



# SWALLT

SouthWest Association for Language Learning and Technology

## SWALLT Monthly Board Meeting

**Date:** Friday November 2nd, 12:00 p.m. to 1:00 p.m.

**Location:** Blackboard Collaborate virtual meeting room (<http://tinyurl.com/SWALLTOnline>)

**Members present:** Joseph Kautz (President), Ryan Brazell (President-Elect), Trevor Shanklin (Secretary), Pat Miller (Treasurer / Membership Coordinator), Felix Kronenberg (Past-President)

**Members not present:** none

**Other attendees:** Harold Hendricks

Meeting was called to order at 12:05pm.

### Approval of the Minutes

- I. The October minutes are not yet ready to be approved.
  - a. **ACTION ITEM:** Board members should review the October minutes and send corrections and comments to the Secretary via email.
  - b. **ACTION ITEM:** the Secretary will make changes to the minutes as requested and then re-distribute them to the Board for approval via email or at the December Board meeting.

### Old Business

- II. Treasurer's Report (Pat Miller)
  - a. SWALLT accounts currently have a balance of \$3589.61.
  - b. There have been no debits and no deposits in the last month.
  - c. The Treasurer is waiting for the Board to make a decision as to whether, and how much, to donate to the Ursula Williams Graduate Student Conference Grant Fund, managed by IALLT. Once the Board has made a decision she will send a check.

### New Business

- III. SWALLT Conference Update (Harold Hendricks)
  - a. There has been a change in the schedule; BYU already has an event scheduled for March 15<sup>th</sup> and 16<sup>th</sup>. We can keep the originally scheduled date and not have access to certain locations on BYU's campus, or we can move the date. Harold suggested an alternate date of March 22<sup>nd</sup> and 23<sup>rd</sup>.
  - b. The last SWALLT conference at Arizona State was scheduled for all day Friday and Saturday of the conference weekend. It's possible that there may be a conflict with Friday morning sessions for some who cannot arrive in time, but beginning on Friday morning and ending late Saturday afternoon should work for most.
  - c. Joseph wondered whether there was a conference theme in place yet. Harold did not have one yet, and will send it along to the Board once he has it in place.

IV. Elections Update (Felix Kronenberg)

- a. Felix will send the call for nominations for the President-Elect out via email. He
- b. Other positions also need to be included in the nominations and in the election vote. Treasurer and Secretary are two-year positions, so even if our incumbents plan to run for re-election, we still need to give others the opportunity to nominate themselves or others for these positions.
- c. Felix's initial timing is to send out the call before Thanksgiving, allow a few weeks for nominations, and have elections in January or February. That will allow our new officers to be in place prior to the conference at BYU in March.
- d. Concerns about anonymous voting: how do we balance the need for anonymity with the need to ensure each member is voting only once? In the past SWALLT used SurveyMonkey, with a question at the end that asks you to put in a small piece of identifying information. Felix would be the only one who could see this information.
- e. Pat wanted to clarify that we have two membership lists; one which is for all members who are current with their membership dues, and another which included members who are not current with their dues but who have been active in the past. Only members who are current with their dues are allowed to vote, so we should be sure to distribute voting instructions only to those members.
- f. Due to time constraints, the Board decided to table the rest of this discussion for the next meeting. At that time, the Board can clarify any further questions about the details of voting, and also can approve a timetable for the election process.
- g. **ACTION ITEM:** the President should add this to the agenda of the December meeting.

V. New Online Payment Platform Committee Formation

- a. Due to time constraints, this topic was tabled until the next meeting, at which point the Board can discuss its current payment platform, and determine what the next steps should be in remaining with the old system or in finding a new system.
- b. **ACTION ITEM:** the President should add this to the agenda of the December meeting.

VI. Ursula Williams Graduate Student Conference Grant request from IALLT

- a. The SWALLT President recently received a request from IALLT for SWALLT to use our membership list to distribute a request for donations to the Ursula Williams Graduate Student Conference Grant. There was disagreement via email about whether we should distribute the message as written by IALLT.
- b. IALLT regularly sends information to regional groups, usually through the newsletter. The method of sending the information is different but the solicitation for donations is the same as in previous years. The idea is that the Regional Groups can determine whether they want to distribute this solicitation to their membership.
- c. Joseph raised a concern that we should both lead by example in accepting donations online (not just by mailed check), but also we should make sure we don't just solicit, we should also try to provide information about applying for the grant.
- d. Harold informed us that IALLT is between web developers, no mail can currently be sent via the IALLT website, and that the IALLT store does now accept donations for the grant fund.
- e. **ACTION ITEM:** Joseph will edit the email sent by Kristy with some updated language, including the link to donate online, and send to the Board for approval.

VII. New SWALLT Position: Parliamentarian (Ryan Brazell)

- a. Prior to this meeting, Ryan distributed a job description for the proposed Parliamentarian position to the Board for review.
- b. **MOTION** to create a new Parliamentarian position with a job description as specified.
- c. **MOTION SECONDED AND APPROVED UNANIMOUSLY.**
- d. **MOTION** to appoint Andrew Ross from Arizona State University to the newly-created Parliamentarian position.
- e. **MOTION SECONDED AND APPROVED UNANIMOUSLY.**
- f. **ACTION ITEM:** the President-Elect will contact Andrew, congratulate him on his appointment, and make sure he has the details for attending the next Board meeting.

VIII. Proposal: Board Training Session (Ryan Brazell)

- a. Ryan proposed that the Board should schedule a training session, to be run either by the Parliamentarian or by an external consultant, either paid or unpaid. Our current Board members have varying degrees of nonprofit management experience, and it would be good for the organization (and great for us as individuals) to make sure we all have a baseline understanding about what kind of Board we have, what role the Board plays within the organization, what each of our roles/rights/responsibilities are within the Board, etc.
- b. Due to time constraints, this topic was tabled until the next meeting.
- c. **ACTION ITEM:** the President should add this to the agenda of the December meeting.

Meeting adjourned at 12:59 p.m.

Respectfully submitted,

Ryan Brazell  
President-Elect