SWALLT
SouthWest Association for Language Learning and Techology

Date: January 31, 2014; 10:30am-11:30am
Location: SWALLT Online (http://tinyurl.com/SWALLTOnline)
Directors present: Ryan Brazell, Adan Gallardo, Pat Miller
Directors absent: Joseph Kautz, Trevor Shanklin
Others present: Michael Samojlik, Conference Host

Meeting called to order at 10:43am.

Old Business:
(none)

New Business:
1. Conference registration fee schedule

Michael proposed the registration fee schedule as follows:

Vendor:	$125 early bird	$150 regular
Academic (non-student):	$35 early bird	$60 regular
Student:	$15 early bird	$30 regular

These proposed fees do not include a SWALLT membership, which has been included in conference registration fees in the past. After some discussion, the SWALLT Board settled on using the proposed registration fee schedule (above) for current SWALLT members, and to use the following rates for attendees whose membership is not current for 2014:

Vendor:	$150 early bird	$175 regular
Academic (non-student):	$50 early bird	$75 regular
Student:	$25 early bird	$45 regular

Paying the non-member rate includes the conference registration cost, as well as a one-year SWALLT membership. Michael specified that registration includes access to a Friday evening reception, Saturday light breakfast, and Saturday afternoon snacks. Attendees will be on their own for dinner on Friday, and lunch and dinner on Saturday.

2. Electronic payment options

Pat and Michael met via phone last week, and agreed that the SWALLT Paypal account will be used to collect conference expenses. SWALLT will absorb Paypal transaction fees from its portion of the proceeds, to ensure UCLA receives the full amount budgeted for conference costs. So, for example, a non-member vendor who registers during the earlybird period will pay $150 via Paypal. $125 of that will go to UCLA, while the remainder ($25 minus processing fees) will go to the SWALLT Treasury.

3. Speakers and honoraria

    UCLA has invited Dorothy Chun (UCSB) and Robert Blake (UC Davis) to speak; both have accepted. Michael has proposed a $350 honorarium for each speakers, plus lodging and travel costs. UCLA has applied for an internal grant to cover these costs, and they should know soon whether or not that has come through. If it does not come through, UCLA already has a plan to cover the cost of bringing in the speakers, but the SWALLT Board is also willing to help offset the cost of speakers if funding through other sources is unavailable.

4. Proposal review committee
    A. Michael mentioned no one had submitted a proposal during the early bird period; Ryan mentioned that he had indeed submitted a presentation proposal, and received a confirmation on the form that it had been submitted. Michael will check to see where the proposal details had gone, and will let us know how many proposals currently exist.
    B. The Proposal Review Committee should take care to avoid a conflict of interest; anyone who has submitted a proposal should not take part in the discussion about whether or not to accept that proposal.
    C. Pat has not (and does not plan) to submit a proposal, and is happy to join the review committee. Ryan submitted an early bird proposal, and is also happy to help after the fate of his proposal has already been decided. Michael is already planning to have at least one other member from UCLA on the committee, for a total of 3-4 people. The Board agrees that is a sufficient number given the expected number of proposals.

Meeting adjourned at 11:27am.

Respectfully submitted,

Ryan Brazell
SWALLT President