

Minutes for Learner Development SIG Annual General Meeting
Sunday, November 23rd, 2014. 11:30 a.m. - 12:15 p.m.
Japanese Association for Language Teaching (JALT) Conference 2014.
Tsukuba International Congress Center, Tsukuba City, Ibaraki-ken

29 members present: Mayumi Abe, Lee Arnold, Stephanie Corwin, Chris Fitzgerald, William Hassett, Ian Hurrell, Ken Ikeda, Brandon Kramer, Joel Laurier, Jenny Morgan, Martin Mullen, Fumiko Murase, Hugh Nicoll, Steve Paton, Matthew Porter, Martha Robertson, Jim Ronald, Caroline Ross, Colin Rundle, Yoko Sakurai, Alison Stewart, Kris Sullivan, Mayumi Takizawa, James Underwood, Kazuko Unosawa, Adrienne Verla, Satomi Yoshimuta, 2 new members from Saitama

Apologies: Andy Barfield, Kay Irie, Masuko Miyahara, Stacey Vye

1. Approval of new committee members and shadows for LD teams

This item was tabled so as to ensure more time for discussion of goals and issues, including clarification of team positions and duties.

As we ran out of meeting time before members could be approved, it was decided that members and shadows will be given provisional approval and approved on-line.

Full list of committee members in Appendix A.

2. Discussion and setting of goals for 2015

a. General coordination (Alison Stewart)

-- Clarification of team roles

Alison Stewart announced that LD SIG coordination has been moving toward a new team structure in which 3 or 4 people share coordinator roles. This is a relatively new structure and coordination teams have evolved in such a way that teams have different titles and different roles. There is a need to clarify titles and duties across the different teams to prevent overlap, aid record keeping, and improve communication within teams and with the LD SIG and the JALT organization. Membership, Treasury, Publications, Publicity, Grants, Web Development and Maintenance and Outreach are currently operating as a team structure, so this issue is significant for LD SIG coordination and operations. Attendees were asked to consider how coordinators and teams can clarify duties and titles and how communication can be improved at all levels, from coordination teams outward to JALT as a whole.

-- Changed revenue structure

With regard to spending in the coming year, Alison reported that the SIG's income will change next year under the new membership fee distribution policy (**see attached document**). The SIG will receive a base grant of 25,000 yen, but will receive only 1,000 yen from members instead of 1,500 as previously. In LD SIG planning, we need to take

care to be self-financing and to plan to raise sufficient funds from LD SIG activities so that we do not depend on extra funding from JALT. However, as LD SIG activities usually bring in at least enough money to cover expenses, this loss will probably not result in having to cut our usual activities.

b. Grants (Martin Mullen)

Grants will be available in 2015 to support research in learner development, conference attendance (Pan SIG, JALTCALL and JALT National), new membership, outreach educational projects, and LD SIG subscriptions. This past year, not many people have applied for these grants. This may be due to lack of publicity or to grant deadlines.

Grants are currently distributed on a “first come, first served” basis. Martin recommended that the SIG institute a rolling deadline, at least for subscription, membership, and outreach grant proposals, to encourage more people to apply for grants and to have grants available throughout the year. Colin said we need better promotion for grants and deadlines; members of the LD SIG get the information, but non-members do not always get information about grant opportunities.

LD members suggested fliers for teachers' staff-rooms; publicizing with local Chapters; announcements at LD Get-togethers; contact with coordinators of masters' degree programs; and publicizing on the LD blogs. Alison suggested that discussion of publicity for grants be continued by Outreach and Publicity teams.

c. Publications (James Underwood)

-- Annual Journal

James Underwood announced that the Publications team has been discussing the possibility of an annual journal featuring longer articles and research papers on a single topic, and published in addition to *Learning Learning*. The journal would appear regularly at the same time of year and genre and the length of the publication would be decided each year by the publishing team. This journal would be a more narrowly focused publication than *Learning Learning*, which not only publishes articles on a variety of topics of interest to LD SIG members, but also serves as a newsletter to update members about LD SIG events and promote communication across LD SIG membership.

Members had a brief discussion of the proposed journal. Collaborative vs Cooperative Learning was suggested as a possible topic for the first annual journal. More discussion on-line is needed to decide if the journal is feasible for this coming year.

Two new book publications are due for completion by the end of this year and it is envisaged that the annual journal may take the place of book projects with the advantage that they would appear more regularly. A team of editors would consist of a guest lead editor (or editors) and regular editors, both experienced and those looking to gain experience, who would ensure continuity and quality.

-- Funding for print publication of LD Working Papers and CLiLD.

Although the two book projects will be published digitally in the first instance (LDWP on a dedicated website, CLiLD as an e-book), it is proposed that they also will be published as limited paper editions next year.

-- Recycled paper policy

Alison Stewart announced an LD SIG commitment to a policy of using recycled paper for our publications, even though it might be more expensive.

a. d. Programs (Ian Hurrell)

-- Event records.

Ian proposed starting a site for storing video recordings of poster presentations, participant reflections, etc. Ian also reported that centralizing the gmail account has worked well. The team has been using Google Drive for event coordination and is thinking about setting up a YouTube account to save video records and testimonials from the Forum.

-- Conference Proceedings

There is a 5,000-word limit for articles in the JALT Conference Proceedings. Because we had so many participants in the Forum this year, we asked to extend the limit. We can have 13,000 words, provided the LD SIG takes responsibility for reviewing and editing the contributions. Each participant's segment would be about 800 – 1000 words. The deadline for submissions would be early January. The format and content of submissions is yet to be decided. Ian requested help with reviewing and editing individual content for Conference Proceedings. Martha Robertson and Stephanie Corwin volunteered to help.

e. Publicity

-- Promoting and publicizing LD SIG activities more pro-actively.

To be discussed by Publicity team headed by Rob Moreau.

f. Outreach (Colin Rundle)

-- NGO Student Ambassadors

Colin said there is a need for a core group to get more students involved. The Team contacted CAM TESOL and PAN SIG, but did not receive much response. He asked members to promote programs in our own institutions and suggested that a message be sent to Coordinators of JALT Chapters and other SIGs asking them to help get more students involved in NGOs and LD events.

-- Tohoku outreach

Colin Rundle and Alison Stewart confirmed that interest and enthusiasm continue for carrying on outreach efforts in Tohoku Region.

g. Translation

This item was omitted due to lack to time.

h. Website Development (Hugh Nicoll)

Hugh Nicoll, Billy Hassett and James Underwood have developed a new WordPress site (ld-sig.org/blog) which was shown to the meeting. They are still working on obtaining a simple url for the site.

3. Discussion and Approval of 2015 Budget

A draft of LD SIG Budget for 2015 was handed out at the meeting.

Because of the new JALT funding distribution policy, it is important to make activities self-funding and to conserve revenue and spending during the coming year.

There is no provision in the 2015 budget for a mini-conference. The December 2014 event in Tokyo may be repeated next year, but, if so, it will need to be self-financing through a nominal participation fee as it was this year.

There was not time to discuss and approve budget. The budget will be discussed and approved by members on-line.

The final draft of the budget in Appendix B

Minutes taken by Martha Robertson

Appendix A

List of Committee Members 2014-15

Co-Coordiators: Fumiko Murase & Alison Stewart (currently looking for shadows to replace them from JALT 2015)

Membership: Brandon Kramer, Ann Flanagan & Stephanie Corwin

Treasury: Mayumi Abe, Satomi Yoshimuta & Huw Davies

Programmes: Lee Arnold (chair), Ian Hurrell & Joel Laurier

Publications Coordinators: James Underwood & Tim Ashwell

Learning Learning: Mathew Porter (shadow: Yoko Sakurai), Monika Szirmai (Layout), Chika Hayashi (Translations coordinator), Chris Fitzgerald (Research grant awardees), James Underwood (Members Voices), Kazuko Unosawa (Creative Writing), Caroline Kocel Ross (Outreach)

Publicity: Robert Moreau, Kie Yamamoto & Tomoko Imamura

Grants: Martin Mullen (stepping down) Satomi Yoshimuta, Jennie Morgan & Kris Sullivan

Outreach: Colin Rundle & Caroline Kocel-Ross

Website Maintenance and Development: Hugh Nicoll, James Underwood, Rachelle Meilleur

Talking Points: Jim Ronald & Naomi Fujishima

Local get-togethers:

Tokyo: Andy Barfield, Ken Ikeda, & Agnes Patko

Kansai: Brandon Kramer (looking for new Kansai coordinator)

Hiroshima: Jim Ronald & Ariel Sorensen

Members-at-large: Gretchen Clark, Matt Coomber, Dexter Da Silva, Sayuri Hasegawa, Kay Irie, Aiko Minematsu, Masuko Miyahara, Bill Mboutsiadis, Mike Nix, Martha Robertson, Jackie Suginaga

Appendix B

DRAFT BUDGET 2015-2016 (Submitted by Mayumi Abe)

Draft SIG budget for 2015 (April 2015 – March 2016)	FY2014 (April 2014- March 2015)	Draft 2015 (April 2015- March 2016)	Notes
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	(20,000)	(20,000)	
LD web site cost (including domain name registration)	(7,500)	(7,500)	
Donation for Best of JALT 2014	(25,000)	(20,000)	
JALT Pan-SIG conference grant (40,000 yen each)	(40,000)	(40,000)	
JALT CALL conference grant (40,000 yen each)	0	(40,000)	
LD SIG research grants (25,000 yen each)	(25,000)	(25,000)	
Outreach grants (20,000 yen each)	(*40,000)	(40,000)	2 x 20,000 *used for Musashi participation JALT2014
National conference grants (40,000 yen each)	(*120,000)	(**80,000)	*3 x 40,000 **2 x 40,000
JALT2014 Musashi participation	(60,000)	0	
December informal conference Creating Community: Learning Together	(30,000)	0	
Co-sponsor a JALT speaker	0	(125,000)	
Get-together room hire	(25,000)	(25,000)	
Other miscellaneous	(20,000)	(20,000)	
SUB-TOTAL	(439,500)	(469,500)	
Projected revenues			
Membership x 1500 yen	*260,000	260,000	*259,750 received as of November 4, 2014
December informal conference Creating Community: Learning Together	30,000	0	
SUB-TOTAL	290,000	260,000	
TOTAL (Projected revenues – expenses)	-149,500	-209,500	
Reserve liabilities	368,250	200,000	
GRAND TOTAL	218,750	-9,500	
Expected balance in March (592,768 in Marc	About 450,000	About 240,000	

<p>h 2014: 224,288 in bank account + 368,250 as r eserve liabilities)</p>	<p>expected in March 2015 (About 80,000 in bank account + 368,250 as reserve liabilities)</p>	<p>expected in March 2016 (About 38,250 in bank account + 200,000 as reserve liabilities)</p>	
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