

2016 Learner Development SIG AGM Minutes

Saturday, November 26; 3:35-4:20

Nagoya WINC Rm 1202

Attendance: Daniel Hougham, Huw Davies (Treasury), Farrah Hasnain, Tim Ashwell, Gretchen Clark, Fumiko Murase, Ann Mayeda, Andy Barfield (Tokyo), Hugh Nicoll (Web), Ann Flanagan (Members), Kristen Sullivan (Grants), Agnes Patko (Kansai), Jenny Morgan (Tokyo), Fumiko Kurosawa, Paul Beaufait, Daniel Hooper (Incoming Programme), Blair Barr (Programme), Joel Laurier (Outgoing Programme), Lee Arnold (Outgoing Programme), Sumire Shiba, Sami Yoshimuta (Treasury/Grant), Mathew Porter (Co-coordinator), Mayumi Abe (Co-coordinator)

Agenda and Minutes

1. Budget priorities

How the SIG is financed by JALT has changed and we were quite generous with our funds in the past. We are encouraged by JALT to keep a “rainy day fund” equivalent to one year of our budget. We must rethink our grants, while also trying to accommodate requests for funding from the GT groups and to use in PR.

Our annual income is roughly 250,000 yen (200,000 yen + 50,000 buffer). This year it is 221,000 yen. We had a 140,000 yen loss in 2015. We project a 100,000 yen loss in 2016.

Proposed 2016-2017 Budget

Item	Description	Proposed	Allocated
Info pamphlet	500 postcards	10,000	2000
Tokyo GT room fees		25,000	25,000
Kansai GT room fees		35,000 (15,000)	15,000
Web	hosting/domain reg	20,000	20,000
Grant	PanSIG	40,000	40,000
Grant	JALTCALL	40,000	40,000

Grant	Research	25,000	25,000
Grant	Project (2)	40,000	40,000
Grant	JALT	40,000 (50,000)	50,000
	Total	275,000	257,000

The budget was presented by Mathew and Huw explained about income, losses, and our buffer. We then discussed individual items that could be adjusted. Blair was able to deliver PR pamphlets (trifold A4) at a lower cost than expected, leading to the first adjustment. Agnes explained that the Kansai group was able to hold their student conference in 2016 for less than they expected, resulting in the second adjustment. The final adjustment was an increase to the JALT conference grant by 10,000 JPY on the basis that the conference fees are higher than the fees for PanSIG and JALTCALL.

2. Activities

The Nagoya chapter and the Framework-Language Portfolio SIG are eager to collaborate with LD on an event, but we have been unable to find an LD speaker and talks have stalled.

Ann suggested she would raise the issue at the next Kansai GT.

The SIG will host ILA2018 and the conference committee will need the support of committee teams.

3. Volunteers

We are in need of volunteers for both key roles and shadow positions, particularly for coordinators, web team, and publicity team.

Mathew and Mayumi spoke to many people after the AGM and were unable to find anyone to shadow the coordinators.

4. Understanding Member Needs

Some team members have suggested a need to better understand what our members want from the SIG. Should a member survey be prioritized and who would design/implement it and analyze the results?

Ann volunteered to develop a survey for lapsed and current members.

5. Attracting New Members

JALT members now get a SIG included in their membership, but we didn't experience a surge in membership. How do we attract new members?

Mathew explained that despite a slow, steady increase in members, the SIG has seen about half its 200 members change in the last two years.

Ann prepared the following chart comparing lapsed (L), new (N), renewing (R), and total (T) members month-by-month over 2015 and 2016. The SIG has seen slow, steady growth over the last two years. The ratio of lapsed to new members is favorable, but the SIG saw over 100 people leave over the two-year period.

2015	L	N	R	T		2016	L	N	R	T
Jan	8	3	5	195		Jan	11	17	36	201
Feb	8	6	9	193		Feb	8	4	13	206
Mar	5	3	8	193		Mar	3	13	19	207
Apr	?	?	?	?		Apr	5	7	6	206
May	?	?	?	?		May	7	4	13	203
Jun	?	?	?	?		Jun	8	14	12	217
Jul	?	?	?	?		Jul	6	6	6	216
Aug	?	?	?	?		Aug	5	7	3	218
Sep*	13	4	43	NA		Sep	x	7	15	217
Oct	8	6	10	194		Oct	5	7	18	216
Nov	0	6	18	206		Nov	3	7	14	220
totals	42	28	93	+11			61	103	155	+19

*The monthly numbers for April-August 2015 were tallied in September.

There wasn't enough time to discuss.