

Minutes of the 2019 Learner Development SIG Annual General Meeting

Sunday November 3rd 2019 11:45AM -12:45 PM at JALT2019, Nagoya

Facilitated by Andy Barfield & Fumiko Murase, with **the minutes taken by** Lorna Asami

Present: Lorna Asami, Andy Barfield, Blair Barr, Dominic Edsall, Darren Elliott, Ann Flanagan, Ellen Head, Ken Ikeda, Kio Iwai, Masayo Kanno, Patrick Kiernan, Fumiko Murase, & Satomi Yoshimuta

Apologies: Koki Tomita, Kris Sullivan, and Yoshi Nakai

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The AGM opened at 11.45 with a welcome and thank you for attending, and a quick round of self-introductions. Andy mentioned that Lorna Asami had volunteered to do the minutes, and then invited everyone to look through [the 2019 LD SIG Committee Review](#) for a few minutes and talk in pairs about what they found interesting or important. The meeting would first focus on people and money questions, then have a rolling discussion of the different topics listed, according to attendees' interests and concerns. Before beginning, a grant to attend conferences was awarded to Masayo Kanno by Kio Iwai. Masayo will publish at a later time in the SIG's newsletter, *Learning Learning*.

I. Documents distributed and topics for discussion

- A copy of the committee team reports for 2019 was shared. Thank you to all who contributed.
- A review of 2019 expenditure, and a draft 2020 budget. Thank you to Patrick for preparing this.
- A list of committee members and roles
- Possible discussion topics for the AGM

II. People: Committee members and roles for 2020

bracketed names = (members of the SIG, but not members of the committee)

double-bracketed names = ((not members of the SIG or the committee))

Co-coordinators: *Koki Tomita & Yoshio Nakai*

Treasurer: Patrick Kiernan

Membership Team: *Ann Flanagan steps down; Tetsuko Fukawa steps up.*

Grants Team: *Sami Yoshimuta, & Kio Iwai; Kris Sullivan steps down; Masayo Kanno steps up.*

Programmes Team: *Blair Barr & Robert Morel (Rob will step down after the 2020 PanSIG.)*

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Publicity Team: *Gretchen Clark steps down; Ellen Head steps up.*

Publicity Team Illustrator: *Rob Moreau*

Publications Team: *James Underwood*

Learning Learning Editorial Team: *Tokiko Hori, Ken Ikeda, Fumiko Murase, Yoshio Nakai, Hugh Nicoll, Koki Tomita, & James Underwood; Andy Barfield, Chika Hayashi, Daniel Hougham, and Sean Toland step down; Lorna Asami steps up.*

Learner Development Journal Steering Group: *Tim Ashwell, Darren Elliott, Alison Stewart; Dominic Edsall steps up.*

Learner Development Journal Issue 4 editors - *((Sabine Little)) & ((Michelle Golledge))*

Learner Development Journal Issue 5 editors - *Andy Barfield, Oana Cusen, (Yuri Imamura), ((Jussi Jussila)), & (Riitta Kelly)*

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

Tokyo Get-Togethers: *Ken Ikeda, Ian Hurrell, James Underwood*

Kansai Get-Togethers: *Nothing formalised yet, but Dominic Edsall, (Ann Flanagan), Fumiko Murase, and (Katherine Thornton) to share ideas informally about a possible student conference at some point in the future.*

Committee Members at large: *Lee Arnold, Mathew Coomber, Dexter Da Silva, Oana Cusen, Bill Mboutsiadis, & Mike Nix*

III. Money: Treasurer's report for 2018-2019 and draft budget for 2020

Patrick Kiernan (treasurer) went over the SIG's finances and explained the draft budget for 2020.

November 2018-October 2019 clarifications

1. Revenues

CCLT conference event fees were charged only to teachers, not students.

2. Expenses

This year there were three conference grants. Postage and bank fees were for various conference expenses.

2020 Draft Budget for Discussion

1. *[The 2020 draft budget](#) was drawn up by Koki Tomita and Patrick Kiernan.*

2. Revenues

a. The annual grant from the JALT Central Office (JCO), PanSIG profit shared, and CCLT are conservative estimates.

b. The CCLT revenue (at 1,000 JPY for teachers) is dependent upon the number of attendees, as is the PanSIG shared profit (in Niigata in 2020).

3. Expenses

a. Grants - points raised and/or discussed:

- Request for clarification: 160,000 is for 4 grants.

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- Maximum 1 research grant is awarded.
- Grants are not always taken up, as it depends on what grants applicants are going for.
- In 2019, 200,000 in grants went out (3 conference grants, 1 project grant, 1 research grant).
- Question: When are grants allocated? Answer: In March.
- Discussion: Timing of announcement of grants, number of grants, and requirements made of recipients; grants used to purchase books, travel, software, publications asked for in return; presently unnecessary for recipients to disclose how grant funds will be (and are) spent; current application requirements on LD website (<http://ld-sig.org/grants/>).
- LD wants flexibility and also more explicit guidelines for grants. Possibility of having a template made where applicant states use of their budget, connection to LD. People felt that they do not want a Kaken-type of application. Having a template filled out would help grant reviewers as well.
- Grants are only open to LD SIG members. People cannot make a grant application and then join the SIG to get a grant; they must be SIG members at the time of applying, and their SIG membership status is cross-checked.
- Agreed that the SIG should aim to provide 5 grants for 2020 as this provides valuable support for teachers without access to institutional funding.
- Patrick will amend the grants budget to 5, with a review in mind.

b. Shadow co-coordinator expenses

- Discussion of providing financial support for a future shadow co-coordinator to attend one or two JALT Executive Board Meetings (EBMs) so that they can become familiar with how JALT works.
- Agreed that 60,000 would be a reasonable amount to budget for this, even though no shadow coordinator has been recruited yet.

c. Website maintenance

- Agreed that a payment of minimum 6,000 to 20,000 maximum would be made to Hugh Nicoll (LD webmaster) for possible consultation and other costs in migrating the LD website to the main JALT website.
- Blair Barr's question: If website is transferred, do we know how much JALT will charge us? Answer: It will be deducted by JCO directly from the SIG's account, approximately 10,000 yen.

IV. Topics discussed at the AGM

Communication – with members

1. Reviewing and developing current communication with SIG members

Tied to migration of LD websites. See **“Website”** below.

Activities

1. LD forum themes for 2020

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Blair Barr (programmes)

Pan-SIG *Active Learning* will be reprised at Pan-SIG due to excellent response for the LD forum at JALT2019.

JALTCALL LD forum theme not yet decided.

JALT International Various themes were suggested and brainstormed, with Ellen mentioning that something connected with transformation as part of learner development would be interesting:

Learner identities

Learners as researchers

Content-based learning

Teacher Autonomy

Learner Autonomy

Transformational learning

Learning transformations

Learning communities

Transformational Learning Communities (TLC)

Connecting to the JALT2020 conference theme of *Communities of Practice*, we agreed that “Transformational Learning Communities” (TLC) would be an appealing theme for the LD forum.

Ellen Head commented that in the future, exploring ways to allow for remote participation might be worthwhile as a supplement to face-to-face events.

2. Re-starting the Kansai get-togethers in 2020

Ann Flanagan, Fumiko Murase, and Dominic Edsall agreed to start informal discussions with Katherine Thornton about organizing a student conference (Kansai to the World), possibly in connection with Sustainable Development Goals (SDGs). So, things are “under discussion.”

3. Focusing the Tokyo get-togethers in 2020 on (a) shared theme(s)?

Ken Ikeda (Tokyo get-together co-coordinator): Nothing decided yet, but CCLT5 is focused on “learning actively.”

Grants

1. Reviewing and developing grant awards: What topics fit/don't fit under “Learner Development”? Why?

Andy explained that, just as with some writing submitted to *Learning Learning*, some grant applicants focus on second language acquisition, but do not make any kind of connection to key themes of learner development, so what the SIG understands by “learner development” and “researching learner

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development” needs some discussion. Satomi Yoshimuta (grants team) shared her thoughts, mentioning that this question had come up among the grants team, as well as with the *Learning Learning* (LL) editorial team because grant awardee essays and reports get published in LL and they need to be relevant to the LL readership.

The grants team had decided it is necessary to provide more explicit guidelines on the LD website for would-be applicants. They are also hoping to provide an online form with required sections for applicants to complete. People at the meeting were very positive about the grants team’s intended actions.

2. Grants team

Masayo Kanno will join the grants team.

Website

1. Hugh Nicoll, Darren Elliot, and Paul Collett will be working on migrating the LD main website to the main JALT website in December and/or January. Hugh will contact the Kyoto chapter who moved their WordPress suite to the main JALT website. (Hugh’s main concern is preventing data loss in transmission of the sites.) Everyone in attendance was in agreement with moving the websites across.
2. Darren Elliott (Learner Development Journal webmaster) said the present site needs to be migrated as it is sitting on a privately posted WordPress site.
3. Migration work is also connected to who is running the LD news list, members’ list, and LD discussion. Andy suggested it might be good at some point to have a Google group/groups, but this would need someone to be responsible for it/them. It was mentioned that this is not a highly technical job.
4. Darren had a few technical questions, and Andy recommended consulting Paul Collett about them.
5. A brief exchange between Darren and Dominic Edsall regarding coding, ease in running the sites, and a content management system called Drupal.

Publications

1. Recruiting new members for the LD Journal Steering Group: Dominic Edsall said he would like to join the JSG.
2. Recruiting new members for the LL Editorial team: Lorna Asami is joining the editorial team.

Communication – administrative

1. New webmaster(s) for website and coordinating of LD mailing lists? **See “Website” above.**
2. Reviewing and developing current communication and shadowing among SIG officers, including regular officer online meetings to check in on LD team activities: **No discussion of this took place.**
3. Setting up an LD calendar for 2020 that gives a sense of annual LD activities to the officers? See https://docs.google.com/document/d/12NpVXNI1askgCz0i-wkCrj5Z1VTVfvq_o-R4Ka6VLNI/edit?usp=sharing **No discussion of this took place.**

Publicity

1. Ellen Head will join the publicity team.

The AGM closed at about 12.45 pm.

Appendix A LD SIG Financial Summary, prepared for the November 2019 AGM

November 2018 – October 2019 Revenues and Expenses

Balance (30 November, 2018)	162,931 (+200,000 reserve)
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Revenues

Annual grant from JCO	170,607
PanSIG profit shared	76,199
CCLT Conference event fees	20,000
Overpayment refund	198
Total	267,004

Expenses

Conference grants	120,000
Project grant	40,000
Research grant	40,000
JALT2018 SIG table	14,000
Get-together room costs (October)	2,592
Postage, bank fees	8,305
Total	224,897

Balance (2 November, 2019)	205,038 (+200,000 reserve)
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Expenses, November 2019, expected

Photocopying for JALT Conference	?
Postage for JALT Conference	? (last year 5,444)
Room fee (December CCLT Conference)	? (last year 47,628)
SIG (attendance at JALT meetings)	?
Website maintenance (?)	? (20,000 suggested)
Total	73,072 +

Balance (1 December, 2019, estimated) **131,966 (+200,000 reserve)**

2020 Draft Budget amended after the AGM

Revenues

Annual grant from JCO	170,000
PanSIG profit shared	50,000
CCLT	20,000
Total	240,000

Expenses

Grants	200,000
EBM attendance for shadow co-coordinator	60,000
Website maintenance	10,000
Get-together room fees + CCLT6	50,000
Conference-related costs (table fee, postage)	20,000
Miscellaneous	10,000
Total	350,000

Balance (1 December, 2020, estimated) **21,966 (+200,000 reserve)**