

2018 Learner Development SIG Annual General Meeting

Facilitated by Alison Stewart and Andy Barfield, with the minutes taken by Jenny Morgan

Present: Alison Stewart, Andy Barfield, Blair Barr, Elisa Vinagre, Gretchen Clark, Huw Davies, Jenny Morgan, Ken Ikeda, Kio Iwai, Martin Cater, Oana Cusen, Patrick Kiernan, and Tim Ashwell

Apologies: Koki Tomita, Kris Sullivan, and Yoshi Nakai

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The AGM opened at around 3.45 pm with a welcome, thank you for attending, and a quick round of introductions. Alison and Andy asked for someone to take the minutes, which Jenny kindly agreed to do, and then invited everyone to look through [the 2018 LD SIG Committee Review](#) for a few minutes and talk in pairs about what they found interesting or important.

I. Documents tabled for discussion

- A copy of the committee team reports for 2018 was shared. Thank you to all who contributed.
- A list of possible discussion topics for the AGM:

People

Discussion and approval of committee members

Money

Discussion and approval of draft 2019 budget

Reimbursements

Communication

New webmaster(s) for website and coordination of LD mailing

lists?

Developing regular and smooth communication among SIG officers?

Grants

Restructuring of the terms of receiving LD grants - when should grants be paid to awardees?

Publicity

SIG grants publicity?

Promoting the SIG to the bigger public including non-JALT members?

Activities

Reaching out to local SIG members - how to do this?

Attracting new members to SIG forums (PanSIG and JALTCALL) - how to do this?

New coordinators for Kansai get-togethers?

LDJ-themed event for 2019?

Publications

Theme and editors for The Learner Development Journal Issue 5?

Expanding the Journal Steering Group?

Other matters

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- A dedication to and recognition of the deep sense of loss over the passing of two valuable LD members - Naoko Aoki, founding co-coordinator of the SIG, and Richard Silver, past co-coordinator of LD. To read more about Naoko and Richard's lives and contributions to the LD SIG, and to our profession, please see the Dedications in *Learning Learning*, 25(1) - [Richard](#) - and 25(2) - [Naoko](#).
- A draft budget for 2019 - see [Appendix A at the end of this document](#).
- LD committee members update:

Continuing members are:

Co-coordinators: *Koki Tomita & Yoshio Nakai*

Membership Team: *Ann Flanagan & Barrie Matte*

Grants Team: *Kris Sullivan, Sami Yoshimuta, & Kio Iwai*

Programmes Team: *Blair Barr & Robert Morel*

Publicity Team Illustrator: *Rob Moreau*

Publications Team: *James Underwood*

Learning Learning Editorial Team: *Andy Barfield, Chika Hayashi, Tokiko Hori, Daniel Hougham, Ken Ikeda, Fumiko Murase, Yoshio Nakai, Hugh Nicoll, Sean Toland, Koki Tomita, & James Underwood*

Learner Development Journal Steering Group: *Tim Ashwell, Darren Elliott, Alison Stewart*

Learner Development Journal Issue 3 editors - (*Christina Gkonou, Yoshio Nakai, & Jim Ronald*)

Web Maintenance Team: *Hugh Nicoll* (main LD website), *Darren Elliott* (LD Journal website)

Tokyo Get-Togethers: *Ken Ikeda*

Committee Members at large: *Lee Arnold, Mathew Coomber, Dexter Da Silva, Ian Hurrell, Bill Mboutsiadis, Mike Nix*

Stepping down:

Treasury Team: *Huw Davies*

Grants Team: *Jenny Morgan*

ILA2018 Team: *Steve Brown, Ann Mayeda & Hisako Yamashita*

Publicity Team: *Nicole Gallagher*

Publications Team: *Andy Barfield*

Learner Development Journal Issue 2 (due to be published in December 2018): *Chika Hayashi, Masuko Miyahara, & Patrick Kiernan*

Hiroshima Get-Togethers: *Jim Ronald*

Kansai Get-Togethers: *Agnes Patko*

Tokyo Get-Togethers: *Andy Barfield, Jenny Morgan*

Stepping up:

Kansai Get-together: *Gretchen Clark*

Tokyo Get-togethers: *Martin Cater (NB had to withdraw for personal reasons 28/11/2018)*

Treasurer: *Patrick Kiernan*

Publicity Team: *Gretchen Clark* *Note from Gretchen: I propose I send out details about events early March and again in May. Early October and again mid-November. Deadlines for adding news items to the google doc would be the final day of the preceding month. I'd format the items for continuity and send them out in a bulk email newsletter to the ld-news list. If you would like me adjust the deadlines (see below), please advise WHEN you'd like the information to go out and I will adjust the deadline for everyone. I think it's important not to bombard members with too many emails so please think about an appropriate time to announce and/or remind members of the grant deadlines.*

***Individual committee members who are organizing LD events are invited to handle updating the FB page with their event information, liaise with Rob to design posters and .jpps for logos for FB and other social media. I prefer only handling the newsletter for now but will of course share any posts on the LD facebook page in my own feed and I ask other officers to do the same.*

Member at large: *Oana Cusen*

Notes: Instead of regular get-togethers, Gretchen Clark said Kansai LD members will be collaborating with Kyoto JALT Chapter to co-organise their third student conference, "Kansai to the World" (K2W).

II. Committee member roles

Treasurer: Thank you to Patrick Kiernan for stepping up as the new treasurer for the LD SIG. Huw will mentor Patrick from JALT2018 onwards then handover and provide Patrick with templates for treasurer's summary submissions to various JALT meetings. Huw briefly outlined the treasurer's duties:

- monthly summary and submitting paperwork records to JALT Central Office
- March-April, JALT audits each SIG, so the treasurer needs to submit annual records for that.
- Generally, Huw spends around a few hours each month. He found being treasurer was a good way to get to know how the SIG and JALT work, and get to know about SIG members' activities.

Publicity: Gretchen will take up the 'publicity team' role. This is a loosely defined role, and the publicity team is welcome to create this role and develop it according to the SIG's needs this year (e.g., website, events, coordinating between committee members to collate-disseminate their information, liaise with other members ...)

- Gretchen could contact Nicole Gallagher to share-learn what Nicole did through 2018.
- Gretchen said she'd be happy to create a Google form to publicise any upcoming LD events.
- Committee members/team would need to add relevant information to the Google form by an agreed deadline, e.g., Calls for Proposals, LD grants, conferences, local get-together events, etc.
- Gretchen would then send out a publicity message to SIG members, say, twice a semester (liaising with Ann Flanagan re membership list).
- This kind of approach works well for Kyoto JALT, where Gretchen is Program Chair

III. Treasurer's report for 2018-2019

1) LD website costs

Huw outlined the year's expenses for the LD SIG, explaining that one additional expense for 2018 would be a second reimbursement for Hugh Nicoll for webmastering costs.

- Hugh Nicoll has generously maintained and covered the expenses for the LD SIG website/domain for around 15 years (averaging 1000 yen monthly for hosting costs plus 5000 yen annually for domain registration and renewal costs - effectively 17000 per year).

- Huw proposed that the ¥75,000 reimbursement agreed at last year's AGM be increased to ¥150,000 as a reimbursement for the financial costs that Hugh has carried for the SIG over this period.
- After some discussion, the AGM agreed on this increase.
- Soon the LD website will move over to the main JALT server at which point future costs (something like 5,000 JPY each year) will be paid annually by the LD SIG to JALT for this service, rather than to a specific individual.

2) The SIG will cover room hire costs for Tokyo get-togethers (GTs) who are holding a mini-conference for student and teacher presentations, [Creating Community: Learning Together 4 \(CCLT4\)](#) on Sunday 16 December 2018.

- CCLT4 is expected to break even.
- Kansai GTs can similarly apply for money from the SIG to cover room hire costs when they hold another student conference, Kansai to the World (K2W). Projected cost is under 5,000 for room reservation at Campus Plaza Kyoto for an afternoon...not quite sure what other expenses we've had in the past but Gretchen will ask Agi and liaise with Treasury about the details.

3) Koki Tomita recently started a discussion among the LD committee around reimbursement for SIG officers who do not have access to institutional funding and who attend various mandatory SIG meetings at the annual JALT conference on behalf of the LD SIG.

- Blair Barr is doing this at JALT2018, substituting for Koki and Yoshi.
- Oana clarified that JALT covers costs (travel and accommodation) for SIG coordinators (and other JALT officers) to attend the February and June Executive Board Meetings (EBMs), but SIGs need to cover the costs at the conference EBM for a SIG officer who does not have access to institutional funding.
- The meeting agreed on a ¥25,000 contribution to Blair Barr's travel and one-night hotel expenses at JALT 2018.
- Blair will submit relevant receipts to Huw.
- LD will also need to "supply" one officer to join the organising committee of the 2019 PanSIG conference. As this conference works on a profit-sharing principle, any costs incurred by LD will be covered so this does not need a specific budgeting proposal.
- The AGM also agreed that as far as possible the SIG committee should aim to reduce any such costs by sharing responsibilities on a geographical basis. If an EBM or conference is in Kansai, then a Kansai-based officer should attend it, and if in Kanto, a Kanto-based officer.

IV. Ideas for SIG activities in 2019

Lastly, the meeting split off into small-group discussions for 8-10 minutes focussing on “what activities would we like to see in the LD SIG in 2019”. We wrapped up the AGM with a brief round of plenary feedback from each pair/trio:

- *Blair, Gretchen, and Jenny* discussed formats for CCLT4 in Tokyo and Kansai to the World (K2W). Then, they moved onto what happens in Tokyo GTs , and Kansai GTs, with Tokyo GTs bringing participant-driven discussions around LD puzzles, individual writing or presentation projects, possible collaborative projects, etc.
- *Kio and Patrick* had a valuable getting-to-know conversation.
- *Ken and Tim* brought up the possibility of a *Learner Development Journal* (LDJ) event so steering committee and issues editor(s) plus the writers can spend time together on the shared writing projects ? Then, Tim further expanded on this idea by suggesting a LD retreat, a national workshop time where LD committee members could catch up, get to know each other, plan ahead, and set goals around researching learner development.
- *Elisa, Huw and Martin* talked about the get-togethers having a “My Share” LD focus, including a mentoring aspect; skills exchange.

The AGM closed at 4.30pm.

Appendix A LD SIG Financial Summary, prepared for the November 2018 AGM

November 2017 – October 2018 Revenues and Expenses

Balance (1 November, 2017)	386,785 (+200,000 reserve)
Revenues	
Annual grant from JCO	150,269
PanSIG profit shared	86,689
Return of PanSIG grant	40,000
Total	276,958
Expenses	
Grants	90,000

JALT Conference fee	14,550
Co-ordinator attending meeting	28,300
Sponsoring Chika Hayashi (ILA2018)	28,700
Reimbursing Hugh Nicoll (LD website reimbursement)	75,000 ¹
Get-together room costs	5,480
Postage, bank fees	2,093
Total	244,123
Balance (1 November, 2018)	419,620 (+200,000 reserve)
Expenses, November 2018, expected	
3 x grants for JALT Conference	120,000
Photocopying for JALT Conference	2,100
Postage for JALT Conference	3,500
Tokyo Get-together room rental fee (October)	1,944
Room fees (December CCLT Conference)	47,826
Flowers for Richard Silver March 2018	???
Funding for Blair Barr (JALT2018, for required SIG attendance at JALT meetings)	??? ²
Total	173,370+
Balance (1 December, 2018, estimated)	246,250 (+200,000 reserve)

2019 Draft Budget for Discussion

Revenues	
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¹ Subsequently increased to 150,000 JPY following discussion and approval at the 2018 AGM

² Subsequently set at about 25,000 JPY following discussion and approval at the 2018 AGM

Annual grant from JCO	150,000
PanSIG profit shared	50,000
Total	200,000
Expenses	
Grants	200,000
Website maintenance	20,000
Get-together room fees + CCLT5	40,000
Conference-related costs (table fee, postage)	25,000
Miscellaneous	20,000
Total	305,000
Balance (1 December, 2019, estimated)	141,250 (+200,000 reserve)