



# SWALLT

SouthWest Association for Language Learning and Technology

## SWALLT Board Meeting

**Date:** Tuesday, 24 May 2016; 3:30– 4:15 pm PDT

**Location:** Skype/ SH 214

**Directors Present:** Adan Gallardo, Trevor Shanklin, Pat Miller (per cellphone)

**Directors Absent:** Andrew Ross

**Participants:** Shahnaz Ahmadeian, Marcia Ledezman-Macias, Nicolaus Fossiez

## Agenda

Introduction: Marcia, Nicolaus, Shahnaz

### 1) Treasurer

- USE bank checking account, no monthly fee, no minimum balance
- Organization and personal
- Sign off by President and Treasurer
- Paypal: transfer
- Can I use Paypal to pay raters (What about 1090?)

### 2) Elections

- Would Adan agree to be president for one more turn?
- We could then proceed with election for Secretary and Treasurer

### 3) Conference: many of the talks are online!

## Meeting

1) It was agreed that LARC would open up a SWALLT bank account at USE with no monthly charge. Furthermore, an individual would put down the minimum amount to open the account. Then when Pat Miller determines that the final checks that have been written have cleared, she will transfer the money out of the current account into the new one. Shahnaz Ahmadeian will open the account, assuming she will be elected as treasurer. Adan will travel to San Diego to be physically present as the second person with signatory rights. SWALLT will pick up Adan's travel expenses. We would also like to retain the provision that two signatures are required for a check over \$500.00. Nicolaus, a current intern at LARC, will go through the binders that Pat left to collect all the documents needed for the bank account, including IRS form showing the 501c3 status, etc. With regard to Paypal, Pat Miller used the gmail account [swalltorg@gmail.com](mailto:swalltorg@gmail.com) to open the account and shared the username and password with us. It was agreed that an attempt would be made to have current LARC board members take over the PayPal account. Trevor asked whether it might be possible to use the PayPal account to collect funds from students for LARC's oral proficiency exam and then use that to pay the raters. This would save enormous middle-man expenses in the administration of the test. All present agreed.

2) Trevor was asked to contact Andrew about the legality of extending Adan's presidency one year, so we can hold the elections for the nominations we've had for secretary and treasurer.

3) At Adan's request, Trevor agreed to disseminate information about the materials repository for the recent SWALLT conference. As soon as the last video is edited, Trevor will post to the SWALLT contacts list. It was also observed that this contact list has enabled keeping in contact with current and previous SWALLT members and Pat was once again thanked for maintaining and sharing. Meanwhile Adan is going to try to enable an automatic emailer for SWALLT at Pomona College this summer.

Meeting adjourned at 4:15 p.m.

(We had many discussions at the annual SWALLT conference in San Diego on April 1 and 2, but because Pat Miller had to leave the conference after the Keynote on Saturday, there were not enough people for a quorum at the afternoon session.)