



# SWALLT

SouthWest Association for Language Learning and Technology

## SWALLT Board Meeting

**Date:** Thursday, 30 October 2015; 3:10 – 3:50 pm PDT

**Location:** SWALLT Online (<http://tinyurl.com/SWALLTOnline>)

**Directors Present:** Adan Gallardo, Trevor Shanklin, Pat Miller

**Directors Absent:** Andrew Ross

### Agenda

Approval of past minutes  
Spring Conference  
Brochure  
Coming Elections  
Next Board Meeting

### Meeting

#### Approval of Minutes

It was motioned, seconded and unanimously approved that all minutes back to January of this year approved. Trevor agreed to post these to the Website.

#### Membership Renewals

Pat raised an issue that someone had sent her an email message saying that his membership had been renewed automatically through his membership in TEFL Bootcamp. Pat pointed out that they had had a group membership, but that the group membership had not been renewed. She will send an email to the person, letting him know that SWALLT will require a separate membership.

Trevor agreed to consult the PPM about group memberships:

#### [Group Membership Discount

*Groups of 5 or more may receive a 20% discount on Full / Individual membership fees when the total due is paid in a single transaction. To receive this discount, the group must contact the SWALLT Treasurer prior to purchasing memberships; the discount will not be applied retroactively.]*

It used to be possible to pay for several years at once through a drop-down menu, but this functionality is currently missing. Pat agreed to look into this and Trevor will also consult Marcia, the LARC IT consultant.

### **Conference Preparation**

It was motioned, seconded and unanimously approved that Trevor be provided a check for \$1,000 from the SWALLT account to help pay for conference costs. Once Trevor gets approval from the College to hold the conference, he will find out which account Pat should write the check to.

Pat asked that Trevor pay particularly close attention to food allocations, as for the last budget this ended going way over estimated costs.

Pat also recommended looking into affordable hotels around San Diego, such as the Marriott Residential hotel, where several people could split a room.

### **SWALLT Funds and IALLT support**

Though IALLT requested \$500.00 for the Ursula Williams Grant to support graduate students attending IALLT conferences, in the past SWALLT has only contributed \$300.00. Therefore it was motioned, seconded and unanimously approved that SWALLT contribute \$300.00 to the fund again this year.

Pat pointed out that SWALLT funds had been used in the past to reimburse individuals for conference participation. Pat argued that we should avoid this kind of support as the SWALLT funds should benefit the entire membership and not be used to subsidize an individual benefit. There was unanimous agreement on this point. The suggestion was made to add to the PPM the agreement on not sponsoring individual conference participation.

Pat cautioned that the future treasurer must be vigilant and rigorous about monitoring legalities and ethics of SWALLT expenditures.

An alternative idea would be to sponsor someone active in the K-12 field to participate in the Spring conference. SAILN, the K-12 professional development organization for foreign language teachers in southern California, will be supporting the spring conference.

LARC will print 100 new SWALLT brochures for the IALLT booth at ACTFL. Pat said that printing costs could be reimbursed if needed. These brochures can also be reused if any are left over.

### **Next Board Meeting**

Ten days in advance of the meeting, Trevor will post a message to current names in the two SWALLT listservs announcing the public meeting. Trevor and Adan will meet at ACTFL and then be joined online. The time will be confirmed, but we are looking at 3 pm on Thursday, November 19, 2015.

### **Elections**

As per the PPM, a call for nominations for President-Elect, Secretary and Treasurer will be made by Adan in February.

*Adjournment at 3:50*