



# SWALLT

SouthWest Association for Language Learning and Technology

## SWALLT Monthly Board Meeting Agenda 12/14/12

**Date:** Friday December 14th, 12:00 p.m. to 12:50 p.m.

**Location:** Blackboard Collaborate virtual meeting room (<http://tinyurl.com/SWALLTOnline>)

**Present:** Ryan Brazell (President-Elect), Trevor Shanklin (Secretary), Felix Kronenberg (Past-President), Andrew Ross (Parliamentarian – until 12:30)

### Welcome Andrew Ross!

### Approval of the Minutes

- I. Motion to approve October Minutes  
**MOTION SECONDED AND APPROVED UNANIMOUSLY.**
- II. Motion to approve November Minutes  
**MOTION SECONDED AND APPROVED UNANIMOUSLY.**

### Old Business

- III. Treasurer's Report (Pat Miller)
  - We have not added any new membership nor have I had any renewals.
  - I am in the process of revising all SWALLT lists – will be sending those to you as attachments by next week
  - The check for \$ 300.00 in support of the Ursula Williams Scholarship has been sent to Kristy.
  - Event Brite is still up but I will be closing the current session by the end of the month. {It was clarified that this simply means that Pat can collect the money deposited, not that the EventBrite account will be closed permanently.}
  - In my opinion, the best avenue for collecting dues in an e-format would still be PayPal
- IV. Mailing Lists -- being revised by Pat as per treasurer's report. Two lists -- membership (used for voting); broader list not only with current members. (For advertising conference, etc.) Felix -- how does a member get the list? (Is there a listserv?)  
**ACTION ITEM:** We need an update from Pat -- Ryan thinks there are two listservs.
- V. Elections
  - 2/8/2013:* a call for candidate nominations -- President-Elect, Treasurer, Secretary
  - 2/15/2013:* Second reminder e-mail about nominations.
  - 2/20/2013:* Call for nominations closes. Immediate Past-President contacts candidates to check whether they agree to run;
  - 2/23/2013:* brief bio and vision statement due [maximum 250 words];
  - 2/25/2013:* Election ballot goes out to current members. (Felix gets list of current members from treasurer. What to do if there is just one nomination? Andrew -- need to give people opportunity to opt out of voting for candidate. Felix would not make it obligatory that everything is clicked. Andrew -- make clear in instructions; Ryan would prefer abstention button – abstention button agreed on.)
  - 3/5/2013:* Second reminder to cast ballot. (People who join there at conference will be able to vote.) (Felix can download everything and delete it online. Felix will give Andrew access codes and Andrew will double check and verify. Felix won't be able to come to conference but might be able to join by Skype.)
  - 3/8/2013 at 9pm (pacific):* Election ballot site closes. Immediate Past-President contacts candidates to

let them know about results and then announces them to the membership.

3/9/2013: Results announced

Motion to approve dates for election:

**MOTION SECONDED AND APPROVED UNANIMOUSLY.**

- VI. Website Editor Position: don't have one but need one; one person responsible for updates; Ryan proposes we actively seek out a website editor to be in position by Feb. 8; Felix: technical or content? Primarily content. Felix: twitter feed and Facebook page (social media streams?) would be important. A twitter widget can be put on the page. Do we want to have people join a facebook group?  
**ACTION ITEM:** Ryan will update webeditor position to include social media streams. When something new is posted to website it will automatically go out on twitter.  
Website editor would then manage different types of media associated with WWW site, photos, videos, documents. Questions: If Facebook should show up on Flickr, the right hashtag; twitter hashtag has to show up, be made clearer, consolidated. Editor could be a grad student. Ryan sees the position as a good way to bring people into organization. Trevor seeks clarification about SWALLT position recently filled – that position was to manage SWALLT online (Aden, Felix's successor at Pomona). Ryan will be posting information about upcoming SWALLT conference on SWALLT www page.
- VII. Message to Update to the Membership on SWALLT News (Joseph has not written this yet). Tabled until January Meeting.

## New Business

SWALLT Conference Date – March 8 and 9

- VIII. Conference Committee: ½ previous conference hosts (Andrew, maybe Gus, one board member (maybe Pat for planning), one SWALLT member but not officially doing anything (like Judy Franz)).  
**ACTION ITEM:** everyone come up with suggestion (one name) for members of conference committee. In SWALLT but not currently active or reachout to other regional groups.
- IX. Conference Registration Infrastructure? Andrew Ross can share any info on registration, etc.  
**ACTION ITEM:** Ryan will let Harold know that Andrew can help Harold, may be able to use ASU system.

Meeting adjourned, 12:50