

ORTESOL Board Meeting
January 9, 2005
Spruce Room
Sylvania Campus, PCC

Attending the meeting: René Pearson, Carole Scholl, Juliet Pursell, Mary Stevens, Betsy Kraft, Joel Glick, Kathryn Long, Anna Becker, Tim Van Slyke, Bill Walker, Kelley Fitzpatrick, Kathleen Kuba, Florence Deutsch.

- I. Old Business
 - A. Introductions
 - B. Approval of Minutes
 - 1. Corrections
 - a. I.B -This is Bill's last year doing the listserv. He suggested the membership chair take it over.
ortboard05@lists.uoregon.edu
 - b. II.B – spelling and grammar: *publishers' / suggestions*
 - c. IV.B- Perhaps presenters could submit synopses of their presentations for the newsletter.
 - d. IV.C – perhaps it could be less research based, more classroom practices such as described in conference presentation.
 - e. IV.F – Members were asked if they attended conference workshops that could be extended into a longer spring workshop.
 - f. V- Mary's last name is *Stevens* (with an s)
 - g. Bill moved to accept the minutes as amended. Motion seconded and approved.
 - C. Board Member Notebooks should contain:
 - 1. Current Constitution and Bylaws
 - 2. Job Description (General Guidelines) - on website
 - 3. Minutes from the last two years – on website
 - 4. Current Board roster
- D. Joel moved that we have the job descriptions posted on the website and inform members of that. Motion seconded and approved.
- E. 2004 Fall Conference Report
 - 1. 166 attended on Friday and 340 on Saturday
 - 2. Over 80% satisfaction among attendees. However, publishers were unhappy with loading and unloading situation at St. Mary's. Mary would like to improve publicizing the conference earlier. Paper mailing for registration would help, to institutions in May and to members in September after school begins.

3. Joel said that in K-12, email with a clear subject line, text in the email, is the most successful way to promote events. Registration forms can be right in the email.
4. Western Center for Workforce Development may be good resource for promoting workshops and conferences.
5. Joel will work on the process for contacting people about conferences and workshops.
6. Note: over 200 members do not have email addresses on record. Major announcements should be mailed as hard copies, and should inform the reader that the newsletter is on the website. A postcard mailing could serve this need.
7. Institutions should send out ORTESOL announcements on their listservs.
8. Work on encouraging PSU faculty to participate and to encourage students to present, volunteer, and attend.
9. It was suggested we create a team to assemble as many listservs as possible and a central repository that would be password protected on the website. Anna Becker, Tim Van Slyke, René Pearson, Carole Scholl, Joel Glick and Bill Walker will work on this.
10. We need to update information once a year.
11. Mary will add a list of universities that have MA/TESOL programs to website.

II. New Business

A. Preliminary Budget and Treasurer's Report

1. End of Year Report for 2004 – see handout
2. We made more than \$25,000, which means we have to file differently with IRS. Juliet will get professional help with this.
3. We expected a shortfall but had a surplus.

B. Budget Draft for 2005 – see handout

1. Newsletter - \$500 is enough for paper copies available upon request. Libraries get a hard copy.
2. Mailing costs depend on what we mail out.
3. We may send a postcard, a flyer about the conference, and a journal. Let Pati and Kelley know ahead of time and give Kelley a month notice to plan the bulk mailing process.
4. May not need to budget AV rental for presenters
5. Mary asked a question regarding limits on discretionary spending such as copying expenses for presenters. Let Pati know and be cautious with spending.

C. Travel Research Grants

1. Bill spoke about travel grants. There is one applicant for the Nattinger Grant to attend TESOL. She will not be presenting.

We would like her to present at ORTESOL 2005 in preparation for presenting at TESOL 2006. We will put an article about her award in the newsletter.

2. Bill moved we award her the Travel Grant with the stipulation that she present at ORTESOL. Motion seconded and approved.
3. There is also an applicant for the Terdal Action Research Grant. Bill suggested to her that she follow a systematic research model. Mary asked if it is really action research (classroom based), or is it field research? If we say it's "close enough", how do we define the parameters for the grant in the future? This sets a precedence for future grants. It would connect with the student group she teaches in Portland; will her results be transferable? Bill told her she would need to submit an extensive article in the ORTESOL Journal.
4. Bill will ask her to resubmit a tighter proposal stating how her findings could be generalized, in action research form.

D. Newsletter

1. René has received a few submissions, needs more by this Saturday, January 15. She wants to get it out end of January. There are regular features, and each SIG chair should write something about their area; this issue will focus on the conference. Send submissions to: rpearson@pdx.edu
2. René can make up a flyer that announces that the newsletter has been posted on the website and how to access it.
www.ortesol.org
username: ortmember
password: ortnews.
3. A postcard can go out periodically to members who haven't provided an email address.

E. ORTESOL Journal

1. When Marge Terdal retired, the journal dried up. A few people have expressed interest, including Debra Healey, who has edited an international journal. She would like to do something more like the old TESOL journal, literature based, premier West Coast journal. She would like Bill to be coeditor with her.
2. Articles would be submitted by spring for publication during the summer.
3. Martha Iancu will write an article based on her fall conference presentation.
4. Tom Scovel will write an article.
5. Kathryn suggested Debra or Bill speak to the student group (SOAL) about submitting to the journal
6. We will continue the policy of paying the editor(s), by the issue, and Bill will ask Debra if \$2000 is adequate.

7. Anna moved we reinstate the ORTESOL Journal in its new form. Motion seconded and approved.
 8. Bill will put a call for papers out in the newsletter.
- F. Chairs
1. Kathryn reported on workshops. One possibility is a presentation on Russian and Ukrainian students at MHCC. She is calling for ideas in the newsletter. Workshops can happen any time, not just spring.
 2. Tim reported on the website. We may change hosts; the website would be down for about an hour. He needs to update board information, so check it and let him know of any changes.
 3. Carole reported on Adult Ed SIG. She has a curriculum on how to teach *House on Mango Street* that she will put on line. Multnomah County Library has free copies of the book.
 4. Anna Becker reported on volunteers at the conference; she wants to mention their names in the newsletter. Are board members volunteering at the conference?
 - 5.
- G. ORTESOL 2005 Conference Site
1. Publishers have problems with the site. We will meet their concerns by providing designated parking spots across the street, providing push carts for their boxes, crews to help them load and unload, and scheduling time for participants to visit the publishers' area. A book signing would bring people there throughout the day, as would other activities scheduled in the cafeteria. An optional box lunch would also allow people to browse books, network, etc.
 2. Mary would like suggestions for a plenary speaker. Bill mentioned Jun Liu. Frederika Stoller from Northern Arizona State is another possibility. Her specialty is action research.
- H. The meeting was adjourned at 4:40.

Next meeting March 6, 10am, at PCC Sylvania.