<u>Minutes of the Learner Development SIG AGM 14th October 2012</u>

Approved by the Learner Development SIG committee and those present on 31st October 2012

Start time: 13:20
Present: 27 people (24 + 3 arrived later)

Lee Arnold; Tim Ashwell; Andy Barfield; Gretchen Clark; Paul Crook; Rob Fritz; Chika Hayashi (arr. 1330); Ian Hurrell (arr. 1332); Ken Ikeda; Cory Koby; Fumiko Kurosawa; Bill Mboutsiadis; Aiko Minematsu; Peter Mizuki; Martin Mullen; Fumiko Murase; Hugh Nicoll; Steven Paydon; Martha Robertson; Colin Rundle; Rich Silver; Alison Stewart (arr. 1335); Jackie Suginaga; James Underwood; Kazuko Unosawa; Michael Wilkins; Stacey Vye

Apologies from: Darren Elliott, Ellen Head, Kay Irie, Kayo Ozawa, and Phil Brown

1.   Welcome
1.1   Andy: Welcomed everybody and introduced the agenda which had been distributed to all present. Attendees were invited to read it while Andy talked over the values of the SIG, emphasising participation, collaboration and working in teams as being central to the successful way in which the SIG operates

2.   Grants
2.1   Andy: Introduced the two LD SIG Conference Grants Awards (¥40,000 each) which were presented by Hugh Nicoll and Stacey Vye to Cory Koby and Aiko Minematsu (pictures taken by Bill, Jackie, Kazuko)
2.2   Andy: Following the grants ceremony suggested a 5-minute discussion with neighbours about the areas of committee activity people might be interested in for the coming year

3.   Coordination
3.1   **<u>Andy Barfield and Rich Silver approved to continue</u>**
3.2   **<u>Alison Stewart approved as shadow co-coordinator</u>** (Lee Arnold also expressed interest in shadowing here, but, following later discussions, decided to become familiar with different committee responsibilities and demands first)

4.   Treasury
4.1   **<u>Treasury: Kay Irie to continue until after the audit is approved in May 2013</u>**
4.2   No shadow treasurer approved at the AGM, but **<u>Rob Fritz volunteered to shadow</u>** after a short discussion after the meeting. Rich suggested Nagasaki chapter treasury as a possible future source of support as the systems for accounting SIGs and Chapters are the same

5.   Budget
5.1   Andy: Explained that lots of money is going out for Learner Development SIG grants because support for SIG teachers and researchers in the field is a key area of the SIG's work. He also explained the main sources of revenue for the SIG as being (a) membership fees, and (b) *Realizing Autonomy Proceedings*, with the money from the latter in particular earmarked to fund the March Tohoku retreat and a 2-day LD SIG Conference in November
5.2   **<u>Draft budget approved for 2012-2013 (see Appendix 1)</u>**

6.   *2-day LD SIG 20th Anniversary Conference, November, Tokyo*

6.1   Andy: The date is provisionally: 3rd or 4th weekend of November 2013

6.2   Andy: The 2013 Conference Planning Group (currently: Andy Barfield, Fumiko Murase, Kay Irie, Masuko Miyahara & Rich Silver) have been sharing ideas since July and have so far had confirmations of participation as speakers from Naoko Aoki (Osaka University) and Richard Smith (University of Warwick, UK)

6.3   Andy: A potential Japanese speaker will be approached and we hope to find out later in October if they will be willing to take part

6.4   Andy: 2 possible sites for the conference have been identified, and a decision will be made as soon as we have got some more details sorted out from either university

6.5   Andy: More details will be released about the conference as the details are finalized; we hope to involve students and NGOs in the conference

7.   *Realizing Autonomy Proceedings*

7.1   Andy: 300 copies of *Realizing Autonomy Proceedings* have been printed in time for the conference with the aim of selling about 200 copies by the end of JALT2013 in October next year. 75 copies need to be sold to break even

7.2   Andy: Encouraged colleagues and friends to buy them to support the SIG's work by buying copies for themselves and their colleagues/friends

8.   *Membership*

8.1   Rich: Gave a short report about membership, including efforts to revise the system in the past year. Last year the new system was led by Rachelle Jorgensen with support from Rich Silver, Jeremy White and Matt Coomber

8.2   Rich: The SIG has been praised for its efforts in terms of membership by both the Vice-President and the Membership Chair of JALT

8.3   Rich: Jeremy White to continue sending out welcome letters and Matt Coomber to continue to send out renewal letters

8.4   **Gretchen Clark approved as the new Membership Chair**

8.5   Andy: Membership has risen by 25% from 157 at JALT2011 to over 200 at JALT2012: it's an amazing achievement by the membership team. That said, we are still looking for a shadow to join the membership team!

9.   *Grants*

9.1   Andy: Explained why grants are important to the mission of the LD SIG

9.2   Andy: Explained changes in grants (see Appendix 1 for brief summary)

9.3   Andy: In summary the same amount of money is being offered by the LD SIG in grants this year but in a different way, so that the SIG can offer two grants for the 2-day November 20th Anniversary Conference

9.4   Andy: Briefly explained the role of the grants sub-committee, which for 2011-2012 consisted of Rich Silver, Andy Barfield and Kay Irie

9.5   Andy: Kay has agreed to continue, but Rich and Andy both feel they should step back

9.6   **Martin Mullen & Stacey Vye volunteered to join the grants sub-committee for 2012-13**

10.   *Publications*

10.1   Alison: Suggested that not much had been done over the past 12 months but went on to explain various discussions that had taken place at the Publications Dinner in Tokyo in September (see report of this in *Learning Learning 19*(3) which included splitting *Learning Learning* – more details below)

10.2   Alison: Confirmed that a new team is already in place for *Learning Learning*. The editorial team is **James Underwood and Glenn Magee (Editors) with Fumiko Murase and Monika Szirmai (Shadowing)**

10.3   **Publications Project 1**
Alison: Aiko Minematsu and Andy Barfield working on a series of papers and need authors for a publication provisionally titled: *Critical Understandings of Learner Development*. More details to follow after the conference.

10.4   **Publications Project 2**
Alison: Various ideas being knocked about. The projects that have been discussed include approaches to analyzing learner histories which has been proposed by Masuko Miyahara and Chika Hayashi, criticality and critical thinking, building on the plenary session and article in the RA Proceedings by Mike Nix and Richard Pemberton, and online learner resources, such as graded reader stories relating to Tohoku (?) with links for donating money to organizations involved in the ongoing relief work. (This could also be something to discuss with Colin working on NGO outreach.)

10.5   Splitting *Learning Learning* into two
Alison: Explained that *Learning Learning* can currently be described as a hybrid, part journal and part newsletter

10.6   Alison: Suggested splitting *Learning Learning* into two publications consisting of a more formal journal and a shorter, newsy publication. Both publications would be launched in time for the 20th Anniversary Conference

10.7   Discussion followed:
- Colin Rundle, Martha Robertson, Lee Arnold all said it was a great idea
- Lee Arnold: Said there is a need to bear in mind the "perception gap" in terms of teachers' resumes between journals and newsletters
- Andy Barfield: Suggested it is very important to keep the name *Learning Learning*
- Rich: Asked how often each would be published; Alison: newsletter twice a year; journal once

10.8   Andy: Noted that the feeling of the meeting is to pursue the split, but more discussion needed in detail on how this would work and who would be doing what

10.9   **Masuko Miyahara approved as Publications Chair with Steve Paydon as shadow**

10.10   **Tim Ashwell and Aiko Minemastu approved to join the publications team**

11.   *Tohoku Retreat, March 2nd-3rd 2013*

11.1   Bill: The date has been set as Saturday March 2nd- Sunday 3rd and the retreat is in the initial planning stage and could be heading to Sendai

11.2   Bill: Would like to set up a planning group to work towards the March retreat

11.3   Bill: One of the aims of the retreat is to work with local people in the area and there has been some contact already with people there

11.4   There were no volunteers to join the planning group at the meeting **[See 19.5 below]**

12.   *Programme*

12.1   Bill: Announced he will be stepping down and returning to Canada in April

12.2   **Ian Hurrell (Sapporo) approved to shadow Bill until he returns to Canada in March 2013, and then take over as programme chair in April 2013**

12.3   Andy: Many thanks to Bill for the great work he has done. We are still looking for another co-chair and someone to shadow the position

12.4   **CALL Conference: Hugh Nicoll approved to be JALTCALL2013 LD SIG Forum coordinator**

12.5   Andy: Ask Allen Lindskoog to see if he would be interested in joining Hugh

12.6   **PAN-SIG Conference: Jim Ronald approved to continue as LD SIG PAN-SIG Representative and Forum coordinator for 2013** (NB The official SIG representative of the conference is entitled to a conference fee waiver)

12.7   **Nakasendo Conference:** Rob Moreau praised for organizing the SIG's participation in Nakasendo

12.8   Andy and Bill: Because of outstanding questions and concerns about the organization of Nakasendo 2012 and queries about Nakasendo 2013, the LD SIG is likely to step back from participation in 2013

13.   Publicity

13.1   Andy: Rob Moreau has developed the new logo which is now on the website and other SIG materials (see http://ld-sig.org/)

13.2   Andy: **Robert Cochrane is willing to help Rob with publicity**

13.3   Andy: We are still looking for volunteers to join the publicity team

14.   Website

14.1   Hugh: Reported on the work of the team with Hugh responsible for website updates and maintenance, Darren Elliott for Facebook and Mike Nix for digitizing *Aya* and *Maya*

14.2   Hugh: Explained a little of the history of the website and why it is hand-coded. There is a need however to move to a LMS CMS data website (e.g. like JALT website), which would offer more interactivity etc.

14.3   Hugh: The current domain is fine but we will need another domain in order to develop a new system in parallel in order for a transition to be made. Noted that there may be a cost involved of up to JPY10,000.

14.4   Hugh: Asked for anybody interested in developing a hand-coded, modular website and **Lee Arnold volunteered to join the website team** saying, though he knows nothing about it, he is willing to learn. **James Underwood and Ken Ikeda also volunteered to be involved with the website team**

NB: Hugh: I will be making a backup of the current site, making it available as a download for the new team members, and will try to come up with a schedule that will work for everyone in developing the new CMS site for launch in the new academic year (Added 2012/10/19)

15.   Monthly update writer

15.1   **Alison Stewart approved to be the monthly writer of website updates (short texts of 400 words)**

15.2   **Chika Hayashi approved to work together with Alison**

16.   NGO Outreach

16.1   Andy: We are hoping to develop our NGO Outreach (in time for 20th Anniversary conference) e.g. generous Shanti donation from *Realizing Autonomy* authors

16.2   **Colin Rundle approved in a role to develop links for this purpose**

16.3   Andy: We are still looking for other people to volunteer to take part in this area

17.   Local Get-togethers

17.1   **Hiroshima: Jim Ronald and Andrew Brady approved to continue to develop Hiroshima get-togethers**

17.2   **Kansai: Greg Rouault, Phil Brown, Michael Wilkins and Gretchen Clark approved to develop Kansai meetings**

17.3   **Nagoya:** No members from the area at the AGM

17.4   Andy: Robert Croker has a research group already running in the area which people may be interested in joining

17.5   **Tokyo:** Andy: Rachelle Jorgenson is stepping down as she is on a 6-month leave of absence in Canada

17.6   **Andy Barfield, Ken Ikeda and Stacey Vye approved to be co-coordinators of the Tokyo Get-togethers for the coming year**

18.   *Members at large*

18.1   **Dexter Da Silva, Ellen Head, Greg Rouault, Jackie Suginaga, Kayo Ozawa, Martha Robertson, Phil Brown, Rachelle Jorgenson and Stacey Vye all approved to continue**

18.2   **Bill Mboutsiadis (after March 2013), Peter Mizuki and Cory Koby all approved to be added as members at large**

19.   *Other business*

19.1   Andy: Alison Stewart to take care of remaining *Realizing Autonomy Proceedings* stock

19.2   Andy: Explained the JALT Database Project and the committee's decision to give ¥50,000 for this project

19.3   **The donation of ¥50,000 was approved**

19.4   Bill: Explained more about how the retreat would work to include a day of volunteer work e.g. at a mobile library, along with many other ideas

19.5   **Steve Paydon volunteered to join Bill in the Tohoku planning group, with Cory Koby later confirmed as a member of the planning group, with Bill coordinating the group**

19.6   Peter Mizuki: Asked if there is a way for individuals to donate money through the SIG.
Andy: Yes, we can accept donations at any time
Peter: Asked if the donations are tax deductible
Rich: We can check with JALT Treasury

19.7   Andy: Explained more about the 2-day Conference in November and how we want learners and NGOs to be involved so if you're working with high school or elementary school students please think about being involved

19.8   Martin Mullen: Asked for more details about the November conference and Andy gave more details about the plans **[See 6]**

19.9   Andy: Thanked Bill Mboutsiadis for his energy and efforts since joining the SIG and especially for bringing new people in. Bill responded by saying how much he had learned from both his role as Programme Chair and the whole community

19.10   Rich: Reminded everybody that new chairs/shadows etc. would automatically be added to the committee list and if there is a particular email that they would like used to speak to him afterwards

19.11   Andy: Thanked everyone for coming and making it a great meeting

(End time 14:15 approximately)

Minutes taken by Rich Silver
First Draft completed: 16th October 2012 (Reviewed by Alison, Andy)
Second Draft completed: 18th October 2012 (Reviewed by Alison, Andy)
Third Draft completed: am 19th October 2012 (Reviewed by Bill, Hugh)
Fourth Draft completed: pm 19th October 2012
Fifth Draft completed: 22nd October 2012
Finalized: 27th October 2012
Minor corrections made: 31st October 2012

Appendix 1: Draft budget for 2013

Draft SIG budget for 2013	Actual 2012	Draft 2013	Notes
Expected balance in March	373,713	112,013	
Projected expenses			
Table rental for JALT National Conference	(17,000)	(17,000)	
Shipping LD materials to and from JALT National Conference	(10,000)	(10,000)	
Shipping fees for other events	(10,000)	(20,000)	
LD web site cost (including domain name registration)	(7,200)	(7,200)	
Financial support for Nakasendo	(10,000)	(10,000)	
Donation for Best of JALT2012	(20,000)	(20,000)	
2 Tohoku JALT+LD SIG membership grants	(20,000)	0	
Pan SIG conference grants (25,000 yen each)	(50,000)	(25,000)	
LD SIG research grants (25,000 yen each)	(50,000)	(25,000)	
2 National conference grants (40,000 yen each)	(80,000)	(80,000)	
Donations to the disaster-stricken area	(155,000)	0	
Tohoku Retreat		(50,000)	
20th Anniversary LD SIG Conference Grants	0	(50,000)	2 x 25,000
New JALT integrated database & management system		(50,000)	
Other miscellaneous	(20,000)	(20,000)	
SUB-TOTAL	**(449,200)**	**(384,200)**	
Projected revenue			
Membership x 1500 6 months/12	112,500	150,000	75 / 100 members
Realizing Autonomy Proceedings sales at JALT2012	0	150,000	100 copies
SUB-TOTAL	**112,500**	**300,000**	
TOTAL	**37,013**	**27,813**	
Projected expenses 20th anniversary LD conference			
Plenary speaker from Europe		(250,000)	
Plenary speaker from Tokyo		(40,000)	
2 invited speakers/guest workshop leaders		(80,000)	
Programme book, and assorted running costs		(100,000)	
SUB-TOTAL		**(470,000)**	
Projected revenue April 2013 onwards			
November conference registration projection		400,000	100 attending
Realizing Autonomy Proceedings sales		150,000	100 copies
Membership x 1500 6 months/12		150,000	100 members
SUB-TOTAL		**700,000**	
PROJECTED TOTAL END of NOVEMBER 2013		**357,813**	
Reserve liabilities		250,000	
GRAND TOTAL		**507,813**	

Appendix 2: Committee List for 2012-13

(as shown on the LD website October 27 2012; the list may change as other people join in)

Our 2013 committee officers are:

· **Co-coordination**—Andy Barfield & Rich Silver, shadowed by Alison Stewart

· **Treasury**—Kay Irie, shadowed by Rob Fritz

· **Publications**—Masuko Miyahara & Steve Paydon, joined by Aiko Minematsu & Tim Ashwell

· *Learning Learning* **Editorial Team**—Fumiko Murase, Glenn Magee, Monika Szirmai & James Underwood

· **Membership**—Gretchen Clark, Jeremy White & Matt Coomber

· **Programmes**—Bill Mboutsiadis, shadowed by Ian Hurrell: March 2013 Tohoku Retreat, JALT2013 LD Forum; Hugh Nicoll: JALTCALL LD Forum; Jim Ronald: Pan-SIG 2013 LD Forum

· **Grants**—Kay Irie, Martin Mullen & Stacey Vye

· **NGO Outreach Liaison**—Colin Rundle

· **Publicity**—Rob Moreau & Robert Cochrane

· **Web Editing and Outreach**—Darren Elliott, Hugh Nicoll & Mike Nix; joined by James Underwood, Ken Ikeda & Lee Arnold

· **Web Update Writers**—Alison Stewart & Chika Hayashi

· **Local Get-togethers**—Jim Ronald & Andrew Brady (Hiroshima); Greg Rouault, Gretchen Clark, Michael Wilkins & Phil Brown (Kansai); Andy Barfield, Ken Ikeda & Stacey Vye (Tokyo)

· **Members-at-large**—Bill Mboutsiadis (from April 2013), Dexter Da Silva, Ellen Head, Greg Rouault, Jackie Suginaga, Cory Koby, Kayo Ozawa, Martha Robertson, Peter Mizuki, Phil Brown, Rachelle Jorgenson & Stacey Vye