



SWALLT

SouthWest Association for Language Learning and Technology

SWALLT Board Meeting

Date: Friday, May 4, 2014, 12pm – 1pm

Location: SWALLT Online (<http://tinyurl.com/SWALLTOnline>)

Directors Present: Ryan Brazell, Trevor Shanklin, Adan Gallardo, Pat Miller (from 12:10)

Directors Absent: Andrew Ross

Meeting called to order at 12 pm

Agenda

Organizational Membership Structure
Recruitment Drive
Review of the Policies and Procedures Manual
Transition of the Presidency

Meeting

Motion to approve minutes for business meetings in March and April and at the annual SWALLT conference in April held at UCLA.

- Unanimously approved.
- Trevor will post to website.

Trevor's proposal to send out invitation to join SWALLT to lab directors at California universities

- Action Point: Do Research to find names and send out invitation in mid-August;
- Ask Judi about list – look at list of IALLT members in the region
- Contact Duarte Silva at California Foreign Language Project;
- Contact SAILN.

Motion that Swallt.org create a group membership of five individuals or more, paid in one transaction, offering a 20% discount from the individual membership cost.

- No discussion; unanimously approved.
- Pat Miller will send out notice to the department in Nevada that wanted membership for its faculty and will call the representative of the group with this information.

Review of Policies and Procedures Manual (PPM)

- Ryan will add new fee structure;
- Does not supersede bylaws but provides information to board members and helps with institutional memory;
- Will go up with bylaws on the website;
- Should the board meetings be open to all members, as would be required by the Brown Act if it applied to the SWALLT board meetings? This will be taken up in the first board meeting after the summer break; the result will be added to the PPM;
- A section about student membership will be added;
- The PPM only requires a vote of board to change not the whole membership, as is the case with the bylaws.

Other Issues

- Any expenses over \$100 have to be approved by board (and otherwise not);
- Next election will be in the Spring of 2015;
- Joseph not bound to lead special election;
- Any position except for President and President-Elect can be appointed by board – we could then appoint a Past-President. Joseph finishes in August of next year;
- Ryan is stepping down on August 31 – Adan will be President then;
- If there are any questions at all, e-mail Ryan;
- Ryan shared the usernames and passwords for following sites with the secretary (Trevor) and Treasurer (Pat), to be kept on local computer:
 - GoDaddy Domain Registration
 - HostGator cPanel
 - HostGator Billing
 - SWALLT.org Admin
 - WordPress.com (for JetPack, Akismet plugins)
 - Google Apps Administrator
 - Webmaster
 - URL: <http://accounts.google.com>
 - Treasurer
 - URL: <http://accounts.google.com>
 - SWALLT Online:
- According to Pat, PayPal is working very well; SWALLT has collect \$1,500.

Adjournment at 1 pm.