



The Japan Association for Language Teaching

Executive Newsletter (JENL)

Volume 50 No. 2

Saturday, 22 June – Sunday, 23 June 2024

NPO JALT Executive Newsletter – June

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Meeting Schedule:

22 June (Saturday)

9:00 – 12:00

Financial Steering Committee Meeting

Attendees: FSC members

13:00 - 14:00 *not EBM, but OGM*

OGM

Attendees: All JALT members (not only EBM attendees)

14:00 - 17:00

EBM

Attendees: All members

18 February (Sunday)

9:00 – 9:15

EBM

Attendees: Voting members only (Establish Quorum)

9:15 – 10:45

Pre-Conference Planning Committee

Meeting Attendees: PCPC members

Chapter Breakouts

Attendees: Chapter representatives

SIG breakouts

Attendees: SIG representatives

11:00 – 15:30 (lunch break 12:00 – 13:00)

EBM

Attendees: All members

Meeting Headquarters:

Online

Zoom Links to be Posted in Basecamp.

Documentation for the EBM

Please note that the following documents can be downloaded from the "Officer Resources" section of the JALT website.

1. OEC (Officer Expense Claim):

These forms will be available at the meeting as well as by download from the Officer Resources section of the JALT website.

2. JENL (JALT Executive Newsletter):

Director of Records, Samantha Kawakami, will post a message to the EBM Team on Basecamp when the JENL is available for download (no later than 2 February 2024). Please note that printed copies of the JENL will NOT be available at the EBM, so be sure to bring a paper or digital version of it with you to the meeting. In the interest of saving paper, we recommend downloading a digital version.

3. If you cannot attend, you have two options.

Option 1: Power of Attorney and *ininjo* (委任状):

All Chapters and SIGs who wish to have an individual other than the Chapter President or SIG Coordinator officially represent their group at the EBM need to transfer their voting rights to that person by sending a Power of Attorney form by postal mail to JCO by Wednesday, February 14. Log into the JALT site and download the form at <https://jalt.org/officer-resources/proxies>. The form needs to be signed by the President or Coordinator and sent by postal mail to JCO (instructions are included with the form download):

The Japan Association for Language Teaching, Level 20 Marunouchi Trust Tower-Main, 1-8-3 Marunouchi, Chiyoda-ku, Tokyo 100-0005

〒100-0005 東京都千代田区丸の内 1-8-3 丸の内トラストタワー本館 20 階

The download also includes an *ininjo* (委任状) that transfers your vote to the chair of the meeting. DUE TO LOGISTICS, THIS IS THE PREFERRED OPTION. PLEASE SUBMIT THE FORM, WHICH IS AVAILABLE NOW.

OR

Option 2: Absentee Voting:

Voting members of the Executive Board who do not submit the Power of Attorney form should submit an absentee ballot to vote on agenda items. When the JENL is published (2 February 2024), there will be an absentee vote form available.

Please send your absentee votes by postal mail to JCO by Wednesday, February 14.

Note: You can only represent one group at the EBM. You cannot turn in an absentee ballot for one group and attend in person as the representative for another group; this would make you the representative for both groups.

4. Access to Officer Resources:

To get the JALT Executive Newsletter (JENL), view past JENLs, EBM minutes, get Power of Attorney or OEC forms, and much, much more, please visit the Officer Resources section of jalt.org.

Login section:

Click on "Sign in" at the top right-hand side of the jalt.org website and enter the email address that you use for your personal JALT membership.

Please note that if you HAVE NOT logged into the JALT website since March 2021, or if your password is not working, you may need to RESET your password. Please use your OWN personal JALT log in email when you reset your password.

Use the "Request New Password" function on the login section:

<https://jalt.org/user/password>

It's a very simple process but if you need clearer instructions, please watch this

video: <https://youtu.be/Ymu6OrwIFrM>

After successful login, the Officer Resources section will be available via the "Groups" header menu item, or click on this link:

<https://jalt.org/main/officer-resources>

Some officers may not be able to access the Officer Resources section if their membership data is incorrectly listed on the JALT site, or their officer role has not been entered on the website. If you experience this issue, please contact Ms. Junko Shirakawa at jco@jalt.org. We apologize for any inconvenience here.

Thank you very much for your hard work for JALT.

If you have any questions or comments, please let us know via Basecamp.

<https://3.basecamp.com/4941132/projects>

Getting Ready for the EBM

BEFORE YOU COME TO THE EBM

- Please print out this JENL or put it on a digital device. There will be no extra copies at the meeting.

DON'T FORGET TO BRING ...

- A device that can access Basecamp and be used for online voting.
- This JENL
- The NPO Laws in English and/or Japanese; they are also found in "Officers Resources" on jalt.org
- Business casual & good walking shoes
- Open mind and open ears

WHAT TO DO ...

- Read this JENL and talk about it with your chapter or SIG co-officers. Pay special attention to the motions in New Business. Officer reports and minutes of past meetings will also give you a picture of all the hard work volunteers are doing at the national level.
- Familiarize yourself with the Standing Rules and the Constitution and Bylaws. ● And if you're feeling really ambitious, download and scan the JENLs and meeting minutes from the last year to familiarize yourself with issues that have been covered at previous meetings.

DURING THE MEETING

DON'T BE AFRAID TO ...

- Ask questions for clarification – everyone should understand what's going on
- Tell speakers to speak louder if you can't hear them
- Take a quick break during discussions if you need to use the restroom, make a call, etc.

PLEASE TRY TO ...

- Make your points clearly and concisely
- Keep your comments under 2 minutes
- Let other people have a turn to speak

JALT Acronyms

You may find the following acronyms used in this JENL and at the meeting.

AM Associate Member: business or organization member of JALT

BOD Board of Directors (eight elected officers)

CRL Chapter Representative Liaison

COC Code of Conduct Committee

DAC Domestic Affairs Committee

EBM Executive Board Meeting

EME Educational Materials Exhibition (at the annual JALT international conference) **FSC** Financial Steering Committee; prepares and reviews the budget before presenting to the EBM

IAC International Affairs Committee

JCO JALT Central Office

JENL JALT Executive Newsletter (this document!) contains officer reports, agenda items, and financial data for the upcoming Executive Board Meeting

JJ *JALT Journal* (JALT's semi-annual peer-reviewed publication)

JJ JALT Junior

MAS Monthly Accounting Statement

NEC Nominations and Elections Committee

NPO Nonprofit Organization (what JALT is)

OEC Officer's Expense Claim form; use this to submit expenses for reimbursement **OGM** Ordinary General Meeting; twice yearly business meeting of all JALT officers and members who attend; only these meetings are recognized by the Tokyo Metropolitan Government Legal Affairs Bureau, which has granted JALT NPO status, as the required meetings that must be held

PAC Pan-Asian Consortium of Language Teaching Societies, of which JALT is a member organization.

PanSIG Spring mini-conference organized by many of JALT's SIGs
PCP Postconference Publication
PCPC Pre-Conference Planning Committee
SIG Special Interest Group
SRL SIG Representative Liaison
TLT *The Language Teacher* (JALT's bimonthly peer-reviewed publication)
UALS United Associations of Language Studies

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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

TOTALS

Officers	Total	Number needed for quorum
8 Directors & 1 Auditor	9	(2/3) 6
30 voting chapters 30 voting SIGs	60	(Majority) 31

Non-voting members (Not counted in quorum)

TOTAL ATTENDANCE

Quorum established at a.m.

*** Including proxies for voting members*

Auditor has no vote.

Sunday, June 23

Officers	Total	Number needed for quorum
8 Directors & 1 Auditor	9	(2/3) 6
30 voting chapters 30 voting SIGs	60	(Majority) 31

TOTAL ATTENDANCE

Quorum established at a.m.

Item 2. Final Determination of Agenda

*** Including proxies for voting members*

TOTALS

Auditor has no vote.

Non-voting members (Not counted in quorum)

Item 3. Acceptance of February 2024 EBM

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

Item 4. Officer and Committee Reports

President (Clare Kaneko)

I would like to thank the JALT membership for their continued support of our organization. Firstly, let me congratulate those who have been elected to their new and existing positions on the Board of Directors starting in January 2025. The results of the election will be ratified at the 2025 June Ordinary General Meeting.

Since my last report, we have had a successful Executive Board Meeting (EBM) in February. The officers attending the meeting represented their constituents well, and we were able to address all of the motions in the JENL. We also managed to discuss a few items before closing the meeting. The overwhelming response to the discussion item regarding the removal of a SIG from membership was to maintain one SIG membership. The discussion item regarding the November EBM being held online outside of the conference generated many responses. Some members cited the social aspect of meeting people face-to-face at the conference as a reason for keeping the meeting as it is. Others suggested moving the timing of the meeting while still holding it at the conference. Another suggestion was to schedule a “short” EBM in December, after the conference. This feedback will help the board make decisions for the conference EBM from 2025 onwards.

The Board of Directors has continued to meet twice a month on Tuesdays. We have been able to discuss many items brought forward by JALT members or identified in our various roles. In May, we were also able to come together in person to discuss our agenda items. The meeting was very productive, and we made significant progress on many of the items on the agenda

In May, I was privileged to attend the KOTESOL conference. It was my pleasure to meet JALT members who had also travelled to the conference. Many of these members were happy to sit at the JALT table and talk to passersby about our organization. I also met many KOTESOL members interested in attending our conferences in Japan, and I have already heard that some attended the JALT CALL conference in May. I had the opportunity to speak with other international representatives, and many are in the same situation of retaining and gaining new members. Many of these representatives are also looking at attending our International Conference in November. I gained a new appreciation of those who volunteer at our International Conference. While some parts of the planning process for our conference are concluding, many more are just about to begin. I want to thank all those who have contributed and will contribute to making this year’s conference a success.

Vice President (Kenn Gale)

Greetings:

I am happy to be here with you all and serve the JALT community. Welcome to the second EBM of 2024. This EBM we have opted for an online version. Thank you all for understanding and support in this. As the BOD travels to various locations for our meetings, the face-to-face time allows the directors to discuss various dealings of running the NPO. It goes through a detailed agenda prepared by the Director of Records. This last meeting in Fukuoka, we were able to spend considerable time with the local officers and attended their monthly meeting, which was a great time for the BOD to get together with local members. This is the true purpose of BOD travel to support or Chapters and SIGs however we can.

The Board also continues our bi-weekly Zoom meeting to discuss JALT business and meet with various officers. As Vice President, as outlined by the constitution, a large part of my job is to work with JALT Central office staff. I regularly visit the JALT officer and meet with the manager monthly. During this time, we can discuss, plan, and organize various events and activities, including the EBM preparations, BOD meetings, and general NPO affairs. This face-to-face time with the manager has been productive. In April, the 4 JCO staff and I had a quarterly face-to-face meeting at our rental office in Tokyo. This was a productive time to hear updates from all staff and focus on several topics as a team. The JCO staff continues to operate at a very efficient and productive level.

Again, thank you to everyone who works so hard for JALT. Have a great weekend.

Kenn Gale
Vice-President

Director of Membership (Julie Kimura)

I. Membership Trends

Overall, numbers have taken a slight dip. Part of the reason may be that members had been waiting for the current fiscal year to renew their annual membership. As a result, revenue from membership for the fourth quarter fell slightly short of our projections. However, it is encouraging to see an increase in group memberships, which takes coordination among members. We can expect this trend to continue due to continuing inflation and a weakening yen. The Membership Chairs met online on May 7, which you can read about in the Membership Liaison's report.

II. Notes and Reminders

1. Please use the guide for Chap/SIGs on how to work with our Associate Members (AMs) at <https://jalt.org/officer-resources/miscellaneous>. It explains how to solicit AM participation in, and sponsorship of your events. For those of you who have already begun such a

relationship, simply skip over the first three steps to see how to complete the organization and accounting steps. A complete list of JALT AMs is available at <https://jalt.org/main/sponsors>

2. Please make best use of “Getting Involved in JALT,” now available at <https://jalt.org/main/getting-involved-jalt> This document references pretty much everything we do in JALT, with an emphasis on how members can become involved to achieve their ambitions for professional development. It can be an invaluable recruiting tool for your Chapter or SIG. Many JALT members are unaware of the benefits of membership, including networking opportunities at our monthly ZPD. Please inform members and, more importantly, prospective members of the benefits of JALT membership. 3. JALT Officers are kindly reminded to keep their memberships up to date. According to JALT Bylaws, we cannot allow non-members to serve as Officers. Officers who keep their memberships current save our Membership Secretary a great deal of work.

IV. Membership Numbers Summary and Comparison A few notes on the charts below: 1. X-None is for the members who did not choose to join a SIG. 2. Z-None is for the members who did not choose to join a chapter.

Category 8/31/2023 4/30/2024 Associate Members (Sampler) 7 5

Associate Members (displaying) 4 4

Associate Members (presenting) 19 18

Associate Members (supporting) 5 5

Complimentary Members 32 26

Group 234 273

Joint 38 40

Overseas Members 40 35

Regular 1,611 1,566 Senior 107 112

Student 78 75

Institutional Subscriber 77 72

TOTAL 2,252 2,231

SIG 8/31/2023 4/30/2024 ALL Accessibility in Language Learning 35 38 ART

Art, Research, and Teaching 15 20 Bilingualism 93 86 BRAIN Mind, Brain &

Education 112 100 Business Communications 9 17 CALL Computer Assisted

Language Learning 224 237 CEFR & Language Portfolio 48 44 CT Critical

Thinking 71 63 CUE College & University Educators 403 406 ER Extensive

Reading 120 109 GALE Gender Awareness in Language Education 57 47

Global Englishes 26 42 GILE Global Issues in Language Education 118 118

ICLE (no vote) Intercultural Education
Communication in Language 110 103

JSL Japanese as a Second Language 32 0 LD Learner Development
154 149 LiLT Literature in Language Teaching 52 55 Listening 32 42 LLL
Lifelong Language Learning 30 29 MAVR Mixed, Augmented, and Virtual
22 30 MW Materials Writers 68 58 OLE Other Language Educators 32 31
PIE Performance in Education 37 33 Pragmatics 101 93 SA Study Abroad
87 85 SO School Owners (no vote) 16 17 TBL Task-Based Learning 100
100 TD Teacher Development 114 114 TEVAL Testing & Evaluation 79 80
THT Teachers Helping Teachers 36 37 TYL Teaching Younger Learners
101 106 Vocab Vocabulary 87 85 XNONE (not selected) 87 77 **GRAND
TOTAL 2,708 2,651**

Chapter 8/31/2023 4/30/2024

Akita 21 28 East Shikoku 22 21 Fukuoka 79 70 Gifu 24 23 Gunma 28
27 Hiroshima 68 73 Hokkaido 77 71 Hokuriku 33 37 Ibaraki 36 42
Iwate-Aomori 29 27 Kitakyushu 25 28 Kobe 79 86 Kyoto 126 125
Matsuyama 16 20 Nagano 29 24 Nagoya 118 121 NanKyu 44 37 Nara
32 34 Niigata 27 26 Oita 31 31 Okayama 36 28 Okinawa 38 35 Osaka
150 151 Saitama (no vote) 53 50 Sendai 73 72

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Shizuoka 27 22 Tochigi (no vote) 10 Tokyo 561 608 Tottori 15 17
Toyohashi 18 21 West Tokyo 61 0 Yamagata 10 10 Yokohama 87 84
ZNONE (not selected) 54 54

GRAND TOTAL 2,127 2,113

Director of Conference (Wayne Malcolm)

Dear JALT Executive Board,

Current planning for JALT2024 in Shizuoka is proceeding on course. If you have any questions or comment do not hesitate to contact me directly at conference@jalt.org.

I want to use this report, however, to illustrate some processes, as well as provide plans for bringing greater transparency to the processes. The first major point is the selection of the conference chair(s), and the second will be about volunteer benefits and how they are decided and allocated.

The conference chair is a vital position in the conference planning process because this person (or persons) provides the vision and theme of the conference as well as are involved in every phase of the decision-making process of the conference. They are the

face of the conference and when it comes to direct publicity and choosing the main stage speakers who will also be the faces of the conference, the conference chair for all intents and purposes is the focal point for these efforts. Moving forward the following structure, I believe should be used to select a conference chair (Important Note: This process was created through many discussions between myself and former JALT President Dawn Lucovich. She was an advocate for standardizing such systems and was the catalyst for the following systematic approach to choosing the conference chair. Thankfully, we strongly agreed in this area.):

- 1) Between the June EBM and September 1st people can propose a conference chair, or group. For expenses and overall workflow, if multiple people want to work together that number should be kept to a maximum of 3. With the proposal should come ideas regarding a conference theme. During this time, interested parties should contact the current Director of Conference to discuss the matter and receive a detailed job description.
- 2) The JALT Board of Directors will discuss the received cases and render a decision by the end of the September Board of Directors meeting.

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- 3) Once notified by the standing Director of Conference, the selected conference chair(s) will meet with the Director of Conference and formalize a conference theme as well as conference logo.
- 4) Once a theme and logo have been finalized, which should be a week before the current year's conference, the conference chair(s) will prepare a short presentation that will be shown at the closing ceremony of the current year's conference.

One may advise that this process should be codified as a standing rule, but I would advise not to do so. Event planning with a largely volunteer group of staff requires a degree of flexibility that if we were to be restricted to a set path every year, may hamper the need to purposefully diverge from the process. For example, one year, I had to be conference chair. I asked many people and for various reasons the people I asked could not step into that role. People provided me with names, and upon contacting said people, they could not be conference chair. In the end, I had to take on that role. As Director of Conference that was not really a far stretch, but it meant more decision-making power was consolidated into one person, which was not ideal. The COVID Conferences saw our format dramatically altered. One never knows what will happen in the future and if processes must change based on external factors out of our hands. I believe having this framework to consult and guide future conference planning teams goes a long way to providing structure as well as flexibility for a decision-making process that requires both.

Moving forward I will take this process as written in this report, along with a description of the conference chair duties, and place them in the Officer Resources area of the JALT website. This way any JALT officer will be able to access and disseminate them to interested JALT members.

Finally, for this point, if anyone has any questions, comments, suggestions, etc. please

contact me – conference@jalt.org. I look forward to hearing from you.

Lots of behind-the-scenes work takes place before the conference we experience every Autumn comes to fruition, obviously. As a largely volunteer event team JALT uses a benefit structure to reward members who work for the conference. This benefit structure includes – conference fee waiver, and hotel and travel coverage. Generally, we follow similar guidelines to reimbursements for job duties performed in other areas. For example, when there is a face-to-face Executive Board Meeting (EBM), JALT reimburses travel based on various criteria. We encourage making travel arrangements early to get lower rates.

Benefits for conference work are determined by the job being performed and how much responsibility goes with and intensity surrounding the job. For example, the person who oversees the vetting of abstracts every year receives a full conference benefits package because this job is rather intense and is the lifeblood of the conference. No presentations, no conference. The person doing the job works from the end of one conference to about May of the following year when acceptance, rejection, and waitlist notices go out, and even after that they are providing ideas for how to make the process better for the next iteration of the process. The responsibility involved is quite important, along with the intensity of the work being done (they read and assign every abstract). On the other hand, there are some jobs that are just not as intense, but as we value every job, such jobs get partial benefits. Some members may want to help in a very particular capacity, and such volunteering is

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important to recognize. An example of this, are proofreaders. Every year the conference handbook summaries are organized and proofread by a small group of people lead by the Conference Handbook Content Editor. The Content Editor collects all the handbook materials and chops them up into pieces for others to proofread. Those proofreaders send back their edits to the lead editor who collates all the material, gives them another check, and send that material to the Conference Handbook Layout Editor. The Content Editor receives a full benefits package because they are person who deals with collecting all the materials and are the contact point for everything handbook related. The proofreaders receive a partial benefit of their choice – conference fee waiver OR accommodation for 2 nights OR transportation reimbursement.

I hope these illustrations provide some insight into this area of the conference planning process. In the coming months, it is my intention to provide a more structured grid providing conference jobs, a brief description of each, as well as the benefits for those jobs. This will eventually be housed in the Officer Resources area of the JALT website. If anyone has any questions, comments, or suggestions, please contact me.

JALT is a rather unique organization because while we have a supremely competent office staff to make sure the organization performs at a high level, there are equally competent volunteers who provide countless hours of their own time. We all strive to make sure the JALT conference remains one of the preeminent language education conferences in the world, and with that JALT as leader in our field. Choosing great conference chairs and rewarding dedicated volunteers makes this happen and is something I feel blessed to be a part of!

Be well and stay safe.

Director of Program (Chelanna White)

Greetings!

I wish we could meet in person in Sapporo, but I am glad that we are still able to meet online.

The Program Chairs met online on April 24th to discuss selecting nominees for the Michele Steele Best of JALT award, conference and event platforms, and issues with recruiting officers as well as working with a very limited budget. Items on the agenda that were not covered were admissions fees and developing a Program Committee.

The Michele Steele Best of JALT program is a way to recognize excellent presentations or publications at SIG or chapter events, or in SIG or chapter publications over a calendar year. SIGs and chapters are invited to nominate one presentation or publication they deem to be the best. Multiple presenters or authors in one presentation or publication may be nominated together. It is up to each SIG or chapter how nominees for Michele Steele Best of JALT are selected. Nominations are open to all presenters regardless of whether they

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are JALT members, including sponsored presenters and publishers. Winners are awarded with a certificate (multiple copies are available for presentations or publications with multiple authors), and invited to a special reception at the JALT Conference. Nominations for the 2023 award, to be presented at the 2024 conference, are due Wednesday, July 31st. A list of past winners can be found here: <https://jalt.org/main/best-jalt>

There are several platforms used by JALT for conferences and smaller events, and chapters, SIGs, and other groups are welcome to use whichever suits their needs best. Edzilla was used for our first online-only conference in 2020, and in 2021. It was also the platform used for PanSIG 2022. Since 2022, Cvent has been used for the JALT Conference. Our contract with Cvent ends this year, and we do not anticipate renewing it, so this is your last chance to use this platform. The newest addition is Indico, which powers events.jalt.org, and has been used to host conferences and events such as JALT CALL 2024, and the Kyoto chapter-sponsored Living on the Edge. The major advantages of Indico are that it is free, and allows JALT to store data on our own servers. Again, groups may use whichever platform(s) they decide are best for them.

It can be difficult for smaller or more remote chapters to attract presenters. Collaborating with other chapters and SIGs is one avenue, as is applying for money through the Development Fund. I hope to continue the discussion on how to best support struggling chapters and SIGs on the Program Chairs Basecamp. If you are a Program Chair and are

not in our Basecamp group, please email me at program@jalt.org to get connected with the other Program Chairs on Basecamp.

In addition to overseeing the Program Chairs Basecamp group, I am also the chair of the Program Committee. Didn't know we had one of those? Me either! I am looking for Program Chairs past or present, or anyone who wants to help improve the programming in JALT to form this committee and work together to support our wonderful Program Chairs. Please reach out to me on Basecamp or at program@jalt.org to get involved.

I hope we can meet again in person soon!

Director of Public Relations (Bill Pellowe)

Over the past year, PR has been working well with the JALT Business Manager and the JALT AM Liaison to increase income generated through paid advertisements on the [JALT Talk newsletter](#) and paid posts on social media such as Facebook. The newsletter ads have gained in popularity; last year, I reported that we were selling "one or two banner ads per issue", whereas recently, we've had as many as four banner ads in consecutive issues. On Facebook, we decided that a total of two sponsored promotional posts at a time would be the optimal number, and we are pleased to announce that we are "sold out" until November 2024. Through efforts such as these, we are both raising income for JALT and providing another way for our Associate Members to reach a wider audience.

Social Media

Our presence on social media platforms continues to expand onto new platforms, and our audiences on most platforms also continues to grow (see the table below). Our complete list is on the JALT website (<https://jalt.org/main/jalt-social-media>). I want to thank everyone who helps out by liking, re-tweeting / re-posting, and forwarding our social media posts to their own networks. This really helps. Please continue to do so.

Date	Facebook	Instagram	X (Twitter) (all accounts)	Linkedin (all pages)	YouTube	Tiktok
2022/11/01	4167	768	5388	931	1103	32
2023/01/2 7	4254	799	5428	1035	1150	33
2023/09/2	4530	869	5501	1225	1253	36

3						
2024/01/13	4659	920	5604	1367	1302	36
2024/05/20	4719	945	5622	1427	1330	30
Growth since January:	60	25	18	125	-2	-6

The busiest period for social media posts was during the JALT2024 call for conference presentation proposals. In comparison, April and May are quiet.

JALT Goods

Last year, we explored options for selling JALT goods (such as shirts and mugs) through print-on-demand services. The upside to print-on-demand is that JALT does not have to pre-order a large amount of stock to sell. Nor do we have to deal with shipping or storing inventory. Instead, with print-on-demand, we simply upload our designs to the online shop (<https://suzuri.jp/JALT>), and the company creates the items as our customers order them. The company handles the payments as well as shipping. So, for us, it is essentially a hands-off business. The downside to this is that the prices for these goods are high, and our margin of profit is low. For example, a JALT tote bag costs 2,973 yen, and from that, JALT earns 200 yen. (We could decide to raise the prices to earn more, but this practice would make already expensive items perhaps too expensive.) Our first effort (selling JALT2023 conference goods) earned us only 10,000 yen.

JALT Talk newsletter

The *JALT Talk* email newsletter comes out near the end of each month. *JALT Talk* contains announcements related to JALT and our affiliate organizations. Occasional special issues come out as needed; these are generally focused on our annual conference. Back issues (since 2021) are available on our website at <https://jalt.org/main/jalttalk>.

Data from the *JALT Talk* newsletter sent April 29th:

- Recipients: 8,048 subscribers
- 60.64% opened the newsletter (4863 unique users, opened 9846 times) • 3185 subscribers did not open the email
- 8.1% clicked a link (651 unique clicks)

- 0.07% unsubscribed (6 people)
- 0.0% marked it as spam (0 people)
- 3 banner advertisements

See the newsletter: <https://hosted.jalt.org/membermail/w/n892VfarDGvE1w6l763Ff27VSg>

This issue included the following announcements:

1. Job listings on the JALT Publications site
2. Moving? Bring JALT with you!
3. JALT Board of Directors and Auditor Elections
4. JALT2024 International Conference News
 - Basic Information
 - Announcing the Plenary Speakers!
 - Announcing the Invited Speakers!
 - Pre-registration will open in August
 - Tips and historical information
 - Photos from past conferences in Shizuoka
5. JALT Awards Nominations Deadline: October 7, 2024
6. Call for Submissions: 21st Century Language Teaching Conference 2024 due June 30
7. JALT PanSIG Conference News
 - Basic Information
 - PanSIG 2024 Pre-Registration closes May 12th!
 - Information for presenters
 - Plenary speakers
 - Invited Speaker Yuichi Nakagaichi
 - Social events (dinosaurs to whisky!)
 - Special Performances at PanSIG 2024 (hula dancing and taiko drums)
8. The Listening Conference 2024 Call for presentation proposals closes on 6th May (extended deadline)
9. JALTCALL 2024 (May 17-19) message from the chairs
10. Call for Submissions: the Performance in Education (PIE) SIG presents three events in 2024
11. Call for Poster Proposals: CUE ESP Symposium due June 30
12. Recent JALT Publications
13. Reminder: Accessibility in Language Learning SIG call for articles
14. Reminder: Win a complementary TESOL membership! (Deadline April 30)
15. Upcoming JALT Events (14 events listed)

Dear Executive Board members,

NPO JALT successfully passed the External Audit on May 20th, 2024. Please see the Auditor's report for more details.

Thank you to all the Chapter and SIG Treasurers who completed their Monthly Accounting Statements on time.

Financial Matters

In the 2023-2024 fiscal year, JALT registered a net deficit of ¥3,027,135. This deficit will be reduced from last year's assets of ¥14,569,562. As of March 31, 2023, JALT retains net assets of ¥11,542,427. The annual International Conference revenues were ¥23,793,720. This was ¥2,073,370 higher than last year, but lower than the budgeted amount of ¥29,330,000. The conference expenses, however, were also under budget at ¥19,104,383. The budgeted amount was ¥21,010,000. The annual grants were ¥3,799,994 (¥3,499,994 for Chapters and SIGs, and 300,000 for the Research Grant). Membership revenues increased from ¥27,001,507 to ¥29,374,996. However, the amount was short of our budgeted goal of ¥31,150,000. Advertising revenue increased from ¥621,500 to ¥861,000. JALT Publications had a slight increase in revenue from ¥1,834,100 to ¥1,883,550 against a significant decrease in expenses from ¥7,140,487 to ¥6,988,044. General Administrative costs decreased significantly from ¥34,972,352 to ¥29,141,369. The main reason for NPO JALT's deficit in the 2023-2024 fiscal year was less than budgeted attendance at the JALT International Conference in Tsukuba, and slightly lower than budgeted Membership revenue. Despite lowering our administrative costs, the deficit in the 2023-2024 fiscal year has made it necessary to look for bigger savings in administrative costs in the 2024-2025 fiscal year. One cost saving measure holding the June, 2024 Executive Board Meeting online. We are hoping that holding the June EBM online combined with a more accessible and popular venue for the 2024 International Conference in Shizuoka in addition to continued efforts to reduce costs where we can, will allow NPO JALT to return to a healthier financial position in the 2024-2025 fiscal year.

March Treasurer Workshop

On March 3rd, 2024, The Finance Committee held its annual online workshop to help chapter and SIG treasurers prepare for the end of year audit and the new fiscal year. While attendance was low, the attendees asked excellent questions and took part in good discussions. The meeting was recorded on Zoom and the video was posted to the 2024-2025 Fiscal Year Documents in the JALT Treasurers team on Basecamp for Treasurers to view at their leisure. Thank you to JCO Accounting staff Hideko Hayakawa, the Treasurer Liaison Mehrasa Alizadeh, and the FSC Chair Anton Potgieter for their help in preparing and presenting at the workshop.

Policy Matters

Due to the deficit and resulting deduction from the reserve funds, the grant this year was set at ¥2,000,000. The Board is aware that this grant will not be enough to cover even half the costs of a typical year of Chapter and SIG events. While most Chapters and SIGs have sufficient reserves to run their programs, a few do not. (See Appendix XXXX) Therefore, those Chapters and SIGs that need additional funding for their programs are requested to apply to the Development Fund. The Development Fund Subcommittee will do its best to provide funds to those who need it in a timely manner. In addition, applications for funds can be made at any time.

This year the Treasurer Meeting usually held face-to-face at the International Conference in November will instead be held online sometime before the conference. At the conference the Finance Committee will schedule times when we will be available for one on-one or small group meetings if necessary.

The Finance Committee is now working on establishing procedures for committees which require funds from JALT to carry out their mandates. We hope to have the procedures ready by the end of August at the latest, so that national committees requiring funds can prepare for FY 2025-2026. Once completed, these procedures will be added to the Treasury Handbook.

Thank you for your hard work.

Respectfully submitted,

Michael Mielke
NPO JALT Director Of Treasury

Director of Records (Samantha Kawakami)

It seems like just last week that I was writing this report and compiling the previous JENL!

Since my last report, I have been doing the regular things that I do in between every report. Compiling the reports and motions for the JENL is getting smoother but is still a time-consuming task. I keep trying to think of ways that will make it faster, while also making it easier for officers to submit their reports. Because the reports themselves have such a variety of formats, depending on the nature of the report, I am thinking there probably is not a better way.

Another one of my major tasks is taking minutes. I take fairly detailed minutes for all the BOD meetings (face to face an online) and for the Technology Advisory and Support Committee (TASC) meetings. Sharing these minutes helps with communication.

This time I also had a new task: preparing the ballot for the OGM. While I do not feel confident creating a ballot from scratch, thanks to Paul Collett's hard work over the years

creating all of these documents, preparing the OGM ballot was not quite as difficult a task as I thought it might be.

I am also working on some of our systems like the website, Basecamp, and mailing systems. These are all major ongoing projects. And I would like to give a big thank you to everyone on TASC for all of their work. You can see the TASC report for more details about what they are doing.

The most important thing on my plate right now is the website update/rebuild. As soon as this JENL is published, that is top priority.

Auditor (Robert Chartrand)

I met with Junko Shirakawa (JALT Central Office Supervisor), Hideko Hayakawa (JALT Accounting Secretary, Ms. Yuko Takamatsu (JALT's independent external auditor) and Michael Mielke (Director of Treasury) online on May 20th, 2024 for the audit meeting.

Ms. Takamatsu reported that she had found NPO JALT's financial and accounting practices for FY2023 to be in order, and prepared in accordance with generally-accepted Japanese accounting principles. There was some concern, however, about JALT's successive annual budget deficits and some measures need to be taken in order to return to a balanced budget.

Based on the Independent Auditor's Report and on my own observations of procedures within JALT, I am able to conclude that JALT's operations for FY 2023 were conducted transparently and in accordance with Japanese NPO law.

Robert Chartrand
JALT Auditor June 5, 2024

JALT Central Office Supervisor (Junko Shirakawa)

JCO Regular Duties

Accounting	<ul style="list-style-type: none"> • Conduct monthly internal audit for all chapters and SIGs • Withholding Tax and Residential Tax Payment (10th) • Submit Chapter/SIG Shinsei Bank Account Balance List to Director of Treasury and Treasurer Liaisons (20th) • Submit Internal Examination Status Report to Director of Treasury and Treasurer Liaisons (20th) • Monthly payment (to vendors and officers) (20th) • Salary payment (25th) • Post monthly accounts into the Kaikeio, accounting software • Submit monthly P/L statement against budget to the directors
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	<ul style="list-style-type: none"> • Check orders and reply for the receipt requests then send the receipts
Membership	<ul style="list-style-type: none"> • Check credit card payments through Stripe payment service • Check the postal account online and enter membership registration by postal furikae • Change personal information in the database (upon request) (daily) • Compare officer's names between online list and database list Check membership status of Chapter/SIG officers and report to Director of Membership and Membership Liaison if there is any officer whose membership has expired (2nd week) • Send access information for JALT publications to affiliates • Send the new members list to Director of Membership and Director of PR (monthly) • Download the all membership list monthly and keep it for records • Download the Membership Counting report and keep it for records
Associate Members	<ul style="list-style-type: none"> • Invoice AMs and non-AMs for advertisements • Update and submit Monthly Business Report to Business Manager and all directors • Send renewal notices and invoices to AMs and Institutional Subscribers • Monitor advertisements on the website, JALT Talk Newsletter, SNS, and JALT publications • Respond to all inquiries related to AMs and Institutional Subscribers • Update DB with each deposit and membership renewal
Publication	<ul style="list-style-type: none"> • Receive advertising space requests and reservations for TLT from advertisers and submit the ad list to TLT Web Admin and the printer • Collect ad materials (bimonthly/3rd week) • Send the mailing labels for TLT and JJ (bimonthly)

	<ul style="list-style-type: none"> • Copy service for old TLT/JJ articles (upon request)
Administration	<ul style="list-style-type: none"> • Prepare display kit for international/domestic affiliates conferences and send to the representatives • Prepare and send display kit or requested materials for Chapter/SIG events

JCO Extraordinary Duties by Month for February 2024 – May 2024

Month	Type	JCO Extraordinary Monthly Duties from February 2024 – May 2024
February	Finance	<ul style="list-style-type: none"> • Assisted FSC committee to prepare the 2024 Budget and attended the FSC meetings
	JALT2024 Conference	<ul style="list-style-type: none"> • Attended the PCPC meeting during the EBM weekend
	Associate Members	<ul style="list-style-type: none"> • Completed new AM web area construction using WordPress • Sent out a reminder to submit JALT2024 applications for F/S WS to AMs • Drafted/edited AM newsletters • Provided JPN translation for AM newsletters

		<ul style="list-style-type: none"> • Updated AM newsletter archive on the AM area
	Membership	<ul style="list-style-type: none"> • Checked the membership orders and made corrections on the database • Sent the additional mailing labels to Koshinshia (the printer) for TLT1/2
	Administration	<ul style="list-style-type: none"> • Attended the February EBM in Ogaki
March	Associate Members	<ul style="list-style-type: none"> • Updated Advertising Kit, AM Terms of Agreement, Procedures for Awarding for FY2024 • Updated all AM-I sub related documents for FY2024 • Sent a notice of change to a tax-exempt business to all relevant I-subs • Started creating AM duties documents (in progress) • Edited/translated/sent the message from DoC on AM newsletter about FS sponsorship • Prepared room monitor information spreadsheet for AMs

	Membership	<ul style="list-style-type: none"> • Checked the membership orders and made corrections on the database • Kept the note for the members whose the chapter(s) /SIG(s) affiliation need to be changed when the next membership term starts and change them in timely manner
	Finance	<ul style="list-style-type: none"> • Made new MAS & OEC for new FY (2024) • Attended the Zoom Treasurer Workshop • Made Chapters/SIGs account receivable list • Visited by the Director of Treasury at the office and discussed accounting matters
	JALT2024 Conference	<ul style="list-style-type: none"> • Arranged and participated in site visit to Granship • Attended the bi-weekly PCPC meetings
	Administration	<ul style="list-style-type: none"> • Arranged to place the OGM announcement in the May/June issue of The Language Teacher
April	Associate Members	<ul style="list-style-type: none"> • Sent out AM Newsletter about 2024 Terms of Agreement, Advertising Kit, and Media Kit etc. • Prepared and sent out Contribution Report 2 to all AMs • Created and presented a way for AMs to browse JALT publications online • Set up/articulate conditions for AM vouchers to use at chapter/SIG events, which had been previously unclear
	JALT2024 Conference	<ul style="list-style-type: none"> • Submitted application for JALT2024 Koen-Meigi to Ministry of Education, Culture, Sports, Science and Technology, Science Council of Japan, Japan Foundation, City of Shizuoka, Shizuoka Prefectural Board of Education, Shizuoka City Board of Education • Attended the bi-weekly PCPC meetings

	Finance	<ul style="list-style-type: none"> • Invoiced chapters and SIGs for supplies and services provided by JCO during FY2023 • Prepared for the FY2023 audit conducted by the external auditor; submitted to the tax accountant all data necessary for the tax preparation • Started the internal audit for Chapters and SIGs • Participated in the FY2023 JCO audit conducted by the external auditor • Started assisting the PanSIG2024 Treasurer duties
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	Membership	<ul style="list-style-type: none"> • Checked the membership orders and made corrections on the database • Kept the note for the members whose the chapter(s) /SIG(s) affiliation need to be changed when the next membership term starts and change them in timely manner • Sent the additional mailing labels to Koshinshia for TLT3/4 • Moved the West Tokyo Chapter member to designated chapters • Moved the JSL SIG members to designated SIGs
	Administration	<ul style="list-style-type: none"> • Submitted the member list to NEC chair for the national officer election ballot • Assisted to prepare the June EBM online registration form and post the June EBM announcement to Basecamp • Had JCO staff meeting with the Vice President at the office
May	Associate Members	<ul style="list-style-type: none"> • Assisted BM in drafting/proofreading documents related to JALT2024 • Assisted AMs in submitting unvetted proposals • Designed EME booth location/dimensions/cost/allocation procedures to be available to AMs • Send out sponsorship opportunities to AMs • Arranged EME-related logistics
	JALT2024 Conference	<ul style="list-style-type: none"> • Received approval for JALT2024 Koen-Meigi from all organizations JALT had applied to in April. • Attended meeting for construction company bidding • Attended the bi-weekly PCPC meetings
	Finance	<ul style="list-style-type: none"> • Submitted payment of the corporation tax levied for FY 2023 • Attended the Audit meeting.
	Membership	<ul style="list-style-type: none"> • Checked the membership orders and made corrections on the database • Kept the note for the members whose the chapter(s) /SIG(s) affiliation need to be changed when the next

		<p>membership term starts and change them in timely manner</p> <ul style="list-style-type: none"> • Submitting membership information to Director of Membership
	Administration	<ul style="list-style-type: none"> • Assisted in preparing the OGM ballot and related documents • Arranged and attended BoD meeting in Fukuoka

Publications Board Chair (Theron Muller)

JALT Publications has operated as normal since February 2024.

We're also in the process of onboarding a new Job Information editor to screen employment descriptions to ensure that they meet JALT requirements for being posted to our site. Thank you to Beth Oba for agreeing to step into this role.

Further, we are still liaising with the Board of Directors regarding proposed changes to print publication membership options. The Board of Directors has sent a response that the Publications Board is currently discussing.

The Postconference Publication is continuing with production. If you or someone you know may be interested in gaining experience with journal production, their team would love to have you. Please direct inquiries to Theron at jaltpubs.pubchair@jalt.org (or via Basecamp Ping to Theron Muller).

Our Open Journal Systems (OJS) installation remains available to SIGs interested in hosting their journals there. If you are interested, please contact Theron at jaltpubs.pubchair@jalt.org (or via Basecamp Ping to Theron Muller).

Sean Barber, the JALT website developer, continues in his paid role as the JALT Publications Web Editor. We and Sean remain interested in a volunteer filling the role, so if anyone knows of a suitable and interested applicant, please ask them to contact Theron at jaltpubs.pubchair@jalt.org (or via Basecamp Ping to Theron Muller). We need someone capable of updating web pages upon request using a WYSIWYG editor on our site. Further, if you know someone with Drupal site maintenance experience who may be interested in assisting in maintaining the site backend, please also get in touch. We don't necessarily need just one person to do everything; it is possible to split up the different aspects of the Web Editor's role.

Please tell JALT members that a variety of other volunteer positions are available in JALT publications. No prior experience is required for many of them. Please direct inquiries to Theron at jaltpubs.pubchair@jalt.org (or via Basecamp Ping to Theron Muller).

Our DOI resolution failure rate for May was 3%, the average for all publishers. For those using DOIs, thank you for your attention to ensuring that our DOI resolutions remain

accurate. Please continue to double check that your DOI references are up to date. Our offer to add DOI registration to SIG and Chapter publications remains open. If any JALT groups are interested in using DOIs, please contact Theron at jaltpubs.pubchair@jalt.org (or via Basecamp Ping to Theron Muller) for more information.

Theron Muller
Publications Board Chair

Business Manager (Susan Meiki)

2024 Associate Members / JALT Associates* New Name: We have a steady number of JALT Associates. In January 2023 there were 30 JAs and in May 2024, we can report 31 Associates. We had 4 new JMs sign up just before the Tsukuba conference. All booths were filled.

We welcomed a new member this year:

New /Reapplied from 2024				
		Custom No.	Dues Finish Date	Mship Type
	CANDLIN & MYNARD ePUBLISHING LIMITED	202425003	2025/05/31	AM3

attended a non-JALT conference again (Moodle Moot Japan 2024 in March) and this allowed me to recruit and talk to other English-teaching-related companies. Renewing AMs: We now have 3 JMs renew with a 2-year membership: Shane Corporation (Nellies English books), Edulinx, and McGraw-Hill Education r.

JALT 2024 Advertising:

The JALT newsletter, Facebook, Website, and TLT were consistent for advertisements. We have some non-Associates advertising from time to time.

As of May 2024:

Advertisement		
1	TLT	Tryalogue FULL (until July/Aug. 2024 issue)
1	Web	englishbooks until Oct 4, '25
2		ELT Books until Nov 13, '24
1	SNS (Facebook--max. 2)	ELT Books until Nov 14, '24
2		Soka University Apr. '24
3		englishbooks May 1, '24 to Sep 30, '24
4		englishbooks Oct 1, '24 to Sep 30, '25
1	JALTTalk New sletter (max. 4/issue)	englishbooks until Oct '25 issue
2		ELT Books until Nov '24 issue
3		Atama-ii Books until June '24 issue

Business Manager Goals for 2024:

1. Reach out to non-academic companies for Advertising opportunities/become a JM
Suggestions by the board: Anytime Fitness, Costco, Starbucks, TELL, Air BNB, McDonalds, Dominoes Pizza, Banner Financial Services, IFG-Asia, British Embassy **Status: Still exploring options**
2. Explore additional revenue streams with the Director of Public Relations.
Some examples:
 - a. Since the JALT YouTube channel has over 1000 subscribers, we can apply to the advertising stream side of YouTube business
Status: Bill P says this is not an option at this time. We need more hits on the channel. Please support JALT on YouTube
3. Media Kit - Currently updating. The Advertising kit, Conference AM booth lottery procedures, and AM Terms of Agreement for April 1 2024 completed with a raise in AM yearly rates. Thank you everyone for your help. **Uploaded to AM website**
4. Preparations are on their way with the 2024 Shizuoka conference. We are now vetting a construction company to provide an exciting and popular EME.
 - a. We have decided to use the large center space of the EME as the poster presentation venue.
 - b. Food Trucks and free coffee are planned around the EME on the first floor and the SIG areas on the upper floor.
 - c. Continue with the E-mail list of conference registrants. This campaign was a success with the JALT Associates in 2023.

2023 Conference Statistics:

For those wanting to know the popular presentation topics at the last conference. Here is a link to a basic analysis with the room attendance and popular periods at the 2023 Tsukuba conference.

<https://docs.google.com/spreadsheets/d/1focCkyuW5QRkXc5tiUA8IFR115uchugxq17A HO8FCqM/edit?usp=sharing>

FSC Chair (Anton Potgieter)

The Financial Steering Committee Chair met with the Board of Directors on May 7th and discussed the results of JALT’s financial performance in the 2023 fiscal year, which ended on March 31st, 2024. Revenues of ¥56.1 MM and expenses of ¥59.1 MM were recorded for an annual deficit of ¥3.0 MM. Both revenues and expenses came in below budget. The deficit of ¥3.0 MM is a result of lower-than-expected membership and conference revenues, which were partly offset by reductions in expenses related to administration, meetings, and the international conference.

Revenue (¥ MM)	Budget	Actual	Difference				
				Administration	1.95	0.82	-1.13
				Meetings	6.10	5.65	-0.45
Membership	31.15	29.37	-1.78	Services & Fees	3.78	4.27	0.49
Conference	29.33	23.79	-5.54	Publications	6.97	6.99	0.02
Advertisement	0.60	0.86	0.26	Conference	21.01	19.10	-1.91
Pub & Subscription	2.01	1.88	-0.13		62.35	59.10	
Other Sales	0.26	0.16	-0.10				
	63.35	56.07					

Expenses (¥ MM)	Budget	Actual	Difference
Grant / Fund	3.80	3.80	-0.00
Central Office	18.75	18.47	-0.28

Notable diff. to budget (¥ MM) Regular membership: - 1.2,
 AM membership: - 0.5
 Conference regular: - 4.5,
 Conference online: - 1.0

<u>Notable diff. to budget (¥ MM)</u>
Director expenses: - 0.5, IAC expenses: - 0.7 EBM travel: - 0.4,

EBM venue: - 0.2
Conf. planning: - 0.7, Conf site: - 1.4

Overall membership numbers are stabilizing, however a higher proportion of members now join JALT under lower fee-paying categories, such as group, joint, student and senior memberships. Members joining/renewing under these categories now account for 23.2% of JALT membership, up from 17.2% 5 years ago and 7.9% 10 years ago. AM membership did not increase as much as had been expected.

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Conference revenue came in below expectations. Historically Tsukuba has seen fewer attendees than locations such as Shizuoka and Nagoya. The situation this past year seems to have been exacerbated by a shortage of hotel rooms in Tsukuba on the weekend of the conference. We also noticed a significant drop in online conference revenue, which only came in at half of budget expectations.

Offsetting these were substantial reductions in administration expenses, thanks to BoD and IAC efforts to reduce travel. A reduction in EBM travel expenses also helped lower costs, as did the selection of reasonably priced EBM venues. Conference expenses were nearly ¥2 MM below budget thanks largely to the conference site and related construction expenses being lower than expected. Conference planning (mostly travel) expenses were also well under budget.

Going into the 2024 fiscal year there is more reason for optimism thanks to the International Conference being held in Shizuoka. JALT’s two largest budget surpluses in the past decade both occurred when the conference was in Shizuoka (2015 & 2018.) The central location tends to attract a higher number of attendees, and the site rental fee and construction costs are ¥3 MM cheaper than in Tsukuba.

The next Financial Steering Committee meeting is scheduled for June 22nd (9:00 – 12:00), just prior to the June 2024 EBM and OGM.

Membership Liaison (Emily Choong)

Report of the Membership Chairs Meeting

The Membership Chairs meeting was held online on May 7, 2024. A total of 15 attendees were present, which included both veteran Membership Chairs and those who just joined within the last year. As for new Membership Chairs, I would like to warmly welcome Tekka Chang (ER), Martin Sedaghat (Niigata), Sammy Woldeab (CALL), and Rory Banwell (Tochigi) to the team. During the meeting, we discussed the status of everyone's respective chapters and SIGs, as well as administrative issues related to the role. There were no reported increases of members. In general, each chapter and SIG seem to be doing fine with their events and maintaining their membership.

For the next meeting, the decision is still pending on whether the Mega Meeting, where various officer roles gather simultaneously, will occur. The turnout was significant last year, and many issues were raised to the BoD. I will be in contact with the other liaisons to discuss logistics.

Thank you to the Membership Chairs for all your hard work in maintaining the records of the JALT members.

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Membership Chairs Mailing List and JALT Website Information

I have been reaching out to Presidents to check in on their respective chapter and SIG Membership Chairs. There were discrepancies between the Membership Chairs mailing list, Basecamp, and the JALT website. This is an ongoing effort to ensure accurate representation of roles on the website and to maintain contact with every Membership Chair. I would encourage all Membership Chairs and Presidents to confirm that their information is correct on the JALT website so that everyone is updated.

If you have any questions related to Membership Chairs, you are welcome to contact me at membership-liaison@jalt.org at any time.

Public Relations Liaison (Miguel Mision)

With the new academic year underway, there have been a few changes in personnel. I've invited new publicity officers to join the publicity basecamp. This year I'm hoping to make a few changes to publicity.

Previously I've seen the most event/publicity engagement via Facebook. Anecdotally speaking, the platform is becoming less and less usable for me. A lot more spam and

content that I have zero interest or connection to – which also means I see less posts from people or groups I actually connect to. Speaking to other people I know, I feel like I'm not the only one and this has been driving people away from the platform.

I've been talking to the Director of Publicity about setting up an 'Events' team on Basecamp where people can post event information. New topics can have categories such as "TYL, ER, Kanto, Chubu" which people can filter to see the content they are interested in. This could also mean pre and post event discussion can be handled through Basecamp. I think this would be a good way to drive more engagement onto the platform.

Program Liaison (Robert Dykes)

I think for the most part the COVID-19 cobwebs have been mostly cleaned away. It seems that most chapters and SIGs have found their programming footing following the pandemic. And those programs include a slew of face-to-face, hybrid, and online events. It's clear now that no one size fits all, and that is okay.

However, many of the same issues still remain in many of the smaller groups. Low attendance. If Matsuyama chapter will allow me to use them as an example. They have a limited number of teachers, with little rotation, allowing for few chances for new presentations from local members. They do not have enough money to bring outside presenters (they are looking into co-sponsorship, but that only goes so far). Organizing a conference to try and boost their bank balance, has not proven fruitful given the amount of

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work and effort that went into the last attempt. To compound matters, Matsuyama is not close to any other chapter, making partnerships, or even folding into another chapter, an unattractive option. Other chapters face similar challenges and have for a long time. I would like to think of solutions to these issues, rather than just slowly have these chapters fold.

Speaking of co-sponsorship, there has been a lot of discussion in the basecamp group looking for and organizing co-sponsors. JALTCALL 2024 has also stepped up its co-sponsorship efforts. They are bringing in 6 SIGs and KOTESOL MCALL SIG to their May conference. These are the types of efforts that I encourage. A lot of groups have a good bit of money rattling around in their piggy banks and they can help other groups. Okinawa chapter is also currently working on a co-sponsorship guide that can be used for events. It lays out different levels of co-sponsorship. It will make co-sponsorship easier for smaller groups and events and also allow the easy and convenient passing on of co-sponsorship information/options once it's compiled into an easy-to-understand infographic. I have seen an early draft, and it is very promising indeed and will prove helpful.

A number of groups are in need of a program chair, CALL SIG, GALE SIG, ART SIG, and Kyoto Chapter. ICLE SIG is looking for a co-program chair to help out the existing chair.

Treasurer Liaison (Mehrassa Alizadeh)

The **2024 Treasury Workshop** was held on Zoom by the Finance Committee (Director of Treasury, Treasurer Liaison, JALT Central Office Staff, and the Financial Steering Committee Chair) on March 3rd. It was attended by both veteran and new treasurers. The workshop covered various topics, including an introduction to the treasurer's role, the Treasury Handbook, the 2024 budget passed at the February EBM, preparations for the year-end audit, and budget planning, among others. The session was recorded, and the edited video is now accessible to all treasurers on Basecamp.

This year, we welcomed a significant number of **new treasurers**. I would like to extend a warm welcome to them and express sincere gratitude to the outgoing treasurers for their dedication and contributions to their respective chapters/SIGs over the years. Alongside these transitions, I have randomly assigned Chap/SIG treasurers into new pairs. The **Pair Treasurer List** has been shared with all current treasurers and can be found on Basecamp Treasurers' Team, Docs & Files, under 2024-2025 Fiscal Year Documents. I will continue to update the list whenever changes occur.

Members of the Finance Team including myself regularly attend the **Zoom for Professional Development (ZPD)** sessions and join the treasury breakout room. If any new treasurers have questions or need support, they are welcome to join us on Zoom during the monthly ZPD sessions, which are held on the last Tuesday of each month.

As always, you can reach out to me on Basecamp or via email at <**treasurer liaison@jalt.org**>. Thanks very much to all our Treasurers for their ongoing commitment to JALT.

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SIG Representative Liaison (Grant Osterman)

SRL Report for 2024 June EBM
SIG Representative Liaison Grant Osterman

Greetings from the subtropical island of Okinawa. As many of you know, the EBM team was going to meet in Hokkaido, but we are trying to get our reserve fund back to where we feel comfortable and safe. Your understanding is greatly appreciated, and I hope in the near future we can go and enjoy the weekend there together.

I want to applaud the EBM team for their quick approval of SIG Coordinator to SIG President. This terminology aligns well with the overall JALT organization, and the Japanese translation seems to better represent the work these valuable members do. Again thank you and I ask for your continued support.

All Chapters, SIGs and committee members have access to a JALT.org Google Drive. I hope all JALT members are working towards transferring documents to their JALT Google Drives. This is important for many reasons but to me the most important is having a way to keep all institutional memory in one place. Many of us have seen documents or files go missing or not being able to retrieve them because the owner of that document is no longer a JALT member. If you need help with setting up your Google Drive, please contact Phil Nguyen.

On that note, I would also like to encourage officers to update their handbooks or get one made so that passing on the torch is a smooth process. There is a template to make the handbooks as uniform as possible and so that it is easy to locate information. I have been working with many SIGs on their documents and am able to help with your handbook as well. Please just let me know if you have any questions.

Finally, I have been working on other handbooks to help better communicate the roles of JALT. One in particular is the PanSIG Operations Handbook. The purpose of this handbook is to give new Conference and Site Chairs information to follow as they set up this important conference. As you know, one of my main goals is to continue transparency within JALT and to see that new members have information at their fingertips. Thanks for all you do.

Sincerely,

SRL-Grant

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Chapter Representative Liaison (Heather McCulloch)

I would like to thank the Fukuoka chapter for extending a warm welcome to the Board of Directors, SRL and CRL in May. This is an excellent opportunity for us to see your chapters in action. We were encouraged by your hard work and dedication to the education community.

I am happy to see that there has been so much collaboration this year between the chapters and SIGs. This is not only a great way to save money, but a great way to learn from and about each other. I am excited to see the friendships and professional connections that have been made through this.

The Tochigi chapter has made an excellent start. Let's all support them as they get up and running. As the chapters and SIGs are preparing events, please remember Tochigi. I am sure they would appreciate being able to collaborate and co-sponsor events.

If your chapter is running low on funds, please do not forget about the development fund. Information can be found in the "officer resources" section of the website. This fund is there to ensure that your chapter continues to stay healthy and strong.

International Affairs Committee (George MacLean)

The International Affairs Committee

Shirley Andou Committee Member
Michelle Bautista Committee Member Asia Scholar Liaison Donna
Fujimoto Committee Member
George MacLean Chair
Richmond Stroupe Committee Member TESOL Liaison

Clare Kaneko Ex-officio (Pres JALT)
Kenn Gale Ex-officio (VP JALT)

JALT's International Partners

The following partnerships are established by signed agreements:

- Bangladesh English Language Teachers Association (BELTA)
- English Teachers' Association of the Republic of China (ETA-ROC)*
- Far Eastern English Language Teachers' Association (FEELTA)*
- Korea TESOL (KOTESOL)*
- Linguapax Asia
- Malaysian English Language Teaching Association (MELTA)
- Nepal English Language Teachers' Association (NELTA)
- The Philippine Association for Language Teaching (PALT)*

- The Association for the Teaching of English as a Foreign Language in Indonesia (TEFLIN)
- Thailand TESOL (ThaiTESOL)*

*Member of Pan-Asian Consortium (PAC)

JALT is also an affiliate member of TESOL and an associate member of IATEFL.

Update on International Partnership Tiers

IAC chair is almost finished consolidating and clarifying a description of international partnership tiers with an aim to establish tiers that better allow JALT to create more partnerships that benefit our members without incurring further hospitality expenses. A discussion about this is scheduled with BoD for this July, and hopefully approval will ensue shortly thereafter. This should allow JALT to expand its partnerships without incurring additional expenses.

Update on Agreements with our International Partners

IATEFL Associate Membership is complete and has been sent. The partnership agreement with ETA-ROC has been renewed until

2027. IAC at the JALT 2024 Conference

Invitations and associated preparations are underway to invite face-to-face representatives from our partners.

Domestic Affairs Committee

No report submitted.

UALS Liaison (Risa Ikeda)

UALS has six executive members (運営委員) which takes turns being the chair (運営委員長). The organization which will be the chair in the following year serves as the deputy chair (副委員長, not sure of the correct English term). The chair for this year as of April 2024 is the English Linguistic Society of Japan (日本英語学会). JALT is the deputy chair this year. We will be the chair next year and will be responsible for hosting UALS meetings

for executive members and member organizations (currently these are held online). We will also need to host a public symposium during our term. I cannot run these events on my own and will need help if continuing on as UALS liaison.

JALT hosts the UALS website domain, and this was renewed in February for another year (15 USD).

Code of Conduct Committee Chair (Robert Dykes)

The CoC committee does not have much to report this term. We have received no communications from anyone since the last report, filed in November 2023. During the June 2023 EBM, a discussion was conducted, followed by a reading of the room concerning updating the inclusivity of some of the wording of the current code of conduct and JALT social media policy. Based on the outcome of that discussion, a motion has been drafted and submitted for this EBM. Work on a handbook has been started but is still in the very early stages. A lot of information has been documented and collected in terms of procedures and training, but it needs to be completed and organized into a handbook format. We plan to have a complete first draft by the time the current chair steps down later this year during the November 2024 EBM.

We are currently in the process of bringing two, possibly three, new committee members on board. We are trying to meet with them one by one either in May or June of this year before officially bringing them aboard.

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

Current Members

May Kyaw Oo - Committee Chair
Thomas Amundrud - Committee Member
Alexandra Burke - Committee Member

Shawna Carroll - Committee Member
Gretchen Clark - Committee Member
Jennie Roloff Rothman - Committee Member
Brent Simmonds - Committee Member
Terry Tuttle - Committee Member
Gerry Yokota - Committee Member
Sachiko Nakagome - Committee Member
Margaret Kim - Committee Member

Summary of Activities

1. DEI Presenter Database

In partnership with JALT's Board of Directors, JALT's Diversity, Equity, Inclusion Committee has two important and exciting initiatives to share. As announced at the February 2024 EBM, a new set of DEI Presenter Guidelines has been established. It has now been posted on JALT's website and JALT DEI Page (<https://jalt.org/groups/specialty-groups/diversity-equity-inclusion-committee-dei>) to help guide those planning events with speakers. In order to help achieve the goals in the new Presenter Guidelines, we are asking **all members of JALT** that identify as a member of an equity-seeking group to fill out a survey: DEI Presenter Database Survey・DEI プレゼンターのデータベース構築の為のアンケート. The goal of this database is to help program chairs select diverse presenters for their meetings and events.

The DEI committee is full of individuals dedicated to DEI issues within and outside of JALT and all members provided their inputs at various stages of this project. However, there are members who went above and beyond for this survey to be established and they are: 1. Shawna Carroll (Project leader)
2. Terry Tuttle
3. Sachiko Nakagome

NPO Liaison with Tokyo Metropolitan Government (Kazumi

Kato) No report submitted.

Technology Advisory and Support Committee (Jason Hill)

The Technology Advisory and Support Committee has been working on some exciting projects during 2024. As many of these projects are in their early stages, we will provide

more information on them in a future report.

One project that the committee has successfully implemented is the separation of JALT's online hosting into separate servers. Previously, all content hosted on JALT was on one main server. In order to ensure each hosted site has proper dependency updates and dedicated hosting, TASC members Adam Jenkins and Paul Collett have created new servers that each host a specific CMS (content management system.) There is a server for Wordpress sites, Moodle Sites, Drupal sites, our Indico site, and one that hosts our main website and JALT publications. The aim of this separation is to simplify the updating and performance of each site that JALT hosts, allowing chapters and SIGs that host with JALT to manage their sites with peace of mind.

The TASC is always looking for people to join our committee. If you are passionate about technology, please contact us through our committee page on jalt.org, or Jason Hill via Basecamp.

Web Services Committee Chair (Paul Collett)

As reported previously, the Web Services Committee, along with assistance from members of the Technology Advisory and Support Committee (TASC), has been working on setting up a number of web servers to consolidate the hosting of various websites / applications hosted on our servers. As of this report, we have helped with moving nearly all the hosted chapter and SIG websites to one of the dedicated servers for WordPress or Drupal. Overall, the process has been smooth, and will ensure website codebases are up to date to help avoid potential security vulnerabilities associated with running outdated applications. As of this report, the Extensive Reading SIG website still needs to be updated and moved to one of the dedicated servers, but contacting the SIG regarding this has not been productive. If any of the ER SIG representatives want to contact me to get started on updating the SIG website, we can work on expediting the process.

The biggest issue facing our web services remains the transition to contemporary versions of the content management system (CMS) used for running the main jalt.org site and jalt-publications.org. As far as I am aware, no progress has been made on this, but it is not something JALT has the luxury of putting off. Without an updated version of the site in place by March 2025, JALT will no longer be able to accept online membership orders. It has taken at least a year to complete previous updates to the website in the past, so things are not looking very promising for our membership renewal system for the future.

Regarding website administration, we are slowly getting a team of server administrators in place to help ensure the various hosted websites remain accessible. Another pressing

issue is to build a team of people willing and able to edit and maintain content on the jalt.org site, as well as jalt-publications.org. After taking care of content posting and general management of jalt.org for many years, I am stepping down. Phil Nguyen has

taken over responsibilities for now, but we cannot rely on just one point of contact here. Phil is also continuing to administer our @jalt.org Google Workspace accounts, but here also we need other people in place to help to ensure services are not disrupted in the event of unexpected events or emergencies. Please contact me or Phil or the TASC via Basecamp if you are interested in helping with server-side admin, or with maintaining our Google Workspace.

Another part of JALT's online presence I have been responsible for is coordinating and sending out bulk mailings to all our membership regarding elections for the Board of Directors, and matters relating to the OGM, along with other occasional mailings of importance to the entire membership. I have mostly relied on bulk mailing software to do this, using a reasonably-priced application with mail routed through our JALT Amazon Web Services account mail servers to keep costs related to these mailings as low as possible. Someone will need to be found to take over this particular job. A decision on how to proceed with this needs to be discussed and finalised ASAP; using commercial bulk mailing services like MailChimp is probably not sensible economically given the low frequency of these mailings.

Finally, a reminder that all chapters and SIGs have free access to @jalt.org email accounts, the Google Meet online meeting services, Google Group discussion lists, and more. Please make the most of these services to help keep chapter & SIG costs low and to keep communications, etc., integrated under the jalt.org banner. Chapters or SIGs who would like to use the JALT servers for hosting their websites are also welcome; we currently have around 15 groups using either WordPress, Drupal, Moodle, or Grav on JALT servers for their webhosting purposes, paying 5,000 yen a year for fully-supported webhosting. Contact the Technology Advisory and Support Committee (TASC) via Basecamp if interested.

Paul Collett
Web Services Committee Chair

Report Submitted 8 May 2024.

National Elections Committee Chair (Oana Cusen)

At the time of writing this report, the 2024 Board of Directors and Auditor elections are ongoing, and the voting period will close on May 24th, 2024. This year, the nominations and elections process has been smooth, which was due in great part to the cooperation and hard work of the NEC members. I would also like to express my gratitude to those who provided critical support during the process, in particular JCO and Paul Collett, the JALT Website Administrator.

Please see below for details on the 2024 nominations and elections process.

1. Nominations period: from February 15th to March 15th
 - during this period, 31 nominations were received for the Board of Directors and Auditor
 - a number of these nominations were for the same people, and some of the nominees did not agree to stand for the positions
2. Announcement of candidates to EBM and feedback from EBM: March 18th to March 25th
 - 12 candidates for the Board of Directors and Auditor were announced to the EBM
 - no comments or suggestions were received from the EBM
 - 1 candidate withdrew their candidacy
3. Announcement of elections and candidates to all JALT members: April 1st - the elections and the slate of candidates was announced on the JALT website - the biographical information and statements of intent for all candidates was also published in the TLT
4. Voting period: from April 8th to May 24th
 - individual ballots were sent to all JALT members on April 8th
 - individual reminder emails were sent to all JALT members on May 13th
5. Announcement of elections results: May 31st
 - when the voting period ends, the NEC will begin working on the election results report which will be made public to all JALT members, and then submitted to the OGM for approval

Respectfully submitted,
NEC Chair
Oana Cusen

Research Grants Committee Chair (Greg Sholdt)

May 8, 2024

JALT Research Grants Committee
Chair: Greg Sholdt
Committee members: Peter Collins
Board of Directors Liaison: Michael Mielke

1. 2022 Research Grants Recipients
 - a. Eliseo Vargas completed his research in the 2023 academic year and has been advised of the deadline for unvetted proposals for JALT2024.
 - b. Alexandra Burke has extended her research period and expects to complete her project by the end of 2024

c. Joseph Oliver has restarted his project and will follow the 2024 schedule with 2023 recipients

2. 2023 JALT Research Grant Recipients

- a. Martyn McGettigan has begun his research project
- b. Miguel Mision has begun his research project
- c. Azumi Naruse has begun her research project

3. General Activity

Beyond communication with the grant recipients and responding to inquiries about the grants, there are no other critical tasks at this time. Towards the end of June, the grant materials will be updated and posted in order to start promoting the 2024 grants.

Environmental Committee Chair (Kate de Veas)

No report submitted.

Student Peer Interaction Network Committee (Natsuho Mizoguchi)

Members

Welcoming a new member, SPIN now has five wonderful committee members, all of whom understand the struggles that students go through and the joy of starting an academic career with JALT.

- Chelanna White
- Martin Sedaghat
- Aquanna Ishii
- Phil Nguyen
- Kriti Arora

SPIN Student Research Symposium 2024

We had our annual symposium in March where we welcomed 15 presentations and over 50 attendees. This year we also started offering a publication opportunity to our presenters, with kind support from Niigata Chapter who provided our presenters with a section to write their proceedings. The event was a success thanks to the warm contributions and friendly support from our six sponsors.

- Niigata Chapter
- Yokohama Chapter
- Teaching Young Learners SIG
- Akita Chapter

- Nara Chapter
- Nagoya Chapter

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PanSIG 2024 Conference

With the generous and very kind support from the conference committee, the PanSIG 2024 is offering Student Grants to part-time and full-time students this year, in addition to their conference grants. They are also offering student tickets and student lunch as last year. SPIN Committee appreciates those warm gestures that PanSIG expresses to students in JALT, and we hope to welcome more student attendees and presenters at their future conferences.

SPIN Forums 2024

At the PanSIG conference, we invite our member Phil Nguyen to talk about the application procedure and the interviews at different universities in Japan.

Later at the JALT International Conference, we are inviting David Barker, who will talk about the process from the hiring committee's perspective. This talk will be sponsored by CUE SIG.

Please find more on our Indico page and spread the word with people who would be interested (<https://events.jalt.org/category/12/>). We hope these forums will offer new members of JALT some insights of the job application process at Japanese universities.

Writers' Peer Support Group Committee (Kinsella Valies)

The Writers' Peer Support Group (PSG) has been around for many years but has been awarded JALT committee status as of 2021 with the following mission statement: "To collaboratively assist writers in working through the writing process in order to develop their manuscripts to a (hopefully) publishable level." In general, the PSG offers a free service where authors can submit papers to be reviewed by two peer readers via Google Docs. After the papers are returned to the authors, they have the opportunity to follow up on the feedback with the peer readers.

The Writers' Peer Support Group (PSG) continues to support and help authors in the process of writing and publishing papers and articles.

1. **Collaborative leadership:** At the moment the leadership consists of the Chair, Kinsella Valies, Co-chair: Daniel Chesmore. Research Coordinators: Geoff Carr, Bethany Lacy and Writer Coordinator: Cecilia Ikeguchi.

2. **2024 Collaboration with Fukuoka Chapter and JALT Conference Vetting Chair, ZPD:** Our collaboration consisted of online zoom workshops focused on helping both new and experienced researcher-presenters prepare their abstracts to be submitted to the JALT

National Conference 2024. Though there were varied formats, PSG's contribution consisted of providing volunteers to answer questions about abstract writing, give live advice on abstract outlines and drafts. We are thankful for the positive collaboration opportunity with the JALT Conference Vetting Committee as well as the ZPD and hope to work with other

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parties within JALT in the future. As always, we hope these events will continue to increase PSG visibility among members and JALT organization members to attract volunteers and authors who need assistance.

3. PANSIG/JALT 2024 Table Live Manuscript Review Events: Our volunteers, while manning the table, also will look over ideas and drafts for interested authors during the conference.

4. TLT Writers' Workshop Column: The PSG also continues to work with Jerry Talandis Jr. in the writing of the TLT Writers' Workshop column.

5. The PSG research project: The project is moving forward. We will be submitting our study for publication in 2024. We are grateful to our participants and speakers.

6. The PANSIG Journal and PSG are exploring collaboration post 2024 PANSIG Conference.

7. The PSG and REC Committees are planning to hold a forum at JALT 2024 with panelists discussing publishing, planning research and writing your paper as a mid-career researcher or an author starting out.

Mentoring and Orientation Committee (Kathleen Brown)

No report submitted.

Officer Support Committee Chair (Bill Pellowe)

In the February JENL, I reported that the OSC was working on an introductory document for new committee chairs to help them get oriented and on their feet. We got in touch with current committee chairs for input and comments. Emily Choong came up with the final design, which was a great improvement over my initial one. The completed document is here:

<https://docs.google.com/document/d/1morGWc3rK9BpPuOaQ6MTkKCFvJ79U4HCaKNImAhUaO8/edit?usp=sharing>

The *JALT Basics* document was updated on May 11th: <https://jalt.org/page/osc-jalt-basics>
A new section was included about the JALT Development Fund. When this new version was posted to Basecamp in the JALT HQ team, a small debate ensued over whether JALT rhymes with “salt”, as reported in the document, or if it better rhymes with “shalt.” The Japanese pronunciation (ジャルト) was brought up. What’s your opinion on this?

The *Officer Liaisons: Definitions and Duties* document that we had been working on was updated on January 21st.
<https://jalt.org/system/files/pdf/Liaison-Duties-2024-01-21-v2.pdf>

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The OSC is here as a resource for all officers in JALT (especially chapter, SIG, or committee). Each of your officer liaisons are part of the OSC, so if you have questions or concerns, please don’t hesitate to reach out.

Awards and Recognition Committee (Mary Hillis)

The Awards and Recognition Committee was pleased to recognize award recipients at the JALT2023 Annual International Conference in Tsukuba. The **Michele Steele Best of JALT** awards were presented at the MSBOJ event which was organized by Catherine Littlehale Oki & Jeanette Kobayashi and sponsored by Kinseido Publishing. We would also like to thank SIGs and chapters for selecting the recipients and conference attendees for attending the event.

The four **JALT Awards**: the JALT Lifetime Achievement Award, the JALT Mid-Career Award (Teaching), the JALT Mid-Career Award (Research), and the JALT Early Career Achievement Awards were presented at the conference after each of the plenary sessions. We are currently exploring options for the best time to present these four awards during the upcoming conference. Thank you to the JALT members who wrote nomination letters for their colleagues. Nominations for these awards are currently being accepted, and any JALT members is eligible to nominate another JALT member.

<<<<<<<<<< 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

Pulication 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.

Item 6. Unfinished Business

No Unfinished Business

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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 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

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

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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.

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.

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.

Item 8: Discussion Items

See Basecamp for details regarding all of the discussion items.

1. EME / AM Support
2. SIG / Chapter Base Grants
3. Raising Fees for Membership

<<<<<<<<< End of June 2024 EBM Agenda >>>>>>>>>>

Appendix A: Minutes to Executive Board Meeting February 2024



The Japan Association for Language Teaching

**Executive Board Meeting
17-18 February 2024
Ogaki City Suitopia Center**

Minutes

(Minutes of JENL Volume 50 No. 1)

Saturday, 17 February – Sunday, 18 February 2024

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Agenda for the First 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, February 17

TOTALS **57**

Officers	Total	Number needed for quorum
8 Directors & 1 Auditor	9	(2/3) 6
32 voting chapters 29 voting SIGs	61	(Majority) 31

Non-voting members (Not counted in quorum) 17

TOTAL ATTENDANCE 74

Quorum established at **1:15 p.m.**

**** Including proxies for voting members**

Auditor has no vote.

Sunday, February 18

Officers	Total	Number needed for quorum
8 Directors & 1 Auditor	9	(2/3) 6
31 voting chapters 30 voting SIGs	61	(Majority) 31

TOTAL ATTENDANCE

Quorum established at 9:14 a.m.

Item 2. Final Determination of Agenda

Changes:

Motion 2024-2-10: should be **Motion 2024-1-10:**

TOTALS 52

Non-voting members (Not counted in quorum)

Add:

Priority Motion:

Auditor has no vote.

*** Including proxies for voting members*

Motion 2024-1-17: Revoking voting rights of the Saitama Chapter (proposed by Heather McCulloch, Chapter Representative Liaison)

Moved that the Saitama Chapter status be changed to non-voting for 2024.

Rationale: It has been one year since Saitama was placed on probation for not being active enough to pass the self-assessment rubric. After one year of probation and much improvement, Saitama still has not passed the self-assessment rubric. Voting rights will be restored after one year if the chapter can meet all requirements.

New Business:

Motion 2024-1-18: Dissolving of the West Tokyo Chapter (proposed by Heather McCulloch, Chapter Representative Liaison)

Moved that the West Tokyo Chapter be dissolved according to JALT Bylaw V. 4.

Rationale: In accordance with bylaw 5.4, the West Tokyo Chapter should be dissolved for failing to pass basic criteria for two consecutive years. West Tokyo was placed on probation last year for failing to hold meetings, attend EBMs, and submit the self assessment rubric form. After one year of probation, they have continued to be inactive.

Motion 2024-1-19: Change the title of Special Interest Group Coordinator to President (proposed by David Kluge, PIE SIG Coordinator)

Moved that we change the title of Special Interest Group "Coordinator" to "President".

Rationale: As JALT is moving to follow the principles of DEI, this is in keeping with the principle of Equity— of being fair and impartial. This goes to the issue of the difficulty in adequately translating the word "Coordinator" into Japanese on resumes that will be read by Japanese individuals and committees who are involved in hiring.

Passed by unanimous consent

Item 3. Acceptance of November 2023 EBM

Minutes The minutes of the November EBM are in this February 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.

Question: Kyoto Thomas Amundrud. Conference online component. Concerned about not having it, as people's budgets are cut.

The hybrid conference was not profitable and hard to manage for volunteers. We are looking into an online conference at another time of year.

Question: PIE SIG David Kluge. SIG forums open to public free of charge. Can SIGs do this if the members want to handle it themselves?

Issue with consistency in the past. However, what happens in your forum is kind of up to you so...

Director of Program (Chelanna White)

Nothing to add.

Director of Public Relations (William Pellowe)

Nothing to add.

Question from Kyoto Thomas Amundrud about use of JALT images. On a personal facebook page, a teacher has posted images and made negative comments. Should we be more careful about what we post?

Example: images from a party and a comment about JALT wasting money

Director of Treasury (Michael Mielke)

Nothing to add.

Director of Records (Samantha Kawakami)

Notes about Basecamp cleanup.

Everyone should be in the company "JALT" and be in the "JALT HQ" Team.

Auditor (Robert Chartrand)

Website: We need to get all chapter/SIG constitutions on the jalt.org website. If your constitution has been lost, please create a new one for approval at the next EBM.

Question: PIE SIG David Kluge. Concern about current constitutions during next upgrade.

They will be backed up first.

Central Office Supervisor (Junko Shirakawa)

Nothing to add.

Publications Board Chair (Theron Muller)

Nothing to add.

Business Manager (Susan Meiki)

Nothing to add.

Financial Steering Committee Chair (Anton Potgieter)

Nothing to add.

Membership Liaison (Emily Choong)

Nothing to add.

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Public Relations Liaison (Miguel Mision)

Nothing to add.

Treasurer Liaison (Mehrasa Alizadeh)

Nothing to add.

Chapter Representative Liaison (Heather McCulloch)

Nothing to add.

SIG Representative Liaison (Grant Osterman)

Nothing to add.

International Affairs Committee Chair (George MacLean)

The International Affairs Committee

Shirley Andou Committee Member PAC Liaison

Donna Fujimoto Committee Member

George MacLean Chair

Richmond Stroupe Committee Member TESOL Liaison Clare

Kaneko Ex-officio (Pres JALT)

Kenn Gale Ex-officio (VP JALT)

Looking for New IAC Members

IAC is looking for new members. For more information, please contact

international@jalt.org

JALT's International Partners

No changes within the last year:

- Bangladesh English Language Teachers Association (BELTA)
- English Teachers' Association of the Republic of China (ETA-ROC)* (renewing in 2024)
- Far Eastern English Language Teachers' Association (FEELTA)*
- Korea TESOL (KOTESOL)*
- Linguapax Asia
- Malaysian English Language Teaching Association (MELTA)
- Nepal English Language Teachers' Association (NELTA)

- Spain TESOL
- The Philippine Association for Language Teaching (PALT)*
- The Association for the Teaching of English as a Foreign Language in Indonesia (TEFLIN)
- Thailand TESOL (ThaiTESOL)*

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- TESOL (affiliate member)
- IATEFL (associate member)

*Member of the Pan-Asian Consortium (PAC), of which JALT is a founding member

IAC is looking for new partners. If you have any suggestions for international partnerships, please contact international@jalt.org

IAC at the JALT 2024 Conference

Eight international partner representatives attended JALT 2023 face-to-face as part of JALT's partnership agreements: ETA-ROC, KOTESOL, Linguapax, MELTA, NELTA, PALT, TEFLIN, and ThaiTESOL.

The president of TESOL participated in the IAC Forum asynchronously, and provided an update about TESOL as well as a short commentary on the JALT 2023 conference theme.

Seven partner representatives gave non-vetted live research presentations at various times during the conference.

International partners occupied Tables 21-28 of the Multipurpose Hall on the 2nd floor of the conference site and distributed information about their organizations and international conferences to JALT.

International partners were invited to the Michele Steele Best of JALT Awards Ceremony on Saturday evening.

International Forum

The International Forum was held on Saturday, November 25th from 12:45 to 2:15 PM in room 302. The IAC representatives gave short presentations related to their educational contexts and with relation to the conference theme. Organizations represented: JALT, BELTA, ETA-ROC, KOTESOL, Linguapax, MELTA, NELTA, PALT, TEFLIN, ThaiTESOL, and TESOL (asynchronously).

Pan-Asian Consortium Meeting

The Pan-Asian Consortium (PAC) meeting took place on November 26th from 1:20 to 2:50

PM in room 402. This meeting was for representatives of PAC organizations to share ideas and learn from each other as well as to seek a way to collaborate for better language education in the region. Organizations represented: ETA-ROC, JALT, KOTESOL, MELTA, PALT, and ThaiTESOL. TEFLIN, a non-PAC member, also partially attended.

Partner Events

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JALT officers attended and presented at four face-to-face conferences in 2023. A Google Sheet with more details about JALT representatives at partner conferences and upcoming events can be accessed [here](#) or in Figure 1 below. It is revised on an ongoing basis as updated information becomes available.

Ongoing Revision of International Partnership Tiers

IAC is consolidating and clarifying a description of international partnership [tiers](#) with an aim to establish tiers that better allow JALT to create more partnerships that benefit our members without incurring further hospitality expenses. More information should be available by spring or summer of 2024.

Figure 1: JALT Representatives at 2023 International Partner Conferences

Conference	PAC member?	MOA Tier	Dates	Format/Location*	JALT Representative(s)	Notes	Resources
1 ThaiTESOL	yes	1	27-28 January	F2F Bangkok	Dawn Lacobich	The Theme of the conference is ELT for the Future: Navigating the Possibilities. The conference venue is the Ambassador Hotel, Bangkok.	
2 Lingapala Asia		1	25 Feb. 2023	F2F ICU Tokyo	Clare Kaneko		
3 MELTA		1	17-19 February 2023	F2F Nepal	Not attending Due to unforeseen circumstances	Reimagining Language Pedagogy: Wellbeing and Innovation Perspectives	
4 South TESOL		2	10-12 March 2023	F2F Madrid	Not attending Due to Budget		
5 TESOL		n/a	21-24 March	Hybrid Portland	Not attending Due to Budget Rules	By JALT rules we can send a representative only once every two years for these events = no rep can be sent in 2023.	Affiliate Member Info
6 IATEFL		n/a	18-21 April	F2F Harrogate, UK	Not attending Due to Budget Rules		Associate's Handbook
7 KOTESOL	yes	1	29-30 April**	Seoul	Clare Kaneko		
8 MELTA		1	Aug 26-27	Kuala Lumpur	Nobody		
9 TEFLIN		1	22-24 Sept	Banda Aceh/Hybrid	Nobody		
10 ETA-ROC	yes	1	10-12 November	F2F Taipei	George MacLean		
11 PALT	yes	1	Dec 7-9	Raguio City F2F	Nobody		
12 BELTA		1	No 2023 conference		No information available	held in alternate years	
13 EBELTA	yes	1	Biennial, 2023	NYK	No information available	Inquiry sent re. 2023 conference date*	

Domestic Affairs Committee Chair (Mathew Porter)

Nothing to add.

Code of Conduct Committee Chair (Robert Dykes)

Nothing to add.

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

Nothing to add.

NPO Liaison with Tokyo Metropolitan Government (Kazumi Kato)

Nothing to add.

Tech Advisory and Support Committee Chair (Jason Hill)

Nothing to add.

Web Services Committee Chair (Paul Collett)

Nothing to add.

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Nominations & Elections Committee Chair (Oana Cusen)

Nominations process has opened. Any questions or issues with the process, please contact at nec@jalt.org.

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)

Thank you for assistance with motion coming up today.

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 >>>>>>>>>>

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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 2024-1-01: Revoking voting rights School Owners SIG (Proposed by Grant Osterman, SIG Representative Liaison)

Moved that the School Owners SIG status be changed to non-voting for 2024.

Rationale: The SO SIG was unable to meet the requirements for a voting chapter according to the self-assessment rubric for 2023. The rubric states that 100 or more points = voting, 80~99= non-voting, less than 80 = probation. SO received a score of 45.

Seconded by Chhayankdhar Rathore, Kobe

Some good news. They may have a new coordinator stepping in to help the SIG rehabilitate themselves.

Passed by unanimous consent.

Motion 2024-1-02: Granting voting rights Art, Research, and Teaching SIG (Proposed by Grant Osterman, SIG Representative Liaison, and Brennan Conaway, ART SIG Coordinator)

Moved that the current status of Art, Research, and Teaching special interest group (ART SIG) change from a forming non-voting SIG to a regular voting SIG in good standing with JALT.

Rationale: Over the past year, ART SIG has been active in promoting their special interests to the wider JALT community. Currently, ART SIG has 19 members and five core officers. ART SIG has also published the *ART Newsletter* and the online journal *ART Gallery*, posted regularly on their Facebook and LinkedIn pages, hosted two events (*Art for All Teachers*, *Art in the EFL Classroom*) and submits their monthly MAS on time.

All this effort has earned them more than enough points on our SIG rubric to justify regular voting rights and place this SIG in good standing with the JALT organization.

Seconded by Thomas Amundrud, Kyoto

Passed by unanimous consent.

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Motion 2024-1-03: Granting voting rights Global Englishes SIG (Proposed by Grant Osterman, SIG Representative Liaison and Ben Joicey, Global Englishes SIG Coordinator)

Moved that the Global Englishes SIG be awarded voting rights.

Rationale: The Global Englishes SIG was established as a 'forming SIG without voting rights' at the EBM in February 2023. Since then it has gained 36 members including officers, organised a day long conference, and 3 officers participated in an event with the CALL SIG. A peer-reviewed publication of presentation write ups and original articles is scheduled to be published by the summer. The SIG maintains a website, social media accounts, and regular communications both internally and externally to JALT. The SIG scored well over 100 points on the assessment rubric. In 2024, the SIG plans to repeat its conference and hold a forum at JALT.

Seconded by Frederick Bacala, CUE SIG

Passed by unanimous consent.

Motion 2024-1-04: Granting voting rights Business Communication SIG (Proposed by Grant Osterman, SIG Representative Liaison, and Saeko Ozawa Ujiie, Business Communication SIG Coordinator)

Moved that the Business Communication Special Interest Group be once again awarded voting rights.

Rationale:

Over the past year, the Business Communication SIG has been active in promoting their

special interests to the wider JALT community. Currently, the SIG has 20 members, including six core officers. The SIG has been active in both JALT main conferences, with a showcase at PanSIG 2023 and a regular forum at JALT International 2023.

The Business Communication SIG has also issued one publication, the JALT Business Communication Journal, maintained a website. It also organized events such as a seminar titled "Discursive strategies of issue selling behavior" with Prof. Kurosawa, Nippon University, as the main speaker jointly with the Waseda University Global Career Alumni Association. In December 2023, it hosted an online forum titled "5 Problems and Solutions: How to Improve Meeting Outcomes between Japanese Businesses and Silicon Valley Startups" inviting Mr. Naotake Murayama, Startup Business Specialist in Silicon Valley.

The SIG is currently planning its next forum on the issue of communication in the English translation of contracts and legal documents inviting an international lawyer admitted to practice in both Japan and New York State who was, until last year, a member of a committee of the Japanese Ministry of Justice on this subject.

The SIG posts regularly on their Facebook group page, and they submit their monthly MAS on time. All this effort has earned them more than enough points on our SIG rubric to justify regular voting rights and place this SIG in good standing with the JALT organization.

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Seconded by Chhayankdhar Rathore, Kobe

Passed by unanimous consent.

Motion 2024-1-05: Dissolving of Japanese as a Second Language SIG (Proposed by Grant Osterman, SIG Representative Liaison).

Moved that the Japanese as a Second Language SIG be dissolved according to JALT Bylaw V. 4.

Rationale: Over the past two years (2022/2023) the SIG has been struggling to maintain officers, hold events, and produce publications. The rubric score for 2022 was 80 and there was no reporting for 2023. Therefore, according to the current Bylaws, the SIG should be dissolved.

Seconded by Kenn Gale, VP

Passed by unanimous consent.

Motion 2024-1-17: Revoking voting rights of the Saitama Chapter (proposed by Heather McCulloch, Chapter Representative Liaison)

Moved that the Saitama Chapter status be changed to non-voting for 2024.

Rationale: It has been one year since Saitama was placed on probation for not being active enough to pass the self-assessment rubric. After one year of probation and much improvement, Saitama still has not passed the self-assessment rubric. Voting rights will be restored after one year if the chapter can meet all requirements.

Seconded by Leigh McDowell, Nara

Passed by unanimous consent.

Item 6. Unfinished Business

No Unfinished Business

Item 7. New Business

Motion 2024-1-06: Motion to appoint National Officers

(Proposed by Clare Kaneko, President)

Moved that the following appointments for 2024 be approved by the Executive

Board. Awards and Recognition Committee

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Mary Hillis (Chair)

Diversity, Equity, Inclusion Committee (DEI)

May Kyaw Oo (Chair)

Research Grants Committee

Gregory Sholdt (Chair)

Seconded by Grant Osterman, SRL

Passed by unanimous consent.

Motion 2024-1-07: Acceptance of proposed 2024 budget (Proposed by Michael Mielke, Director of Treasury)

Moved to accept the 2024 budget.

Seconded by Kenn Gale, VP

Questions:

Thomas Amundrud, Kyoto. Shifting EBM to online is a drastic cost reduction. Should

continue in future years.

Bob Sanderson, Osaka. TLT line item is up.

Theron Muller, Publications Chair. Printing and shipping costs are up.

Joel Laurier, Yokohama. West Tokyo has about 1 million so the development fund would go up to 3 million yen. What if Tokyo comes back - do they get it back? No, they can't just come back. They can reform as a newly forming SIG...

Leigh McDowell, Nara. Forecast for grants.

Michael Mielke, Treasurer. Base is set, but per member fee is not completely set yet. In March, there is a treasurers' workshop to work out these details. And the development fund is available.

David Kluge, PIE SIG. Chapter base is 3X higher than a SIG base.

Michael Mielke, Treasurer. It has always been this way. Not sure but maybe the reason has to do with potential base.

David Kluge, PIE. Please revisit this...

Bob Sanderson, Osaka. Rationale may be related to SIGs doing more online, whereas Chapters have more face to face with expenses.

Clare Kaneko, President. Traditionally, SIGs had publications and not many events and Chapters held in person events with speaker expenses. But things are changing, so we (the Board) are aware of this and are considering the way to move forward and how we interact with members. We would like to make Chapters and SIGs more responsible for their budgets and the funds they receive based on these budgets in order to make better use of the grants and development fund. Having discussion for long-term changes, and looking at the factors that affect funding needed by different SIGs and Chapters.

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David Kluge, PIE. Would like to address Bob Sanderson's comment about how SIGs operate. It is his opinion. PIE held 5 face to face events in the past year.

Chhayankdhar Rathore, Kobe. Please consider the fact that members can have only 1 chapter, but can have multiple SIGs.

Passed by unanimous consent.

Motion 2024-1-08: Motion to form the JALT Tochigi Chapter (Proposed by Heather McCulloch, Chapter Representative Liaison, on behalf of Joel Neff, JALT member)

Moved that the Tochigi Chapter be formed as an official Chapter of JALT.

Rationale: In Tochigi prefecture, there is an interest and need to offer individuals in the broader language learning and teaching community valuable professional development opportunities and foster connections within the broader network of language teaching and learning throughout Japan. Establishing a Tochigi Chapter would enhance the representation of educators, professionals, and enthusiasts in the field of language education in the region. It is hoped that the formation of the Tochigi Chapter provides more

avenues for increased collaboration, fostering a more interconnected language education community. Finally, this establishment benefits JALT by extending its influence and outreach as an NPO, contributing to the organization’s mission and goals.

Seconded by Bill Pellowe, DoPR

Passed by unanimous consent.

Motion 2024-1-09: Motion to establish the Constitution of the JALT Tochigi Chapter
(Proposed by Heather McCulloch, Chapter Representative Liaison, on behalf of Joel Neff, JALT member)

Moved that the JALT Tochigi Chapter Constitution passed by the JALT Tochigi Executive officers be approved.

Rationale: The JALT Tochigi 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. The constitution was written by four of the executive board working together; constitutions from other chapters were consulted and used as a basis for the writing. It will be ratified by the membership after the chapter is officially approved.

*See Appendix F: The Constitution and Bylaws of The Tochigi Chapter of The Japan Association for Language Teaching

Seconded by Frederick Bacala, CUE

Jerry Miller, Yamagata. Question about where to hold the meeting. Yamagata has difficulties with meeting locations since it is fairly spread out.

Joel Neff, Tochigi nominee. Hold events at Utsunomiya University, where many members are based.

Passed by unanimous consent.

Motion 2024-1-10: Amendment to Mentoring & Orientation Committee (MOC) Bylaw
(Proposed by Clare Kaneko, President)

Moved that Bylaw III.8.17.2 be amended as follows:

Current	Proposed
---------	----------

<p>2. Members of the Committee are: (a) President (b) Director of Membership (c) Chapter Representative Liaison (d) SIG Representative Liaison (e) up to three Members at Large</p>	<p>2. Members of the Committee are: (a) President (b) Members at Large</p>
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Rationale: In order to better address some of the goals of the committee (beyond the small reflective listening group that has already been formed), this change will allow for the addition of new members. Those in the positions of president, chapter rep, SIG rep, membership chair could be very valuable advisors to the committee, but as this group of people is already over their heads with other JALT responsibilities, the new composition will allow for an active group that meets regularly, plans activities, and reports back to JALT at large. The Chair of this committee continues to be a member at large.

Seconded by Jennie Roloff Rothman, GILE SIG

Passed by unanimous consent.

Motion 2024-1-11: Amendments to Standing Rule 2.1 (Proposed by William Pellowe, Director of Public Relations, on behalf of Theron Muller, JALT Publications Board Chair)

Moved that Standing Rule 2.1 be amended, as below, so that Standing Rule 2.1 better reflects the current composition of the Publications Board and how the Board is managed and operated.

Rationale: Editor roles have been added to, or role names have been changed, in all three national JALT Publications (*The Language Teacher*, *JALT Journal*, and *the Postconference Publication*). Board membership should be handled more flexibly to accommodate such staffing changes without unequal levels of membership. Further, upon reviewing the standing rule, some language clarifications were deemed necessary.

Proposed Standing Rule 2.1:

The JALT national publications consist of the *Postconference Publication* (hereafter, PCP), *The Language Teacher* (hereafter, TLT), and *JALT Journal* (hereafter, JJ). The JALT Publications Board is responsible for overseeing these publications' operations. The following is the policy on appointments and dismissals for JALT Publications: 1) Committee Members

a) With the exception of the Publications Board Chair and the JALT Director of Public Relations, the voting members of the JALT Publications Board are editors at the three JALT national publications duly voted in by members of the Board through a ballot

overseen by the Publications Board Chair. The Board member list at JALT.org (<https://jalt.org/groups/specialty-groups/jalt-publications-board>) is maintained by the Publications Board Chair. Members should include, at a minimum: JALT Director of Public Relations, Publications Board Chair, TLT Senior Editor, TLT Editor(s), TLT Japanese Language Editor, TLT Assistant Editor, JJ Editor, JJ Associate Editor(s), JJ Assistant Editor(s), JJ Japanese Language Editor, JJ Japanese Associate Editor, and Postconference Publication Editor(s).

b) Nonvoting members: JALT President, immediate past Publications Board Chair. Nonvoting members need not be listed as members at JALT.org (<https://jalt.org/groups/specialty-groups/jalt-publications-board>).

2) Appointments

a) Publications Board Chair

The Publications Board Chair is appointed into a 3-year term of office by the JALT Board of Directors. Before the Publications Board Chair resigns at the end of their 3-year term, they shall nominate a replacement. Should the current Publications Board Chair resign before completing their 3-year term, they shall nominate a replacement who will be responsible for completing their original 3-year term of office. Should a Publications Board Chair resign without a successor, the JALT Board of Directors shall appoint an acting Publications Board Chair to fill the position in an interim role until a new Chair can be nominated.

b) Editors

i) Whenever a JJ Editor position becomes vacant (through completion of term, resignation, or dismissal), the Associate Editor automatically assumes the position of Editor. ii) Whenever a TLT Editor position becomes vacant (through completion of term, resignation, or dismissal), the TLT Senior Editor temporarily assumes the duties until a successor is found.

iii) Note: The normal term of office for the Publications Board Chair is 3 years. An individual Chair should not fill the role for two or more consecutive terms. iv) Note: The normal term of office for a JJ Editor is 2 years. However, this may be changed by mutual consent of the Editor and the Publications Board Chair. In cases of a change to a JJ Editor's term, a schedule should be created that clearly indicates when the Editor's term will end and the Associate Editor will assume the Editor position. The Editor, Associate Editor, Assistant Editor, and the Publications Board Chair must agree to this schedule. All parties must agree if this schedule is changed.

v) Note: The normal term of office for a TLT Editor is 3 years, 2 years as Editor and 1 year as Senior Editor. This may be changed by mutual consent of the Editor and the Publications Board Chair, although a single Editor's term is not to exceed 5 consecutive years. In cases of a change to a TLT Editor's term, a schedule should be created that clearly indicates when the Editor's term will end and when the replacement Editor will take their place. The TLT Advisor, TLT Editor(s) and Publications Board Chair must agree to this schedule. All parties must agree if this schedule is changed.

c) JJ Associate Editor, TLT Incoming Editor

i) To fill a vacancy, the Publications Board Chair should announce open positions on the JALT Publications website (<https://jalt-publications.org/>) and in the national publications as appropriate, in addition to soliciting applications.

ii) Applicants are vetted by the Editors of the respective JALT national publication in

consultation with the Publications Board Chair.

iii) A qualified candidate is nominated by the Editors of the respective JALT national publication then put to a vote by the Publications Board overseen by the Publications Board Chair.

iv) The JALT Executive Board accepts the nomination.

v) Note: For JJ, the Associate Editor is in training to become Editor. The Associate Editor becomes Editor when that position becomes vacant. For the Associate Editor's vacated position, the Assistant Editor will assume the role of Associate Editor, and in due course a call for applications to fill the role of Assistant Editor will follow. The rules for approval of the Assistant Editor will follow the same steps as the approval process for Associate Editor.

vi) Note: For TLT, the incoming Editor will receive training and mentorship from the continuing Editor and the Senior Editor, who advises the Editors on TLT matters, trains the incoming Editor, and helps maintain TLT's institutional memory.

vii) Note: Should the position of JJ Editor and JJ Associate Editor (or TLT Editor and TLT Senior Editor) become vacant at the same time, the Publications Board Chair will appoint an Interim Editor and initiate a search to fill both positions.

d) Appointment to Other Positions (Assistant Editors, Column Editors, Proofreaders, etc.):

i) Whenever possible, positions should be filled by soliciting applicants for the position through a notice in TLT or other appropriate venues. When a position unexpectedly becomes vacant, the Editor may appoint a qualified candidate to the position. Preference should be given to applicants with experience in JALT publications.

ii) Note: To ensure the quality of publications, adequate training and preparation of personnel is an ongoing concern. However, promotion of those working within the national publications must be balanced by recruiting new and qualified personnel. iii) Applicants are vetted by the voting Publications Board members who represent TLT. iv) Each national publication is responsible for maintaining its list of staff as published on its respective staff pages, in print and online, as appropriate.

v) Lengths of terms should be agreed between the Editor and the person appointed. 3) Dismissals

a) Dismissal of voting members of the JALT Publications Board:

i) Any member of the JALT Executive Board or a Voting Member of the JALT Publications Board may initiate a motion to dismiss.

ii) Note: Dismissal should be a last resort, and only used when all other avenues for redressing a problem have been exhausted.

iii) The Member initiating a motion to dismiss must submit a written rationale for the dismissal to the JALT Executive Board. The Editor in question must be given the opportunity to respond in writing.

iv) The motion to dismiss must be approved by a majority vote of the JALT Executive Board.

v) If the motion to dismiss is passed, the JALT Executive Board will notify the JALT Publications Board Chair of the dismissal, who will begin a search to fill any position vacated. (See points 2-b-i and ii above.)

b) Dismissal from Other Positions:

i) Any voting member of the Publications Board may initiate a motion to dismiss someone from a position in their respective national publication.

- ii) Note: A written rationale for the dismissal must be provided and the person in question be allowed to respond in writing.
- iii) The motion to dismiss must be approved by a majority of the national publication's voting members of the Publication Board and the Publications Board Chair.
- iv) A national publication's voting member of the Publication Board dismisses the person from the position and begins the process to fill it.
- v) Note: The person in question has the right to request the entire Publications Board review the dismissal. The decision of the Publications Board is final.
- c) Sanctions levied by the JALT Code of Conduct Committee may supersede the procedures outlined here. In such cases, it is the responsibility of the Head of the Code of Conduct Committee to contact the Publications Board Chair regarding the individual in question and the actions to be taken.

Current Standing Rule 2.1:

Standing Rule 2.1: Policy on Appointments and Dismissals for JALT Publications
[EBM Motion 2002-3-VI-4]

(proposed by Brad Visgatis as Publications Board Chair, passed 24 November, 2002; amendment [EBM Motion 2003-3-5] passed [unanimously] 22 November, 2003; amendment [EBM Motion 2008-2-2] passed [40-0-0] 28 June, 2008; amendment [EBM Motion 2012-2-7] passed [50-0-0] 24 June, 2012; amendment [EBM Motion 2015-3-2] passed [46-0-0] 22 November, 2015; amendment [EBM Motion 2016-3-3] passed [45-0-2] 27 November, 2016)

The following is the policy on appointments and dismissals for JALT Publications: 1) Committee Members

a) The voting members of the JALT Publications Board: JALT Director of Public Relations, Publications Board Chair, TLT Advisor, TLT Co-Editor(s), TLT Japanese Language Editor, TLT Assistant Editor, JJ Editor, JJ Associate Editor(s), JJ Japanese Language Editor, JJ Japanese Associate Editor, and Postconference Publication Editor(s). b) Nonvoting members: JALT President, immediate past Publications Board Chair. 2) Appointments

a) Editors, Co-Editors

i) Whenever a JJ Editor position becomes vacant (either through completion of their term, resignation, or dismissal), the Associate Editor is automatically promoted to the position of Editor.

ii) Whenever a TLT Editor position becomes vacant (either through completion of the term, resignation, or dismissal), the TLT Advisor shall temporarily assume duties until a replacement is found.

iii) Note: The "normal" term of office for any JJ Editor is 2 years. However, this may be extended or reduced by mutual consent of the Editor and the Publications Board. A schedule should be drawn up clearly indicating when the Editor's term will end and when the Associate Editor will assume the position of Editor. The Editor, Associate Editor, and the Publications Board must agree to this schedule. If a change needs to be made to this schedule, all parties must agree to it.

iv) Note: In the case of TLT, the normal term of office for an Editor is 3 years. However, this may be extended or reduced by mutual consent of the Editor and the Publications Board, not to exceed a maximum of 5 years. A schedule should be drawn up clearly

indicating when the Editor's term will end and when the replacement Editor will assume the position of Editor. The TLT Advisor, TLT Editor(s) and Publications Board must agree to this schedule. If a change needs to be made to this schedule, all parties must agree to it. b) JJ Associate Editor, TLT Incoming Co-Editor

i) To fill a vacancy, the Publications Board Chair places a notice in TLT or other appropriate venues announcing the position and soliciting applications. ii) Applicants are vetted by the JALT Publications Board Chair and the JALT Publications Board.

iii) A qualified candidate is selected by the Publications Board and nominated by the Publications Board Chair.

iv) The JALT Executive Board approves or rejects the nomination.

v) Note: For JJ, the Associate Editor position is a training ground for the Editor position. The Associate Editor assumes the position of Editor when that position becomes vacant.

vi) Note: For TLT, the incoming Co-Editor will receive training and mentorship from the senior Co-Editor and especially the TLT Advisor, whose purpose is specifically to advise the co-editors on TLT matters, to train the incoming Co-Editor, and to help maintain institutional memory at TLT.

vii) Note: Should the position of JJ Editor and JJ Associate Editor (or TLT Editor and TLT Advisor) become vacant at the same time, the Publications Board Chair will appoint an Interim Editor and initiate a search to fill both positions.

c) Appointment to Other Positions (Assistant Editors, Column Editors, Proofreaders, etc.): i) Whenever possible, positions should be filled by soliciting applicants for the position through a notice in TLT or other appropriate venues. When a position unexpectedly becomes vacant, the Editor may appoint a qualified candidate to the position. Preference should be given to those applicants with experience in JALT publications.

ii) Note: In order to ensure that the quality of publications, adequate training and preparation of personnel is an ongoing concern. However, promotion of those working within the publications must be balanced by bringing new personnel. iii) Applicants are vetted by the Editor(s) and Associate Editor for JJ, and by the TLT Advisor, Co-Editors, and Assistant Editor for TLT.

iv) A qualified candidate is selected and notification of the appointment is given to the JALT Publications Board.

v) The length of term should be agreed upon between the Editor and the person appointed to the position.

3) Dismissals

a) Dismissal of Editor, Co-Editor, or Associate Editor:

i) Any member of the JALT Executive Board or a Voting Member of the JALT Publications Board may initiate a motion to dismiss.

ii) Note: Dismissal should be seen as a last resort, only used when all other avenues for redressing the problem have been exhausted.

iii) The Member Initiating Dismissal must submit a rationale for dismissal to the JALT Executive Board. The Editor in question must be given the opportunity to respond. These must be written statements.

iv) The motion to dismiss must be approved by a majority of the JALT Executive Board.

v) If the motion to dismiss is passed, the JALT Executive Board notifies the JALT Publications Board Chair to dismiss the Editor and begin a search to fill any position that becomes vacant due to the dismissal. (See points 2-a-i and ii above.) b) Dismissal from Other Positions:

- i) Any Editor, Associate Editor, TLT Advisor, or TLT Assistant Editor in the publication may initiate a motion to dismiss.
- ii) Note: A written rationale for dismissal must be provided and the person in question be allowed to respond.
- iii) The motion to dismiss must be approved by the Editor and Associate Editor in the publication and the Publications Board Chair.
- iv) The Editor or Co-Editor dismisses the person from the position and begins the process to fill the position.
- v) Note: The person in question has the right to request a review of the dismissal by the entire Publications Board. The decision of the Publications Board will be final.

Seconded by Grant Osterman, SRL

Passed by unanimous consent.

Motion 2024-1-12: Amendments to Standing Rule 5.11 (Proposed by William Pellowe, Director of Public Relations and Jerry Talandis Jr., Publications Liaison)

Moved that Standing Rule 5.11 The Officer Support Committee [EBM Motion 2022-1-12] be amended, as below, to include the Publications Liaison Officer as a member of the committee.

Rationale: The Officer Support Committee (OSC) was created to help orient new officers and support current officers in JALT's SIGs, chapters, and committees. All the Officer Liaison positions are listed in the Standing Rule to be automatically included on this committee, since the purpose of the OSC is within the purview of these liaison positions. The position of Publications Liaison was created after the OSC was formed, so this position should be added as a committee member.

Proposed Standing Rule 5.11, with changes in bold:

The Officer Support Committee (OSC) helps orient new officers and support current officers in JALT's SIGs, chapters, and committees.

1) The Officer Support Committee shall

- a) create and maintain a protocol for notifying new officers about existing JALT resources for officers;
- b) create and maintain an introductory FAQ for new officers;
- c) maintain and update the JALT Officer Resources on jalt.org;
- d) keep the various JALT officer manuals up to date;
- e) support officers through periodic orientation and training sessions online. f) hold an orientation and training session for incoming, current and potential officers during the Annual International JALT Conference and the Annual PanSIG Conference. These sessions may be online, hybrid, or in person.

2) The Officer Support Committee members shall consist of

- a) the DoPR (Director of Public Relations)
- b) the CRL (Chapter Representative Liaison)
- c) the SRL (SIG Representative Liaison)
- d) the Program Liaison, Program Liaison Assistant, or a current or former Program Chair from a SIG or chapter;

- e) the Treasurer Liaison, Treasurer Liaison Assistant, or a current or former Treasurer from a SIG or chapter;
- f) the Public Relations Liaison, PR Liaison Assistant, or a current or former Publicity Chair from a SIG or chapter;
- g) the Membership Liaison, Membership Liaison Assistant, or a current or former Membership Chair from a SIG or chapter;
- h) the Publications Liaison, Publications Liaison Assistant, or a current or former Publications Chair from a SIG or chapter;**
- i) up to three other committee members who are current or former officers. 3) The Officer Support Committee Chair shall be elected by the committee members from among the committee members.

Seconded by Leigh McDowell, Nara

Passed by unanimous consent.

Motion 2024-1-13: Pronoun changes in JALT Constitution and Bylaws (Proposed by Terry Tuttle, Coordinator of Gender Awareness in Language Education SIG)

Moved that the English-language version of JALT’s Constitution and Bylaws be amended to use the singular “they” whenever gender is irrelevant, reflecting modern standards of bias-free pronoun usage when referring to hypothetical or unspecified individuals.

The suggested replacements are as follows:

- he/she, she or he, etc. → they
- his/her, her or his, etc. → their

(There are no instances in the current version of the Constitution and Bylaws of “his/hers” → “theirs” or “himself/herself” → “themselves.” Please see **Appendix G** for a full list of proposed replacements.)

Rationale: The American Psychological Association’s Style guidelines, which are used by many JALT publications including *TLT* and *JALT Journal*, have been amended to support the use of singular “they” in their 7th edition, asserting that “it is inclusive of all people and helps writers avoid making assumptions about gender.” Updating JALT’s Constitution and Bylaws to reflect this shift sets a precedent for other official JALT documentation and may help raise awareness of changing guidelines for inclusive language. Also, this revision can be made to the English version of the constitution without altering the Japanese version in any way, as the Japanese text already does not include gendered terms. These changes were discussed at the June 2023 EBM and the reading of the room showed a majority in favor of the changes.

Seconded by Frederick Bacala, CUE SIG

Robert Chartrand, Auditor. Consulted a lawyer. We are changing the English, but the Japanese version will not change.

Passed by unanimous consent.

Additional comment: It is a constitutional change so it will now be added to OGM for voting by all members.

Motion 2024-1-14: Amendment to JALT Constitution Chapter IV, Article 32 (Proposed by Clare Kaneko, President)

Moved that Chapter IV Meetings, Holding Executive Board Meeting Article 32 be amended as follows:

Current	Proposed
The Executive Board Meeting will be held on the following occasions: 1 At least three times per year, including once at the annual conference	The Executive Board Meeting will be held on the following occasions: 1 At least three times per year

Rationale: The decision to have one Executive Board Meeting at the annual conference was created in an era of in person only events. As people were travelling to the conference, it was an easy decision to have an EBM within the conference schedule. By removing the stipulation of meeting at the annual conference, we will be able to move the EBM online. This will allow attendees at the conference to use the previous EBM allotted time to give or attend presentations. We will also be able to use the EBM room for other purposes. Having an EBM at a separate time to the conference will provide more opportunities for members to attend the online EBM and focus on the content of the meeting. The Board of Directors unanimously agree on this amendment.

Seconded by Chhayankdhar Rathore, Kobe

Passed by unanimous consent.

Additional comment: It is a constitutional change so it will now be added to OGM for voting by all members.

Motion 2024-1-15: 5-year membership campaign conclusion (Proposed by Julie Kimura, Director of Membership)

Moved that the 5-year membership campaign should come to an end on March 31, 2024.

Rationale:

- 5-year memberships were initially started as a membership drive in 2000 as a temporary measure and were not meant to be a permanent type of membership.
- 5-year memberships are problematic for JALT's accounting system and fiscal planning. Revenues received from members must be carried over from one year to the next four years, making it difficult to plan the JALT annual budget.
- Many JALT members can use their research budgets to pay for membership fees. However, universities only reimburse for one fiscal year and have demanded that

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the memberships be cancelled. Therefore, JALT has needed to issue refunds, thereby creating problems in budget planning and accounting.

- Current 5-year memberships will continue until they are expired.

Seconded by Bill Pellowe, DoPR

Bob Sanderson, Osaka. We should keep the 5-year membership. Not everyone has a research budget. And we have been handling it up until now... For those without a budget, it is something we have been doing for 20 years.

Terry Tuttle, GALE. Fluctuations in membership related to conference. So will this change have an effect on membership fluctuation? Concerned that it reduces the incentive to be a long-term member.

Wayne Malcolm, DoC. Not sure if the conference would affect the membership numbers from year to year.

Bill Pellowe, DoPR. For people without research budget, group memberships are much more beneficial.

Sarah Padfield, Oita. Have some 5-year members. Concern is that some of these members may think it is a bit of a hassle to renew their membership, and be disinclined to renew.

CD Rathore, Kobe. Not everyone has access to research budgets, but there are funds available to support these members.

Glen Magee, Gifu. Issue for people who might forget to renew every year? How to explain the accounting issues to members?

Michael Mielke, DoT. Amount is prorated. Cannot be sure of the full amount that is coming into the budget yearly. Refunds are a hassle. Changing this would make things much easier for accounting. We don't have a huge staff, so simplifying procedures would help them. We cannot quantify the dollar amount to train someone else to help with this.

Tom Legge, Study Abroad. If someone wants to join for 5 years, we should encourage that. About 187 people are on this program. We should speak to them before we change

this program. It is a 20% discount.

Thomas Amundrud, Kyoto. Not sure that the accounting procedures issue convinces him to vote for this motion. In bold letters, this is nonrefundable and if there is an issue it will be between you and your institute.

Jean Taylor, Shizuoka. Work for membership chairs to remind people to renew and people do like a deal.

Bob Sanderson, Osaka. Policy for membership? If it lags, do regular (non-officer) members have to pay for back membership? Reducing number of times for a person to decide whether or not to renew dues is a good thing.

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Thomas Amundrud, Kyoto. Is there a current automatic renewal option?

Bill Pellowe, DoPR. Would it alleviate the accounting burden if these memberships started in April? Michael Mielke, DoT. I don't know.

Bob Sanderson, Osaka. Does this have to be voted on at the OGM?
Robert Chartrand, Auditor. Thinks not, but will verify it later.

Robert Swier, CALL.
Moved that we close this discussion and move it to a vote.

Kenn Gale, VP.
Moved that we table the motion.

Seconded by Robert Swier, JALT CALL.
Passed by unanimous consent. The motion is tabled.

Motion 2024-1-16: Motion to approve the Constitution of the Accessibility in Language Learning SIG (Proposed by Samantha Kawakami, Director of Records)

Moved that the Constitution and Bylaws of the Accessibility in Language Learning SIG be approved.

Rationale: The ALL SIG was established and its constitution and bylaws approved by the ALL SIG Executive Board and the ALL SIG members in February of 2021. An amendment to the constitution was approved by the EBM in June of 2021. However, the full constitution was not submitted for approval at that time. The ALL SIG is a healthy JALT SIG and this motion is to officially approve their full constitution and bylaws.

*See Appendix H: The Constitution of the Accessibility in Language Learning

SIG Seconded by Grant Osterman, SRL

Passed by unanimous consent.

Motion 2024-1-18: Dissolving of the West Tokyo Chapter (proposed by Heather McCulloch, Chapter Representative Liaison)

Moved that the West Tokyo Chapter be dissolved according to JALT Bylaw V. 4.

Rationale: In accordance with bylaw 5.4, the West Tokyo Chapter should be dissolved for failing to pass basic criteria for two consecutive years. West Tokyo was placed on probation last year for failing to hold meetings, attend EBMs, and submit the self assessment rubric form. After one year of probation, they have continued to be inactive.

Seconded by Thomas Amundrud, Kyoto

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Funds will go to the Development Fund.

Members will be given a choice to join another chapter.

Efforts were made to reach out to the members, but no one wishes to step

up. Passed by unanimous consent.

Motion 2024-1-19: Motion to standardize the title of the chief officer of special interest groups (proposed by David Kluge, PIE SIG Coordinator)

Moved that the Japanese language version of JALT's bylaws be amended to replace the term コーディネーター as the title for the chief officer of each special interest group with the term 部会代表, and that the English language version of JALT's bylaws be amended to use the term "President" for the chief officer position instead of "Coordinator" of the special interest groups.

This will be a change to two places in the JALT bylaws in both English and

Japanese: ● V. 1. E.

● V. 3. C.

Rationale

The Japanese term コーディネーター is not widely understood in Japan to refer to an elected chief officer position of an organization. Understanding JALT's use of the term thus requires special knowledge of JALT, and is contrary to JALT's principles of using accessible language and promoting cross cultural communication. Standardizing the terminology brings it in line with other Japanese professional organizations

Change the title of Special Interest Group "Coordinator" to "President" (proposed by David Kluge, PIE SIG Coordinator)

Moved that we change the title of Special Interest Group "Coordinator" to "President".

Rationale: As JALT is moving to follow the principles of DEI, this is in keeping with the principle of Equity— of being fair and impartial. This goes to the issue of the difficulty in adequately translating the word "Coordinator" into Japanese on resumes that will be read by Japanese individuals and committees who are involved in hiring.

Seconded by Tom Legge, Study Abroad

Bill Pellowe, DoPR. This is important for people's job promotions as well.

Frederick Bacala, CUE. The English is less important than the Japanese. We need to standardize the Japanese.

Terry Tuttle, GALE. The Japanese should not be an afterthought. We should look at the Japanese first, rather than the English.

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Robert Chartrand, Auditor. The word コーディネーター is in the Japanese constitution for SIGs.

Robert Swier, CALL. In Japanese organizations, the term coordinator in Japanese is never used to denote someone who is the head of an organization, so it is time to look at a new term. So, we should use the term we are already using for chapters.

Jennie Roloff Rothman, GILE. We should work from the Japanese terminology back to the English. Our Japanese constitution takes precedence over the English one.

Tom Legge, Study Abroad. Many SIGs are not using coordinator in their own constitutions. Coordinator may describe how people run their SIG, but it does not reflect their level of responsibility for the SIG. Whatever title we choose needs to take that leadership role into consideration. No one in Japan understands the word "coordinator" of a SIG.

Bob Sanderson, Osaka. He is opposed to changing the title coordinator because it is not disrespectful and we have a long history of using that title. It would be foolish to change something we have used for 30 years.

Gabriela Schmidt, CEFR. Need to think of the term from the Japanese. Moved to table this motion.

Motion to table seconded by Terry Tuttle, GALE.

Thomas Amundrud, Kyoto. Checked JACET. They use 代表者 for their title.

David Kluge, PIE. Chapter and SIG titles should be the same.

Vote to Table the Motion.

56 votes.

Yes: 43

No: 10

Abstain: 3

The motion is tabled.

Moved to reopen the motion: Grant Osterman, SRL

Seconded by: Frederick Bacala, CUE

Passed by unanimous consent.

Item 8: Discussion Items

See Basecamp for details regarding all of the discussion items.

1. Changing the title of Special Interest Group “Coordinator” to “President”.
(Done through Motion 2024-1-19)

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2. Having the November EBM at the conference or as a completely online EBM.
3. Removing free SIG from Memberships.
4. Shifting the June 2024 EBM scheduled for Sapporo to be online.
Due to budgets and discussions with the FSC...
Brick Zeff of Hokkaido has done a lot of work to set up the EBM in Hokkaido in June. We want to thank Brick for all of his work and his help with this. We all want to go to Hokkaido... So, this is not really canceling a Hokkaido EBM, but postponing it to a time when we are more financially stable.
5. The new policy for submitting OECs.
(Presented by Michael Mielke, Director of Treasury)

Oana Cusen, NEC Chair
Discussing National Elections

Intentions to stand
President, Clare Kaneko: yes
VP, Kenn Gale: yes
Records, Samantha Kawakami: yes

Auditor, Robert Chartrand: no
PR, Bill Pellowe: yes
Conference, Wayne Malcolm: yes
Program, Chelanna White: yes
Membership, Julie Kimura: yes
Treasury, Michael Mielke: no

Clare Kaneko, President, moved to adjourn the EBM.
Seconded by Chhayankdhar Rathore, Kobe

February 2024 EBM is adjourned at 2:45 p.m.

<<<<<<<<<< End of February 2024 EBM Agenda >>>>>>>>>>

Appendix B: Minutes to Board of Directors Meeting May 2024



JALT BOD Meeting
May 11-12, 2024
Fukuoka, Japan

Attendance:

President - Clare Kaneko
Vice President - Kenn Gale
Director of Treasury - Michael Mielke
Director of Records - Samantha Kawakami
Director of Membership - Julia Kimura

Director of Public Relations - Bill Pellowe
 Director of Conference - Wayne Malcolm
 Director of Program - Chelanna White
 Auditor - Robert Chartrand
 JCO - Junko Shirakawa
 CRL - Heather McCulloch
 SRL - Grant Osterman

Schedule:

Saturday, 5/11

9:00 – 12:00 BOD
 12:00 –
 13:15 Lunch
 13:30 –
 15:00 Zoom with Liaisons
 15:00 – 16:30 Fukuoka Chapter
 16:30 – 17:30
 SRL/CRL Meeting

Sunday, 5/12

Meet with

9:00 – 12:00 BOD only
 12:00 -
 13:00 Lunch
 13:15 - BOD
 15:00 only

#	Last Address d	Officer	New Status	Notes

1	2024-05-		Ongoing	<p>Website (TASC) Adam received a forwarded email from Junko on January 11, which is very critical. Stripe will no longer work after March 2025 on the current Drupal.</p> <p>Initial estimate from Digital Circus 3000~6000 万円 (30,000,000~) Comment: (Drupal 7 to 10) It's not an update, but a rebuild.</p> <p>No reply from ANNAI.</p> <p>*Rough estimate from Sean was about 2,000,000 円, so even if we double that because of underestimating...</p> <p>New website: Sean reacts quickly, good at explaining, reliable. Concern 1: fail safes: document with details, someone partially shadowing Concern 2: pricing: build it into the contract Keyman insurance? Probably not viable</p> <p>Expenses over 1,000,000 yen shall be reviewed externally. The FSC reviews expenditures for JALT. Need approval from the FSC. Steps: create Sean's contract, BOD vote on it, FSC vote on it</p>
	2 2023-	President, CRL, SRL	Ongoing	<p>Chapter/SIG Elections Have NEC share their election procedures with the CRL and SRL to make this available to the chapters and SIGs. The chapter and SIG voting procedures need to be standardized. President will contact NEC about this.</p> <p>Elections in general... Talk to NEC about timing and procedures. Liaisons? Chapter & SIG officers Check about status of current liaisons.</p> <p>All liaisons on the same election schedule as CRL and SRL from 2025. Reason: their elections will be staggered with the BOD member elections.</p>

3 2023-10-01 Auditor, BOD Done CoC				
	4 2023-	DoR, DoP	Done	DEI If you notice an issue with an event or group, please contact the Program Liaison or DoP to talk to the group about their programming. So, they can offer to help the group diversify their programming. Presenters List talked about.
	5 2023-1		Ongoing	Future Planning
	6 2024-	IAC, DoT	Recurring	International Conferences Due to budget, 2024: KOTESOL ETA ROC
	7 2024-0		Recurring	Dates and Locations for BODs and EBMs Discuss in April for the following academic year. BOD 2023/01/21-22 Matsuyama EBM 2023/02/18-19 Tsukuba (Tsukuba Congress Center & Daiwa Roynet Hotel reserved) BOD 2023/05/27-28 Morioka EBM 2023/06/24-25 Okayama BOD 2023/09/30-10/1 Oita EBM 2023/11/24-27 Tsukuba (Conference) BOD 2024/01/20-21 Nagoya EBM 2024/02/17-18 Ogaki (Gifu) BOD 2024/05/11-12 Fukuoka EBM 2024/06/22-23 Online (*Nagoya) BOD 2024/09/14-15 Osaka EBM 2024/11/17 (Sun) Shizuoka (Conference) BOD 2025/01/11-12 Saitama? Nara? EBM 2025/02/15-16 Tokyo Yoyogi BOD 2025/05/?? ?? EBM 2025/06/?? ??
	8 20		Recurring	Strategic Planning
	9 2024-0		Done	Privacy issues with sending out information,

				BCC addresses. What protocols do we have, if any.
	10 2024-0		Action	<p>Guidelines for online events and problems (Fukuoka Dec 2023) What should the procedures be, what should be in place from the beginning - names, how to use chat, who can question, when to question, how to question ...</p> <p>Before an event, clarify: - Attendees should join with their real name - How to use chat and other responses - When and how attendees can ask questions</p>

- Chat can be downloaded and shared, please delete private messages before sharing				
1 1	2024-0		Action	<p>Officer meetings at the conference? Can still have officer meetings at the conference, but you are not required to. Can choose to do stuff online and asynchronous. Clare to send message to Liaisons.</p>
	12 2024-0		Action	<p>Sharing email information with AMs Need to ask Sean to edit the output report, so that the email addresses are included on the AM list for members who have clicked opt-in Kenn to email Sean.</p>
	13 2023-	DAC	Ongoing	<p>DAC tiers * Need to consider and create new tier * To encompass groups like TELL, and ALTTO * Need an EBM motion? Currently just a policy, so no EBM motion needed.</p>
	14 2023			Discuss IAC tier structure

	15 2024-	DoM	Ongoing	<p>Membership Retention - ok Recruiting new members</p> <p>Cycle of a yearly focus? Focus on ALTs one year, work with DAC another year... Themed, focused campaigns</p> <p>Historically, at chapter/SIG level at events.</p> <p>Nonmembers at events? Membership person at registration to help sign up nonmembers?</p> <p>Campaign: bring a friend?</p> <p>Conference pricing/registration page: add a message about pricing of membership plus conference fee compared to registering as a non-member</p> <p>Website Membership pages need to be rewritten and clarified Why Join JALT? Too text heavy, needs visual images</p> <p>Use the committee! You don't have to do it all by yourself. (You shouldn't.)</p>
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