

# The LLL SIG Newsletter

## *Report on the JALT Executive Board Meeting (EBM)*

Place: Olympic Memorial Youth Center (NYC), Tokyo

Date: Saturday June 25 and Sunday June 26, 2011

LLL SIG Representative: Julia K. Harper (LLL SIG Publications Chair)

The following are highlights from the meeting that may be of interest to members.

- 1) Tohoku Earthquake and Tsunami Relief Fund
  - a) To date a number of Chapters and SIGs have made individual donations to various relief organizations working in the Tohoku area. LLL SIG donated 24,000 yen to the Red Cross. Testimonials from Chapters and SIGs about their donations will be posted on JALT's Emergency Response Website.
  - b) Chapters and SIGs wishing to donate through JALT were able do so by July 15
  - c) An ad hoc JALT Tohoku Relief Committee was set up at the EBM and had a lunch meeting on Sunday June 26. The committee coordinator is Maria Gabriella Schmidt ([mariamori@gmail.com](mailto:mariamori@gmail.com)) and the committee will research options and decide how to use any funds donated.
  - d) Members of chapters or SIGs with ideas as to how the funds could be used, please contact the committee coordinator (email above)
  
- 2) Report from JALT president, Kevin Cleary
  - a) Since February, President Kevin Cleary has represented JALT at CamTESOL (Cambodia, in February), TESOL (March), and IATEFL (April).

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- b) Mentors are needed for scholars awarded CamTESOL research grants. As well, for 50 US dollars, CamTESOL can arrange for a local teacher to attend the conference.
- c) Kevin Cleary and Director of Public Relations Michael Stout, attended a meeting of the United Association of Language Studies (UALS). The over 30 members of this association would be willing to collaborate with JALT SIGs.

UALS Website: <http://www.nacos.com/gengoren/index.html>

## 3) Report from Director of Membership, Buzz Green

- a) There is an ongoing problem with Chapter and SIG officers letting their JALT membership expire, which is a violation of JALT bylaws (Bylaws V. 3.2). Officers are asked to be vigilant and membership chairs are asked to be sure that officers renew their JALT memberships on time. Those who renew their membership more than 3 months after the expiration date will have their membership backdated to the expiry date.

## 4) Director of Public Relations, Michael Stout

- a) The advertising contract between JALT and the Yomiuri Shimbun newspaper has been renewed. The number of ads to be run has been increased in order to offer Chapters and SIGs a chance to advertise their activities and events. CUE SIG has already taken advantage of this offer.

## 5) Director of Treasury, Oana Cusen

- a) Reorganization of national bookkeeping categories

- \* Categories have been added for meal expenses claimed by officers attending various JALT meetings.

- \* A line has been added to keep track of donations from Chapters and SIGs for

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## b) Late Monthly Accounting Statements (MAS)

\* A number of Chapters and SIGs have fallen behind with MAS submissions, which causes a lot of extra work for treasurers and examiners. Standing Rules 1.9 and 1.10 state that Chapter and SIG accounts can be frozen if MAS and Annual Financial Reports are submitted late.

\* There will be Skype training courses on how to fill out the Officer Expense Claim (OEC)

## c) Missing receipts

All expenses must be documented with receipts, or money cannot be reimbursed

## c) Incomplete budgets

Many Chapters and SIGs failed to create a budget last year. Email reminders with detailed instructions and Skype training sessions will be implemented this year.

## 6) Financial Steering Committee Chair, Kevin Ryan

a) A pilot program has been implemented to allow Chapters and SIGs to enter financial information online at Google Docs rather than into an Excel spreadsheet. So far, the pilot program is working well and the advantages to treasurers are that they can share spreadsheets when they need help, the Director of Treasury can get frequent updates, Google Docs supplies upgrades automatically, and Google Docs saves every change so that errors can be easily corrected. The program will likely be open to more treasurers next year.

## 7) SIG Representative, Hugh Nicoll

a) The Teacher Helping Teachers (THT) SIG has been recognized as a full SIG and the Task-based Learning (TBL) SIG has been recognized as an affiliate SIG. As well, Vocabulary, EFL Literature, and Speech, Drama and Debate have been introduced as forming SIGs

b) Full SIGs that are unable to maintain over 50 members may be reassigned to affiliate SIG

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status. Thanks to the support of representatives at the EBM, a motion to change the status of LLL SIG from full to affiliate SIG was postponed (LLL SIG now has 46 members), but we will need to bring our membership above 50 to ensure that we maintain our status as a full SIG in the future.

- c) There was a long discussion about how to handle the change of status from full to affiliate SIG.

## 8) SIG Breakout Meeting

- a) Some people feel concerned because the number of SIGs is rapidly expanding (there are currently 26 SIGs). First, it is a financial burden for JALT, which provides financial aid and reimbursement of expenses for travel to EBMs. Second, it causes a lot of administrative work for the JCO staff. Third, it makes conference planning more difficult, and forums and Annual General Meetings (AGMs) take slots from vetted presenters. Last, it is felt that SIGs will have an increasingly hard time finding members and officers from among the pool of JALT members.

Other representatives at the meeting felt that a large number of SIGs was an advantage, as they allow JALT members to pursue specific interests and become involved in the organization.

- b) Several proposals were made with regard to the proliferation of SIGs. One was to make it harder for SIGs to form by requiring more members, treasurer training sessions, and a longer wait time to become a full SIG. Another proposal was to have several related SIGs unite to form a single SIG.