portion of their dues will go to support their Chapters' and SIGs' activities, and that funding will be relatively stable from year to year. In addition, Chapters and SIGs should not be burdened unnecessarily with jumping through bureaucratic hoops to apply for funds from the Development Fund unless undertaking special projects. The 2,000,000 yen budgeted for FY2024 at the February EBM for Chapter/SIG grants is not enough to cover normal Chapter/SIG expenses for most Chapters and SIGs, and an additional 1,000,000 yen will make the total grant much closer to the 3.5 million yen of the FY2023 grant, thus reducing volatility among Chapter and SIG budgets. The Development Fund has ample funds to be able to provide an additional 1,000,000 yen for this year's Chapter/SIG Grant, especially after the dissolution of the West Tokyo Chapter which had nearly that amount in its accounts. The Development Fund can be replenished in future years' budgets if necessary. Maintaining more stable funding for and stronger financial autonomy of Chapters and SIGs, and minimizing the need for them to apply for additional funds (that should rightfully be theirs in the first place) from the committee that administers the Development Fund, will help reduce bureaucratic hassles, keep morale higher among officers, and ensure that all Chapters and SIGs have ample funds to do what they like to serve their members in the coming year. This motion will not affect the overall FY2024 national budget but will hopefully help ensure more steady activity among Chapters and SIGs while minimizing bureaucratic hassles for all.

Seconded by CUE, Frederick Bacala

Clarifying Questions:

GALE, Terry Tuttle: How would this be distributed?

Osaka, Bob Sanderson: It would be double the grant, so distributed in the same way.

FSC, Anton Potgieter: Can explain how this would be distributed. Most chapters and SIGs would see minor increases to their balances, but some of the groups with smaller balances would see a slightly larger increase.

Program Liaison/CoCC Chair, Robert Dykes: Isn't there a better way to do this? Why don't we educate people on how to use the Development Fund?

Osaka, Bob Sanderson: We can see that people need money, so why make them ask? We should just give them some money. Why didn't the West Tokyo money go straight to the chapters/SIGs? Keep the funding steady.

Nara, Leigh McDowell: Are the FSC and DoT behind this motion? 3 million in reserve accounts?

Osaka, Bob Sanderson: FSC and DoT do not seem to be behind it.

DoT, Michael Mielke: The reserve account is the money that chapters and SIGs have in their own accounts held by JCO for security purposes. The development fund is a special reserve account that chapters and SIGs, who do not have enough funds, can apply to for funding. Development fund is used for new chapters/SIGs, special projects, and to meet needs. DoT is behind this idea in spirit, but not this way.

FSC: In favor of looking at new ways to consider how to create the grant. The current system was not resilient to the COVID shock. Conference revenue was down. Blanketly giving money to chapters and SIGs who don't need it is not an effective use of funds.

Wants to look at the whole way that chapters and SIGs are funded.

Osaka: We should shift the funds over to the grants, but how to distribute them...

FSC: The 6% is not arbitrary.

Discussion:

TEVAL, Edward Schaefer: This doesn't need to be changed at this time. Educate people to use the development fund.

Study Abroad, Thomas Legge: Supports the motion. If chapters/SIGs have more funds, they feel like they can host more events and run their programs.

GALE, Terry Tuttle: Base amounts of chapters/SIGS is very different. Some operate very differently, and therefore have lower/higher operating costs. A blanket distribution of funds does not seem like it would benefit the chapters/SIGS. A discussion about how the funds are distributed is necessary.

PIE, David Kluge: While the sentiment behind this motion has its "heart in the right place", it seems like the development fund is a better way to "store the money".

Nara, Leigh McDowell: A bigger issue for many chapters/SIGs is probably human resources. This is the rainy day, and if chapters/SIGS need funding, they should use the development fund.

CALL, Robert Swier: This is probably not a good use of the money. 1 million yen being distributed across everyone will not find its way where it is most needed. 3 million yen is not a lot to have in the development fund. It is better to keep it there so people can apply for the funds to use it as they need it. CALL will vote against this motion.

CUE, Frederick Bacala: At first he thought it was better to distribute the funds, but his thinking has shifted. Distributing this would be a small amount. CUE will vote against.

DoT, Michael Mielke: The development fund is DoT, FSC, CRL, SRL and TL. They are people who know operational details and can provide advice.

ER, Greg Gagnon: (Broke up)

Program Liaison: Would like to see people ask for help and collaborate. Does not just want to get a blanket amount of money.

Hokkaido, Bricklin Zeff: Blanket distribution is not a great idea.

LD, James Underwood: If we distribute 1 million yen, then the development fund is gone and there is no money for next year?

DoT: The development fund is not related to the chapter/SIG budgets. You are not restricted if you have a good case to apply for funds.

Auditor, Robert Chartrand: Clarification. There is 3 million in the development fund, so if this motion passes, there will still be 2 million in the development fund.

Nagano, Miguel Mision: Smaller chapter with low funds. While he would love to have more money, he is against this motion. Learning to work with lower funding is better for the chapter.

Study Abroad: Agrees that there are some chapters/SIGs who need funding. But on

