



# SWALLT

SouthWest Association for Language Learning and Technology

## SWALLT Board Meeting

**Date:** Oct. 5, 12 noon to 12:30 p.m.

**Place:** SWALLT online

**Present:** Joseph Kautz, Ryan Brazell, Trevor Shanklin, Adan Gallardo

## Agenda

1. Elections - Tabled
2. Conference Updates - None - SWALLT Happening in March
3. SWALLT Policies and Procedures Document update. - Discuss 1 and 3
4. SWALLT Online Coordinator - Filled
5. Switch from EventBrite to PayPal
6. Email to Entire Membership about SWALLT Happenings and Changes

Start: 12 noon

Election talk tabled because Felix is not here to talk about it.

Aden coming in 10 minutes late.

Let's document the election process. Ryan: this can be added to the Policies and procedures page.

Conference update: happening in March (Maybe concrete date should be set -- Joseph to contact Harold to have date for next Business meeting.)

Ryan wants to amend the minutes. Not usually read as part of the Board Meeting as a group; Ryan to send amendment to Trevor, Trevor to send out revised September minutes via e-mail for approval (and the P&P will be modified to reflect this way of handling amended minutes in the future).

Joseph -- very important that Webinar Coordinator is a board member. Ryan believes strongly it should not be a Board position. If the Webinar Coordinator is on the Board requires more work on his part. Ryan pointed out that the bylaws do not permit the President to appoint a board member to a position

just created. (confirmed ). Will be put to a vote next month, whether to change the bylaws to have the Webinar Coordinator be a Board position.

Ryan recommends the Joseph and Ryan send out a paragraph outlining their position before next meeting.

Aden joins conference call.

Discussion of Parts 1 and 3 of Policies and Procedures Document: Ryan discusses -- purpose = organizational memory, an informal document with organizational history (P and P would show, for example, how to actually run the election -- Ryan has borrowed heavily from IALLT manual and his own experience with other boards.) Joseph: overall a lucid document; there should be an overview with the stated purpose of SWALLT.

Let's have a discussion about what is the best thing to use. Let's research, but let's get it done.

Joseph: Is the entire membership on our list? -- we're not seeing much communication. Does what we send out really go to all the members -- question for Pat. Ryan point out that SWALLT is more used for announcements, while the IALLT listserv is used for communication between members.

SWALLT on-line is open to all; Joseph will post an announcement about Felix's upcoming talk on Oct. 12 on the LLTI Listserv

Adjourned at 12:30.

Trevor Shanklin/ SWALLT Secretary