



# SWALLT

SouthWest Association for Language Learning and Technology

## SWALLT Board Meeting

*Date:* Thursday, March 13, 2014, 12 noon -- 12: 35, PDT

*Place:* SWALLT online

*Present:* Ryan Brazell, Trevor Shanklin, Adan Gallardo, Andrew Ross, Michael Samojlik

## Agenda

- Solicit board member additions to the conference program
- Does Ryan/SWALLT want to make any introductory remarks at the start of the conference?
- Does Ryan/SWALLT want to make any collective presentation/workshop about what SWALLT offers during the conference program?
- Is the SWALLT board planning to schedule a board meeting at the close of the conference?
- Discuss and agree on workflow options for UCLA-subsidized registration (e.g. UCLA handles in-house registration for some internal participants; the SWALLT membership fee for such participants will be deducted from the total sum transferred from the SWALLT PayPal account to CDH for conference expenses etc.)
- Anything missing? Questions or concerns?

## Meeting:

Ryan will deliver a brief presentation about SWALLT, more along the lines of a lightning talk, as the conference should be about community building, not about SWALLT per se.

We do want to have information available, how to join, why to join. Trevor will develop a brochure in conjunction with the SWALLT board and bring 150 to campus. Reimbursement is possible through SWALLT.

At the upcoming conference, Michael will lead a campus tour, probably between 10 and 11. A rough draft of the schedule/ program will be available by the last week of March. There will be a reception on Friday evening. The sessions on Saturday will end at 5 pm.

The SWALLT board members in attendance agreed to attend a brief SWALLT business meeting from 5:15 to 6:30 on Saturday, April 12 at the UCLA campus.

Conference participants will be on their own for lunches. (There will probably be a bring-your-own Board lunch on Friday or Saturday.) In addition to the reception on Friday evening, there will be a Saturday breakfast.

I believe that the procedure was agreed upon that the SWALLT membership dues will be deducted from the registration fee and transferred to the SWALLT account.

Trevor Shanklin