

**Executive Council Meeting August 30th, 2009**

1:30

**Call to order and Opening Comments**

>The following individuals were present at the meeting as voting members.

**Attendees:**

Tory Thorkelson, David Shaffer, Kevin Parent, Steve Garrigues, Bruce Wakefield, Marilyn Plumlee, Adriane Geronimo, Sherry Seymour, Stephen Peter Jinks, Park, Seungwook, Phil Owen, David Kim, Angus MacCaull (arrived late-see minutes for time) and Kara MacDonald.

>The following individuals were present at the meeting, as non-voting members

Jennifer Young, Deborah Tarbet and John Gartland

➤ Self-introductions were not done.

➤

1:31

Bob Capriles: moves to have the meeting end by 6:00pm with no business to be addressed after 6:00 pm with council members not present.

David Kim: 2<sup>nd</sup> the motion

David Shaffer: Moves to amend the motion

Bob Capriles: Rejects an amendment to the motion

Council: Discussion about the ability to amend a motion that has been put on the floor and seconded.

**Motion:** To end the meeting at/by 6:00pm with no business to be addressed after 6:00 pm with council members not present

Motion: Bob Capriles

Seconded: David Kim

>Vote:

Accept - 16

Oppose - 0

Abstain - 1

**Motion Carries**

1:40

Tory Thorkelson: Opens discussion of the past meeting minutes

Bob Capriles: Requests to vote on this later as the council does not have copies of the minutes in front of them and requests that since only a summary of the minutes for the June meeting are on the web that council members are sent the long version of the minutes by Kara Mac Donald.

Kara Mac Donald: Will email the long version on Monday or Tuesday of the coming week, as it is agreed that seeing the long version would be beneficial.

| 1:43

**Officers Reports**

### **President's Report:**

Report submitted. See Report for Details.

Marilyn Plumlee: Inquiry about the replacement of Dr. Shin as Publications Chair

Council: Discussion of requirements regarding a Korean holding a Ph.D

Why? Korean Research Foundation is the main reason, as the requirement of having a Korean Ph.D holder as editor is related to the status of the journal.

Marilyn Plumlee: For the journal editor, based on the requirements she knows from prior work with accrediting of the journal, a foreigner will provide no points and for a Korean living overseas, less points are provided. The Publications chair and Journal editor are two different positions and the Publications chair does not necessarily need to hold a Ph.D.

She states that the journal still needs reviewers, contributors and other Koreans with Ph.D's and if they could be on a list to be available when needed, it would be beneficial. Marilyn has the paperwork for the journal accreditation from her work on the journal previously and was asked to provide this info to the council. She has agreed to do so.

1:46

Tory Thorkelson: Presents the names for the Life Time Membership Award & Life Time Achievement Award

Life Time Membership Award

Dr. Yeum

Dr. Kim Jong Yoo

Dr. Park Joo Hung – she already has a lifetime membership and will be removed from the list.

Life Time Achievement Award

Dr. Dwight Strawn

Bob Capriles: Asks about what Dr. Strawn has done recently for KOTESOL.

David Kim: Recommendation that we get an outline of the candidates' achievements so that council members can better vote on these candidates.

Tory Thorkelson: Understood that the President gives these awards, and asks if it is that the council is giving them. Tory understood that the President was giving these awards with input from the council. Tory stated that he asked for input previously by providing suggested name via emails and now is asking for approval of the candidates mentioned.

Bob Capriles: Inquires further about Dr. Strawn 's work.

Council: Discussion of Dr. Dwight Strawn's work with respect to his eligibility. Regarding the Life Time Achievement, some question that he is retired and has become inactive in KOTESOL and was crucial in the development of the associations pre-KOTESOL, not KOTESOL.

Bob Capriles: Raises the question of who is giving the awards- the president or the council.

David Kim: Dr. Oryang Kwon was submitted by David Kim for Life time achievement award.

Steve Garrigues: Questions the fact that the recommended people were asked to be reviewed

by the past presidents.

Tory Thorkelson: clarifies the process and role of past presidents in providing insight and a broader perspective of who may be best suited from previous history that he would be unaware of.

Marilyn Plumlee: Regarding the Life Time Achievement, she states that if a retired person becomes inactive then this should not be held against someone. We should still recognize their work.

Bob Capriles: Agrees

Marilyn Plumlee: States that the issue of only going to past presidents is for recommendations and not approval. The council is approving and the president is issuing the awards.

Phil Owen: Offers to read the notes from the Feb 2009 meeting

**“ Honorary Lifetime Membership and Award**

**Issue:** Do we need another award beyond the President’s Award – something to acknowledge Membership Service/Life Time Achievement Award being created and who would be in charge of giving/signing the award. A committee will need to be created to administer the award. Louisa suggested that this be made up of Past-Presidents.

**Motion to accept to Create Honorary Lifetime Membership and Award**

**Vote on the Award** Accept – 13\_Oppose – 0\_Abstain -3

**Motion Carries”**

Phil Owen: Explains that there was disagreement initially about how to approve this award; Whether these awards are run past the whole council or through other methods which is one reason awards were not given last year.

Phil Owen: The original motion regarding the life time membership was ambiguous and suggests we layout criteria more in detail as they are sensitive when we are dealing with a variety of people who are qualified for their work. Additionally, if the approval process is to be done by the council, he feels it is difficult to discuss in an open forum.

Steve Garrigues: We had a number of past presidents who were not life time members. So, one origin of this award was to encourage past presidents to come back and be re-involved in KOTESOL

David Shaffer: Life Time Achievement Award is for someone’s achievement and it is not necessarily a member of KOTESOL. He is not suggesting that we go out beyond KOTESOL with intention but it is possible if an individual has made a significant contribution to Korean ELT.

Bruce Wakefield: Compares the awards with those available in the New Zealand primary school for a possible model.

Marilyn Plumlee: Asks if the Life Time Achievement Award has no monetary cost other than the plaque.

Tory Thorkelson: Yes, she is correct. There is no cost except for the plaque given to the

individual.

David Kim: Suggests having a summary of the individuals available to council for judging the candidates by asking the nominees to submit information about themselves and their work.

David Shaffer: Raises concern about requesting information from the individuals as if they don't get the award, there may be awkwardness or problems.

David Kim: Suggests that in another organization the process is that a person close to the person submits an application, then the committee makes a selection and finally, the council votes on those selected.

Tory Thorkelson: This is time consuming and the awards are to be issues in October. There is not time for this type of process.

Bob: Capriles: Maybe don't issue them in October.

Phil Owen: Suggests that people be selected from recommendations from the council and then, the council can vote on those nominated.

David Kim: Further explains his suggestion and offers that maybe the council can vote on these via secret ballot.

Bob: States he is unclear on the issue.

Phil: Revises the number of names to be nominated; he thinks that the committee should forward three names to council and then, the council can vote.

He feels that the council voting on 5 people, as suggested previously, and only forwarding three names is a sensitive issue.

Kevin Parent: Suggests that an application form be used rather than using email to recommend people as emails can be overlooked

Tory Thorkelson: Agreed. An application will be good.

Steve Garrigues & Kevin Parent: Words passed about Kevin putting together an application form.

Tory Thorkelson: Ok, if we are going to have a committee to selected people for the awards, who will be on the committee?

David Shaffer: Head of the Committee should be a president/past president.

Bob Capriles: Why are we limiting the selection to past presidents?

Tory Thorkelson: He originally asked past presidents to give input by being helpful in that they have distance and also have a broader perspective.

Bob Capriles: Worried about limiting it to past presidents.

Council: Discussion and it was clarified that the Head of the Committee will a President or

past president.

Kevin Parent:

Regarding the head and Bob's concerns, Kevin asks who Bob would like to be the Head, a volunteer?

Bob Capriles: He states that he feels that the aim should be to open up things to not have National Council appear as a small and closed clique.

Jinks: He states that he does not have such a negative view or sense of National Council in his chapter.

Bob Capriles :Addresses the issue of chapters and new members not being asked to be involved and brings up a point that new members such as Ralph Sabio and Henri are not here as they feel unsupported.

Jinks: Summarizes the ability of people to be involved if they wish.

David Kim: Confirms the perception that the National Council is a select group that is closed and not open to new members.

Bruce Wakefield: Raises the issue that the Suwon representative needs to leave at 2:30

Bob Capriles: Table the current discussion and move to the Suwon report

Tory Thorkelson: Agreed.

2:20

### **Suwon Chapter Report**

Park Seung Wook:

The report is handed out.

Yet it is not the Suwon report, it is the 1<sup>st</sup> Vice-Presidents report.

Council: Suggested that a verbal summary be provided.

Meeting each month on the third Sat with a presentation. Especially in March, there were almost 50 new members. We will continue to increase the membership, but he is unaware of the details.

David Shaffer: Questions, 50 members or attendees?

Park Song Woo: Confirms it was 50 attendees.

Steve Garrigues: Questions if there are any concerns in the Suwon chapter.

Park Song Woo: Ms. Choi emailed me.....(nothing more)

Steve Garrigues: States he may not be fully aware of the issues related to Nominations and Elections

David Shaffer: Suwon Chapter has Chapter Due shares to apply for this year and Suwon Chapter has not applied for last year's Chapter Due Shares. The money needs to be requested

by the president of the chapter or the money is not issued.

2:30

Park Seung Wook leaves.

Council: The procedure for requesting the money is stated; the Request Authorization for Disbursement form.

Bruce Wakefield: Questions whether the funds not paid to Suwon are in National account?

David Shaffer: Yes.

Bob Capriles: Why do Chapters need to ask for their dues when it is their money?

Marilyn Plumlee: Explains there is no such thing as an Organizational account. There needs to be a person's name on the account. David Shaffer needs to be the person who is holding the Treasurer position.

David Shaffer: Says further that he sends out the information regarding the new member etc and asks the chapter Treasurer to approve the amount that is being issued.

Council: Continuing discussion regarding that the chapters don't know how to request their chapter dues.

Bob Capriles: Who has to send the RAD?

David Shaffer: The chapter president has to send the RAD as he/she is a member of National Council.

Bruce Wakefield: Have we finished the Presidents report?

Tory Thorkelson: No.

David Shaffer: Suggests we have a break as many members are gone

2:37

Break

2:45

Angus MacCaull arrived

2:52

Meeting resumes

Tory Thorkelson:

Discussion of Awards resumes:

Summarizes the discussion regarding the committee or those who will advise and recommend people for the awards.

Bruce Wakefield:

Suggests that the new National Council needs to address unclear issues

Steve Garrigues:

If there is ambiguity, then let us address the issues now so that we don't have to readdress these when the new council is elected.

Bob Capriles: Procedures Manual is needed. Chapters are unclear of issues or how to deal with things. There are ambiguities and these need to be addressed as they come up.

Tory Thorkelson; Tim is currently putting procedures together and posting them on the website, as there is not enough for a manual.

Bob Capriles: Yes, we need to start somewhere. So let's start. And his chapter is doing a similar thing by putting a manual together as issues arise and it is working well.

Marilyn Plumlee: Should we make a motion to make a committee?

Tory Thorkelson: A motion was made for creating a manual at a previous meeting. At that point, he asked past presidents and others to recommend people but that didn't work.

So, who will form the committee? Would you like me to form the committee to produce a manual?

Council: Consensus: Yes, Tory Thorkelson will make the committee for the manual creation.

Phil Owen: Notes that the manual or procedures can be readdressed as it is a living document.

Tory Thorkelson: ETP, Advertising opportunity offered previously. Now it has been investigated and it was found that the cost for publication is too high and when Tory Thorkelson checked with Rob Dickey, he said we have never paid for any ad in an ELT publication. The opportunity to advertise in ETP has been dropped.

3:00

### **1<sup>st</sup> Vice President Report**

Report Submitted, See report

Bob Capriles: Motion to accept Report as it is and address any issues at a later date

**Motion:** Motion to accept Report as it is and address any issues at a later date

Motion: Bob Capriles

Seconded:

David Kim: Questions the following text in the report as it is outside of the 1<sup>st</sup> Vice-Presidents

:

- *“To play an effective role as a member of KOTESOL's National Council I attempted to create some clarity in the issue of eligibility for Presidential candidates. Unfortunately the language is too vague to produce any close agreement. I recommend that Article IV, section 2 is changed to:*

*‘Any members seeking nomination for an elected position on the Council*

*must have been a member in good standing for at least the 12 full months immediately prior to the time of seeking nomination.'*

*I believe the members can decide whether someone is 'qualified' to be President (or any other Council member). Of course this should go through the normal amendment procedure and be voted on at the ABM in October.*

Tory Thorkelson & Phil Owen: State that Tim Dalby is not doing anything independently and this information in the report is just a recommendation based on his past actions related to this issue.

Mariyln Plumlee: Questions why we are concerned about this issue as we do not approve meeting minutes, and ask to confirm if we approve the minutes.

Bob Capriles: Will withdraw the motion, as there is no need for a motion.

Motion withdrawn.

## **2<sup>nd</sup> Vice President**

No report submitted.

Kevin Parent:

Steve has been appointed to help out with the SIG liaison and it is working well.

Report: SIG facilitators have been contacted and there will be a meeting to discuss the future of SIGs individually. SIGs are active or the facilitators were active in responding. Additionally, there was a request in the past that SIG Start-Up guidelines will be drawn up.

Phil Owen: It may appear that the SIGs are inactive, but that the facilitators responded very actively. Want clarification if the SIGs are active or the facilitators were active in responding.

Kevin Parent: The first, that the SIGs are active was confirmed by Kevin and Steve.

Steve Garrigues: SIG Start-Up Procedure and Ending SIG Procedures are both needed.

Bob Capriles: Are SIGS failing?

Council: Consensus is yes.

Steve: Garrigues Asks to look at the handout he provided on the Survey of KOTESOL Web site Updates and provides an update of who is active and the situation with SIG websites and the need to keep them up to date.

David Kim: Can we have a tutorial by Joshua Davies for posting on the website?

Steve Garrigues and Sherry Seymour: There are tutorials online and Joshua Davies is willing to do tutorials.

Bruce Wakefield: Comments on David Kim's comment about the website and asks do we need a National Webmaster to just send the material to and have them do the updates?

Steve Carrigues: It is a big job for one person and maybe not feasible.

David Shaffer: Explains his experience positively based on Joshua's tutorials and Joshua's

responsiveness and fast feedback.

David Kim: States the benefits if in person tutorials were available.

Bob Capriles: Also supports the implementation of tutorials as there are too many chapters needing assistance.

Kevin Parent: He will invite and schedule Joshua to do a tutorial at the Facilitators Meeting.

David Shaffer: In addition to the webmaster, it may be helpful to have a data coordinator/membership coordination.

Bruce Wakefield: That this issue of data management person is a larger problem than it appears and needs to be addressed seriously for the long term.

Bob Capriles & Bruce Wakefield: Data Coordinator/membership coordinator both need to attend such tutorials and they should be twice a year as Chapters have elections at different times and people/positions change.

Tory Thorkelson: Directs discussion back to 2<sup>nd</sup> VP Report

Steve Garrigues: What will you do specifically with respect to the tutorials?

Kevin Parent: Will hold a SIG Faciliator's meeting including a tutorial.

New Issue Raised:

David Kim: The IC09 asked us if we want to participate in the conference. The research SIG had submitted a proposal. David organized it as a member recommended and put the application together to be vetted. It went through the process and it was rejected.

The IC09 should be highlighting KOTESOL and do what we can to promote KOTESOL, but the Research SIG and the Spirituality SIG proposals were rejected.

Phil Owen: Clarifies that any assumption of why the proposals were rejected was not fact.

Phil was not a vetter and he does not have the ability to go back to the vetters to get a reason why the proposals were rejected.

Steve Garrigues:

We did try to get a coordinated SIG event for the IC09. There was interest, but when it came time, SIGs showed that they didn't have time to do it and it came down to the ER, CTSIG, Spirituality and Research SIG who all submitted individually and not as SIG proposals. So, what we need to do is develop a proposal process for a SIG submission and the vetting process. So, it is too late now, but something needs to be put in place.

David Kim: Initially the idea was to do things together and get a room as a SIG event, when that fell apart the only route was to submit individually. And states there is time to adjust and include SIG presentations now. It is not something that needs to be closed.

Jinks: We do have a SIG liaison (Jake Kimball). You should contact him to see what can be arranged.

David Kim: Yes, this would be good and welcomes the direction.

Jinks: There is the intention to work to see if we can get something together for SIG

presentations. Yet there are issues with room bookings. A SIG table is no problem, but the room is an issue. SIGs are supported as being part of the IC09.

Council: Continuing discussion of SIG event at IC09

Phil Owen: We need to distinguish between being accepted to present at a vetted conference and any other activity or information session. Activities can be included at the conf and this is fine and can be discussed with the IC ComCom, but it has to be understood that an arranged presentation is separate and is not part of the vetted program.

David Kim: Who do I go to resolve my concerns of not having my SIG proposal accepted?

Phil Owen & Jinks: Jake Kimball

Marilyn Plumlee: Gives a history of the SIG liaison for the IC09 for the SIG event.

Steve Garrigues: Why doesn't David Kim try again through Jake Kimball to see if something can be arranged with respect to a special SIG event, then, if no contact is achieved with Jake Kimball we can relook at the issue.

Kevin Parent: Yes, lets try through Jake and if he is not responsive, he will take charge.

Phil Owen: Reminds council that the SIG presentations in the past were always vetted, or internally vetted by the SIGs.

David Kim: Explains that SIGs and Chapters had rooms set aside for them. Then, we were asked to vet proposal.

Tory Thorkelson & Phil Owen: Clarifies the difference between selected proposals and vetted proposals.

Tory Thorkelson:

It has been stated that it is not a National Council issue, it is a Conference Committee issue. Discussion should end.

Bob Capriles:

Asks for clarification on IC09 issues and SIG submissions.

Phil Owen: Restates and clarifies that the SIGs can be included in the IC09, but not as an academic vetted presentation as part of the Conf program.

Steve Garrigues: Summarizes- we can do it. We will address things through Jake Kimball and address the issue, and we can have a SIG presence.

3:41

**Treasurer** – David Shaffer

Report Submitted. See report

Changes to the May 2009 Report made.

Revisions:

-Membership dues

106 members – 40,000

-348.2

Was written as 200,000. Was updated to 20,000.

Was moved down to funds received and given to the National Conference.

It did not change the final balance, but was revised so we need to vote.

The actual amount was correct in the May report, but during the meeting an error was identified and the council voted to make the change, but in fact it was correct and the updated report stands as the original submitted.

Bob Capriles:

This change does not change the bottom line?

David Shaffer : The current bottom line was correct and the original figures were correct and updates were made at the last meeting. Yet they were incorrect and updated, which reverts to the original report submitted for the May meeting.

August Treasurer's Report:

David Shaffer: Two chapters have applied for Chapter Dues Shares.

Bruce Wakefield: Do you have an idea of the amount?

David Shaffer: Only has 2009 with him and he suspects it will be similar, approx 2 million total.

Bob Capriles & Bruce Wakefield: Asks about what liabilities are yet to come?

Bob Capriles: Claims that National is holding Chapter money and so it should be held in a different account. Bob feels it is Chapter money from the beginning and is not National money.

David Shaffer: Explains that the procedure has been for the chapters to send all money and National will return 50% back.

Bob Capriles: Therefore, the money should be held by the chapter and the chapter should be only required to pay their 50% to National.

Steve Garrigues: Suggests that there be another account for Chapter dues to simplify things.

David Shaffer: Brings up the issue of Conferences and the money paid there, which would make having a separate account problematic.

Council: Discussion of the issue continues as the total balance on the treasurer's report does not represent the true balance as the money owed to chapters is not reflected in that balance.

David Shaffer: States those liabilities can be calculated from the budget. And the only liabilities are the unclaimed Chapter shares at this point.

Bob Capriles: States that Chapter Shares are not a liability, it is the chapter's money and should be kept in a separate account.

Steve Garrigues: Do we need a motion? Is it something that can be done?

David Shaffer: Is there any case where National has not provided money to chapters, but chapters have often been slow or failing to provide funds to National.

Council: Discussion continues.

David Shaffer: Says that it is doable although not necessary in his view.

David Shaffer: Agrees to look into opening a separate account for chapter dues.

Chapter Membership and Membership Dues being Paid:

Busan- 39, Daegu- 32, Daejon- 99, Gangwon- 29, Gwangu- 30, Jeju- 12, Jeonju- 31, Seoul- 265, Suwon- 47

David Shaffer: If membership is below 20 members for two full years, National Council can decide to close the chapter.

Steve Garrigues:

Who on Council has been to Jeju?

Sherry Seymour: She had attended and described the meeting as fairly active but that they need support in learning how to run a meeting.

Bob Capriles: Has anyone heard from Jeju?

Kara Mac Donald: Says Jeju president submits reports to TEC and National Council meetings on time.

Bruce Wakefield: Is anyone in charge of helping Jeju?

Marilyn Plumlee: 1<sup>st</sup> Vice President.

Bruce Wakefield: I will be happy to help out Jeju with structure and scheduling.

Bob Capriles: Indicated that he sent the Jeju president a lot of information about setting up the chapter, but never heard back

Steve Garrigues: Suggests the best way to support Jeju is to have council members visit.

### **OPs Report – David Shaffer**

David Shaffer: Last year we had 34 OP members and this year we have 24 OPs due to the financial situation. We are still open for conference displays as the deadline is tomorrow the 31<sup>st</sup> and it is expected that there will be late submissions. Yet there will be less this year.

Bob Capriles: Asks have we reached out to other OP's other than publishers.

David Shaffer: Out of the 24 – 3 are new. 13 old OPs have not responded. Donators: we have four this year. The report says three- this is because three OPs have paid and one will pay.

David Kim: Bob Capriles asks about the non-publishers?

David Shaffer: There are no non-publishers as OPs.

Bob Capriles Why not approach Samsung, etc.?

Sherry Seymour: What is the difference with Costco?

Bob Capriles: Says if the publishers are drying up, let's approach others.

David Shaffer: Publishers are not drying up long term, it is just a thin year due to the economic situation.

Steve Garrigues: Bob Capriles, would you like to volunteer for that job?

Bob Capriles: Yes, I would like to.

Phil Owen: Does the OP agreement wording allow this?

Steve Garrigues: Maybe we need to look into this further to see what we can do based on written guidelines.

Phil Owen: He doesn't think this is necessary. This is not a bad idea, we just need to consider what KOTESOL will be asked in response in such an agreement.

David Kim: Previously, there was an idea to go into COEX, but it was not followed through because of no support from National. If National supports such actions to work with commercial entities, then things like this would be able to happen.

Tory Thorkelson: Explains that the situation with Costco for the Intl Conference is different as Costco approached KOTESOL.

Bob Capriles: Explains that it was KOTESOL who contacted Costco initially for the National Conference.

Tory Thorkelson: States he was unaware of this and understood that KOTESOL contacted Costco.

David Shaffer: States that the situation with Costco remains different as Costco is not an OP. There is no money involved. Costco is donating food and drink for advertising their business. If we have non-ELT companies as OPs, we need to look at other ELT organizations in Korea but not outside ELT.

Jinks: Following on Sherry's idea of approaching non-ELT companies, many can be asked for their educational or study products.

Phil Owen: Explains that this discussion is just to acknowledge a consensus, but there is no motion to approve non-ELT companies as OPs at this point.

New Issue Raised:

Phil Owen: Asks about the Brand Name Items money situation, where are the products, what has been spent, what has been sold?

David Kim: When the money was provided to the Brand Name Item Committee and when the purchases were made, it was decided that the remaining money would stay with the Brand Name Item Committee. He states that the procedure of returning the money to National council was voted on by Council at a previous meeting and is to stay with the Brand Names Committee. Yet the money keeps being asked for,.

Council: We need to look at the minutes of approx 2004 to confirm but David Shaffer summarizes: The money is distributed to the Committee. When the purchases are made, the remaining money and the proceeds from the Brand Items should go to and stay within National Council until a request for more funds is made to purchase other brand items.

Steve Garrigues: Suggests to table this issue as we do not have the minutes.

David Kim: Agrees.

Phil Owen: In this year's budget, I am not finding any income budgeted from Brand Items. Yet just because they do not appear on the budget, that does not exclude the need for proper accounting procedure for the Brand Items bought and sold.

Marilyn Plumlee: Minutes for 2004 may be hard to find. So, let's decide now regarding the issue and asks David Kim why do you want to keep the funds?

David Kim: It is more efficient that the proceeds from Brand Items be kept to be able to purchase additional brand items as it is hard to plan a year in advance for items that will be needed.

Marilyn Plumlee: Why doesn't it work like anything else? When you need funds, contact the treasurer for funds, it doesn't need to be at a meeting. Funds can be requested at any time through email, etc.

David Kim: Why does there have to be so much paperwork and so many procedures when a Brand Items Funds report has been submitted?

David Shaffer: If the procedure is done as David Kim suggests, KOTESOL does not have control over brand items.

Tory Thorkelson: The money is whose?

David Kim: KOTESOL

Tory Thorkelson: Who handles KOTESOL's money?

David Kim: Whose money is it?

Tory Thorkelson: States that there is precedent for this and there is a need for the money to be returned to the treasurer because David Shaffer is responsible for the audit.

Tory Thorkelson: Where is brand Items money on the Treasurers report? (suggesting it is not there).

David Kim: I gave you a report.

Tory Thorkelson: It is not on the Treasurer's report or budget.

Phil Owen: Seems odd that we have had the discussion about the chapter dues going into a separate account and that is fine, but then we need to have the funds described for Brand Items.

David Shaffer: We cannot have a line item in the Treasurers report if there is not money. So, since there is a need for the money to be budgeted and stated in the report, the money needs to be returned to the treasurer to be able to create a line item.

Marilyn Plumlee: She asks that her comment not be taken incorrectly, but stated that if it were run the way David Kim suggests it seems as if there would be an independent shop for brand items operating.

Steve Garrigues: At the end of the year, if the SIG has money left over, do they have to give it back?

David Shaffer: Yes.

Deborah Tarbet: Chapters have money

Angus Mac Caull: Are the brand items a good place to have autonomy as brand items is the public face of KOTESOL?

Bob Capriles: It would make it more simple.

Steve Garrigues: The chapters report money, but do not return money.

Council: Discussion continues.

David Shaffer: The chapters have small amounts of money. Brand items is distinct.

Steve Garrigues: Why don't we have a motion?

David Kim: I want to drop the topic.

Bob Capriles: Table the issue until we have the minutes from 2004

Bob moves to table the topic until Phil Owen is able to look for the 2004 minutes. [Email proved on Mon Sept 1<sup>st</sup>, the 2003-4 minutes are not available.]

Second -David Kim

Council: Discussion continues.

New Issue Raised:

Bob Capriles: 47 million is missing in 2007. The President should order the Treasurer to uncover the problem and an external audit should be required.

David Kim: The issue is that the discrepancy is carried over one year to the next and it was recommended that the 2006 and 2007 books had an audit done by a CPA. In May 2008 an SNU professor said he would look over the books. Yet an independent audit for 2008 was requested. This goes back to 2005, and he has asked how the treasurer check the books previously, as an audit is needs to be done by a requirement of the Constitution. Yet it remains unclear or how the books are audited.

David Shaffer: Were you at the ABM last year?.

David Kim: Yes.

David Shaffer: The information was presented at the ABM.

Bob Capriles: You were asked to provide an email with the 2008 audit.

What was submitted was a piece of paper, it was not an individual break down – which is not an audit.

David Shaffer: Two years ago I put the wrong document up at the ABM, which are the sources of the confusion relating to the books.

Bob Capriles: No you did not. He restates that there was a discrepancy of 47 Million won.

And an audit was requested by the National council and it has not been done.

David Shaffer: The audit was done.

Bob:

Who did the 2008 audit? An accounting professor at Chosun University?

Bob Capriles: The review done is not good enough, as it was not an independent audit- it was done by a professor who is not a CPA.

David Kim: A proper audit would help to clarify things.

Bob Capriles: From a non-KOTESOL person's point of view, an organization that has never had an audit seems unprofessional and possibly not stable with the flow of its money.

Marilyn Plumlee: I don't remember 47 million won being missing. I remember a discussion of a need for an audit.

Bob Capriles: Marilyn brought this topic up and the council agreed to have an audit done.

Phil Owen: From what you are stating, two possibilities exist:

1)

47 Million won was embezzled

2)

Somehow that David Shaffer got his Ppt slides mixed up at the ABM.

Phil Owen: The initial audit was done by a professor at Chosun Univ who was US educated and with CPA like credentials. The summary letter that was produced from him was viewed as an appropriate response to the request for an audit. You and others said that it was not detailed enough to be a correct audit. So, we asked that the supporting paperwork be provided. The supporting paperwork was not provided and I am not sure if David Shaffer has/doesn't have that paperwork.

Phil Owen: The report needs to be reproduced in some way. It is available to be reproduced? Was it submitted to council? If it was submitted at that time, then he doesn't remember seeing it and it was not submitted to council. So, to begin, it would be appropriate to request that previous documents be reproduced.

David Kim: Were you asked to produce a balance sheet?

David Shaffer: Yes. We did an audit in 2006 with an auditor. 2007 we did it internally and 2008 we did externally.

Bob Capriles: He suggested that Deborah Tarbet be appointed to assist David Shaffer with the books and setting up audit procedures.

Phil Owen: The motion was made to provide an assistant and an assistant was provided, but not that it should be Deborah Tarbet.

Council: Discussion continues.

Bob Capriles:

Asks why an audit was not done?

Tory Thorkelson: States that this discussion can only end when David Shaffer has the audit documents that Phil Owen mentioned.

Sherry Seymour: Moves that David Shaffer provide the National Council with these documents within two weeks.

Seconded- Bob Capriles

New Issue Raised:

David Kim: If something happens to you, can we access the money?

David Shaffer: What would be the other option?

David Kim: More names on the KOTESOL account?

Adriane: Explains it is possible to have more than two names on an account based on her own banks account.

Deborah Tarbet: States that the last time she made a deposit to KOTESOL, David Shaffer's name was not on the receipt. So, possibly there is another name on the account now.

David Kim: Asks that we look into putting another name on the KOTESOL account.

David Shaffer: Okay. If it's possible.

Sherry Seymour & Tory Thorkelson: We never voted on the motion.

**Motion:** Moves that David Shaffer provide the National Council with these documents within two weeks.

Motion: Sherry Seymour

Seconded: Bob Capriles

>Vote:

Accept - 12

Oppose - 0

Abstain -0

**Motion Carries**

4:07

Break

Kevin Parent left at 4:10

4:22

Meeting resumes

Discussion of Treasurer Issues Resumed:

David Kim moves that the Treasurer take steps to safeguard the funds by ensuring that another KOTESOL member be added to the KOTESOL account in order to be able to access it within a reasonable amount of time.

Seconded: Bob Capriles

David Shaffer: Says fine and suggests Timothy Whitman as he is assistant Treasurer.

Jennifer Young: Recommends that we wait 8 weeks and do such changes after the election. And if a name needs to be recorded immediately, for the interim the use of Timothy Whitman is suitable.

Bob Capriles: Suggests that over a set amount, there is a requirement for two signatures, to avoid problems with transactions of large amounts.

Adrienne Geronimo: Joint account can be accessed with a Dojang (Bankbook). It doesn't need a signature.

Motion is amended to add Timothy Whitman's name: David Shaffer.

**Amended Motion:** Treasurer take steps to safe guard the funds by ensuring that another KOTESOL member be added to the KOTESOL account in order to access within a reasonable amount of time and that person will be Timothy Whitman, the Assistant Treasurer.

Motion: David Shaffer

Seconded: Bob Capriles

>Vote:

Accept - 12

Oppose - 0

Abstain -0

**Motion Carries**

David Shaffer: Reminds the council that there is a need to vote on the revised Treasurer's report

Sherry Seymour: Moves to accept the May 2009 report as reported at this meeting

Motion: Sherry Seymour

Seconded: Phil Owen

>Vote:

Accept - 11

Oppose - 0

Abstain -1

**Motion Carries**

Phil Owen: Moves to approve the KOTESOL Treasurers report for the August 2009 meeting.

Motion: Phil Owen

Seconded: Sherry Seymour

>Vote:

Accept - 11

Oppose - 0

Abstain -1

### **Motion Carries**

#### **Conference Committee Report - Stephen-Peter Jinks**

Report submitted. See report.

Jinks: He will be speaking with Louisa Lau Kim about the rooms available for a SIG event at the IC09.

Summary of the IC09: There will be 4 plenary speakers, 9 featured speakers, there is a report of the information that will be in the September TEC. Things Different this year- ABM will be at lunch time,.Nolunch provided, but the conference fee is the same and a full hour is available for lunch.

Bob Capriles: Why are you not providing the lunch as it was successful?

Jinks: The problem was with the mess and trouble cleaning up. The university was not interested in us offering lunch again.

Steve Garrigues: Would the university allow catering at the restaurants on campus?

Jinks: No. It has been looked into.

Jink: The IC09 Dinner Speaker is Mark Helgeson. Costco will be there providing food and drinks, and they state they will not run out. Posters and postcards- postcards chosen. They will be sent with TEC. We felt we needed to advertize pre-registration not necessarily just at the conference. The National Conference Bus organization was great and they aim to be able to encourage chapters to do this again.

Bob Capriles: Stated that National Council was part of the Chapter bus program and supported chapters with money. It was not put solely on the Chapters to support buses.

Jinks: Acknowledges he is aware of this.

Sherry Seymour: Mentioned the group discount for KTX for chapters on the KTX line.

Marilyn Plumlee: The same rooms will not be available and some things will be held in a different building

Bob Capriles: Requests that there is good signage.

Jinks: Student Volunteers are available to help but we need 6 hours from KOTESOL members from Chapters. The main time demands for volunteers is Saturday morning.

Marilyn Plumlee: There was a situation last year where they had too many associates/helpers and they couldn't use them but they wanted to get the 10,000 discount. But this year, people will apply to Louisa and will be picked on a first come first chosen basis and somewhat based on skills.

5:45

#### **OPs Liaison Report – David Shaffer**

David Shaffer: Most of the information has already been presented, but states that David Shaffer is a place holder as OP at the moment and next month Tory Thorkelson will become OP Liaison through 2010.

Bob Capriles: Mentions that this assumes that the new president may not appoint Tory Thorkelson to OP. So, he recommends that the wording/situation be changed as Tory will take office next month but he may not hold the position until 2010.

5:50

## **Elections & Nominations Committee – Sherry Seymour**

Sherry Seymour: To begin..

Bob Capriles: By what power did you extend the deadline?

Sherry Seymour: Requests that she be able to present her report before questions are presented.

Sherry Seymour: Email nominations...

Bob Capriles: Asks the question again.

Sherry Seymour: She states she had no knowledge that the deadline could not be adjusted

Bob Capriles: At first, the deadline was to be July 14 or 15, not sure. Then, it got extended to Aug 27<sup>th</sup> - what gave you the authority?

Sherry Seymour: I am the committee chair.

David Kim: Did you consult anyone? Did you share the slated candidates with anyone?

Sherry Seymour: No, she did not consult anyone. And no, she did not share the slated candidates with anyone.

Sherry Seymour: Suggests if members of the council are unhappy, then make a motion to prevent this in the future.

Marilyn Plumlee: States that the aim to get names for candidates in each position has been to get at least one candidate before TEC goes out. And she states that this is past practice and Roberts rules of orders allows for this. Deadlines to be extended.

David Kim: The problem is that there was a candidate for presidency and after the deadline was extended, a candidate for presidency was added.

Sherry Seymour: There was no knowledge of the candidates as they were not revealed. So, why does it matter if a candidate was added for presidency?

David Kim: Because he was added after the names were revealed.

Sherry Seymour: Because of pressure from David Kim she revealed the candidates names.

Bob Capriles moves that no candidate who was not submitted by the specified date be able to be on the election ballot and that they can run as a write in.

Seconded: David Kim

Marilyn Plumlee: Addresses the issue that there are other positions that were not filled with a candidate. It is in the best interest of members to have candidates in those positions.

David Kim: Information can be provided about additional potential people who wish to run and members can vote for these people based on their campaign.

6:01

Tory Thorkelson: Based on the motion made to end at 6:00pm we need to finish the meeting and all other issues will not be addressed.

Sherry Seynour: Suggests to vote on the motion

Marilyn Plumlee: How did the extension for the election of candidate application get announced?

Sherry Seymour: Emailed to everyone on council and put on the webpage.

Adrienne Geronimo: If we disregard the motion to end at 6 pm, then why not disregard other motions as well?

Bob Capriles: Well, make a motion to adjourn

Steve Garrighues & Tory Thorkelson: Too late can't do it. It's past 6:00pm. No further business.

6:03

Meeting closes