

Minutes
ORTESOL Board Meeting
ORTESOL Annual General Meeting
PCC –Sylvania, Spruce Room
Portland, OR

The meeting was called to order at 10:30 AM by President Talisman Saunders.

Present: Talisman Saunders, Marie Schwab, René Pearson, Hilary Williams, Carla Mortenson, Julet Purcell, Kelley Fitzpatrick, Susan Lindsay, Joel Glick, Tina Knight, Tim Van Slyke, Janice Nami, Anna Becker, Kat Long, Bengt Skillen, Brett Bolstad, Mary Stevens

I. OLD BUSINESS

- a. Approval of the old minutes was not possible. Bengt will send them.
- b. 2005 Fall Conference Report
 1. There was an overall positive response to the fall conference, however, only 23 conference evaluations were received. The board will strategize making the response process more visible at upcoming conferences.
 2. There was an overall positive response to Joy Reed, the plenary session speaker, but some board members felt she was a little too esoteric and “touchy-feely”. There was also some problems with the audio-visuals and a future strategy includes having an individual on stage to assist.
 3. There was an overall positive response to the Friday session guest speaker, Michael Sedler. He discussed students in crisis, i.e. gang members. The discussion attracted many K-12 instructors.
 4. One board member who presented said conditions were great and was not stressful in terms of logistics
 5. The idea of having more sessions targeting instructors teaching lower levels was proposed for future conferences.
 6. The labelling of sessions should be more precise as some labellings of sessions seemed a bit broad. Perhaps creating a labelling system for relevance would work. Less relevant categories would be put in parentheses as a means of signposting.
 7. The idea of what should be done when a given presentation meets and then exceeds full capacity was initiated.
 8. The idea of creating a presenters’ help/troubleshooting sheet for dealing with problems that could arise during presentations was initiated.
 9. There were 133 people in attendance on Friday and 240 on Saturday.
 10. The idea of getting more PSU Applied Linguistics professors to attend conferences was initiated.
 11. The board will have to devise a method or procedure to make it clear to conference attendees that they need to pay their memberships prior to attending.

II. NEW BUSINESS

a. Preliminary 2006 Budget and Treasurer's Report

1. Carla Mortensen reported a favourable budget of \$17,465.44 in checking and \$6,069.97 in CDs and an unknown dollar amount in outstanding income.
2. ORTESOL may still have some outstanding bills coming in.
3. Juliet Purcell stated that the fall conference amount for profits was a little lower because the publishing revenue was not included as it had been in previous years.
4. There are 440 current ORTESOL members, a number which was felt to be a decrease from previous years. A possible explanation is found in the fact that statewide in-services were not occurring as they had before. Attendees of statewide in-services receive their membership as part of attendance and many ORTESOL members are really not ESL instructors, per se. They do not readily identify with the ESL instructor community and thus do not renew their memberships.
5. Copyright royalties and their effect on the budget were discussed.
6. Office supplies and miscellaneous costs, which were unknown before the meeting, actually totalled \$0.
7. The budget will be approved on-line.
8. Strategies to cut the shortfall were discussed. Such strategies include: increased membership through increased advertising, going completely on-line for most documents and communiqués, and eliminating most postal mailings.
9. The ORTESOL Workshop grants should actually total only \$400, according to Kat Long, and not \$800 as presented on the ORTESOL 2006 Budget.

b. [title here]

1. How to resolve the matter of getting those who want on the e-list on and those who want off the e-list off was discussed. Further discussion about the listserv and newsletter will take place at the next meeting.

c. Travel & Research Grants

1. The costs to send a representative to TESOL seemed high. However, costs can fluctuate depending on travel distance from Portland and relative costs of the city hosting the event. Still, more research will be carried out to ensure that costs will be kept at a minimum.
2. The Manger/Professional Growth Grant is \$1,200. Talisman read the details of the grant and wanted to expand its purpose to beyond TESOL conferences and to other related conferences. The grant covers costs such as travel, food and lodging, and conference fees.
3. Tal asked for help in creating a small panel to award the grant not long after the Jan. 29th, 2006 ORTESOL Board meeting. There could be one, or even two recipients.

4. The Marge Turdal Action Research Grant will be discussed at an upcoming meeting.

d. ORTESOL Elections

1. How to get members more motivated to turn out and vote was discussed. The idea of entertaining a motion to have a hard copy ballot was brought up. Creating bios for each candidate, which would also be put on-line was discussed. Some individuals concluded that more precise verbiage in all ORTESOL Election materials was necessary and would bring in examples from the past to use as a starting point for tightening up the content.
2. The idea of travelling around to conduct elections or holding elections at the ORTESOL conference was brought forth.
3. A motion was passed to create an ORTESOL outreach organization. Mary, Bengt, Anna, Tina, Brett, and Tal all expressed an interest in participation.
4. At the meeting, the idea of bringing back a “meet and greet the candidates” was discussed. The pitfall in the past was not having enough publicity to inform attendees of the “meet and greet.”
5. The idea of revamping the brochures was discussed. The brochure would also feature a possibly revamped mission statement as well.
6. The idea of creating posters was discussed. The posters would also feature a possibly revamped mission statement as well.
7. A motion was passed to revise the mission statement.

e. Board Member Reports Q & A

1. Janice Nami stated that a potential spring 2006 workshop presenter would be Alfred “Chip” Gardes, who would discuss studies with Corpus Linguistics. Another idea was presented for a two-day workshop featuring Bill Walker and his information about vocabulary. Janice Nami was open to the idea of her presenting on VESL. The board remained open to ideas for upcoming workshops.
2. Tim Van Slyke discussed the website. He asked everyone to notify him about unsubscribed messages as this is a method for communicating in order to find out who is who in terms of being on or off the list. It was thought that perhaps Patty Sluys could send the data periodically, but it was unknown if the data could be sent via email or as a hardcopy. It was further a mystery as to whether she even had a database for such data. Contacting her to learn the answer was believed to be the efficient solution. The idea of on-line courses, especially by using Moodle, was discussed. Also discussed was a tutorial at the next meeting, as well as a workshop at the next ORTESOL conference.
3. Anna Baker reiterated membership issues. As there were only 440 members at the time of the meeting, ideas to generate new members were discussed. A brochure, with an emphasis on well-written content was believed to be important. Follow-up phone calls for those engaging in institutional memberships were deemed important. There also needs to be a unified look and logo for all official ORTESOL missives. It was thought that Anna and

Tim could bring a copy of the logo to the next meeting. Language that states the option of being or not being included as an on-line subscriber to the newsletter was passed as a motion.

4. Juliet Purcell spoke about mailings. One hundred hardcopies of the newsletter went out in December, 2005. Incoming members need to be advised as to the length and validity of their membership. As it currently stands, this information is not as clear as it should be. The laptop should be sent to FreeGeek. A laptop for the website SIG was proposed, as well as one for the secretary. Bengt will find out more information.
5. René Pearson spoke about the newsletter deadlines. Winter newsletter articles are to be submitted on or before Feb. 11th, 2006. Spring 2006 deadline is May, 5th, 2006, summer 2006 deadline July 14th, 2006, and autumn 2006 deadline Nov. 17th, 2006. The board reminded SIGs that they can write articles from one to one and a half pages in length. Also discussed was what would be relevant content for SIG contributions to the newsletter.
6. Brett Bolstad spoke about the Socio-Political special interest group of ORTESOL and mentioned his conversation with Kathleen Kuba, who apparently no longer had the notebook for the SIG. Brett wants to find out who is interested in the SIG as interest seemed low. Patty's database may have information on members interested, but barring that, the ideas of how to get members involved and how to tie in the SIG to ESL Awareness Week were discussed.
7. Joel Glick spoke about the Elementary/Secondary/Bilingual SIG. He noted that the Oregon Department of Education has adopted ESL standards and that a new standardized on-line test will be administered in the next few months to approximately one-half of the population. Eventually all students will take this new test, hopefully by the end of 2007. Also, at the state level, an ESL textbook adoption process is in effect. The new standards are based on form and function and can be viewed on-line by navigating through the Oregon Department of Education website.
8. Hilary Williams queried about the identity of Peter McMinn with regard to the Higher Education SIG and a discussion of his presence and role ensued. Agnieszka Alboszta was mentioned as a person to be asked back to the other chair position for the SIG.
9. Tina Knight had a proposal for the Adult Education SIG. She wanted to inject cultural and intercultural aspects of communication into the ESL classroom and to expand the role of ORTESOL by perhaps creating a SIG for political activism.
10. Volunteers Kelley Fitzpatrick and Susan Lindsay had nothing to report.
11. Mary mentioned the three free memberships for TESOL for those individuals who had not been members before in the past.

f. Next Meeting

1. The next meeting is tentatively scheduled for March 19th from 10 AM to 2 PM. The exact location is pending.

The meeting adjourned at 2:35 PM.

