

# Minutes

## IALLT Board Meeting

8 July, 2015 @ 10 am Pacific Time  
Approved July 22, 2015

### 1. Welcome

Attending: Harold Hendricks, Sangeetha Gopalakrishnan, Kristy Britt, Edwige Simon, Gus Leonard

Excused: Ute Lahaie

Special Guests: Stacey Powell, Thomas Hammond

### 2. Additions to the Agenda

#### *Routine Business*

### 3. Approve minutes of 6/10/15

Kristy Britt motioned to approve minutes as amended and approved unanimously.

### 4. Reports

- Journal Report - Dan Soneson

Two new editors have made contributions and the new volume is on the verge of publication.

Three new submissions are being sent out to reviewers for the next edition.

Discussion around appropriateness of submissions related to software development vs. research of software development to address learner needs.

Dan identified that he is interested in identifying a new editor for the Journal; the Board indicated optimism around identifying someone during the conference.

- President's Report

Harold has been connecting with individuals in preparation for the conference and will address those points below.

- President-Elect's Report

Sangeetha discussed the budget for the 50<sup>th</sup> Anniversary and Kristy identified that those expenses were already appropriated during previous meetings.

Sangeetha identified that she discussed ongoing leadership roles with Andrew, Dan and Felix. Andrew suggested the ManMan come out every 5 years, with the next edition coming out in 2017, and that there are phases to the publication. These phases are in the new calendar plan. It may be appropriate to create a focus group or committee related to IALLT publications. Like Andrew, Dan was not able to find associate editors for the Journal. Felix noted that he is interested in moving the LCDK in a new direction, published with 15 chapters from a traditional publications house, along more theoretical lines. He will step down as survey coordinator, but anticipates that others will be able to fill that role. He noted that the current website does not list Betsy's role accurately. Attracting new and active members should be a priority at the conference; and suggestions toward badges and encouraging 'seasoned' IALLT members to connect with new participants are in discussion. Edwige will develop an FAQ for booth support.

- Programs Director Report

The IALLT table will have a projector with various slides for messaging, including reminders of regional groups, important sessions, vacant IALLT leadership positions, LLTI, upcoming conference and journal opportunities: 1. A message about the IALLT regional groups with a map and an encouragement to join an IALLT regional group. It could also make a reference to the regional groups session and luncheon. 2. A message asking if they are interested in volunteering for an IALLT leadership position? Then contact "...". 3. A message encouraging people to join IALLT's Facebook page. 4. A message encouraging people to join LLTI. 5. A message about CALICO with IALLT in 2016. 6. And, of course, a message about IALLT

2017. 7. A message about IALLT Journal manuscript submissions, being a reviewer, an associate editor or the managing editor.

- Treasurer's Report: Budget  
The full report has been submitted; little activity has been going on other than conference activity. Kristy is writing the first check to Thom.
- Immediate Past-President's Report: *NB*: Written report submitted via email  
Please excuse my "silence" during the past weeks. Between my work on a time-sensitive project that took up all of my time and some travels, I did not keep up with my E-Mail. Now that I submitted my documents for this project, I will devote more time to planning for the FLEAT conference – which includes contacting the Japanese guests.  
I have a reservation at the Omni Parker House for August 10-15, but I was unsure whether or not I could already leave on Monday. Now that things settled somewhat in my schedule, I will be able to arrive in Boston on Monday after all. I will finalize my flight arrangements today and keep you posted about my actual flight schedule (I do anticipate a late afternoon/ early evening arrival on Monday).  
Concerning the airport pickup of the Japanese guests: I would very much appreciate your students' help with that, Thom, as I won't have any transportation in Boston. I will be able to accompany the guests to visit some sights, and I can also take them out for meals. I will be glad to further discuss any details with you in a phone/skype call this week. Unfortunately, I will be unable to join the IALLT Board call today. I look forward to seeing you again in Boston and to talking to you soon.

### *Ongoing Business*

5. Stacey and Thom: Conference planning report  
Stacey discussed the printed program and discussions of identifying critical vs. filler program materials, as well as session locations.  
Details around the 50<sup>th</sup> Anniversary celebration and a separate memorial program were discussed.  
Current registration total is 285. Andrew has identified sessions that will be well attended and those have been located in larger locations.  
We discussed various challenges around attendance of some LET officials.  
The local committee and the LET 'Selectors' committee will be identified by name and organization.  
The main welcome page will include LET, Harvard, IALLT, and Thom as Host.  
Location scheduling with the new app Sched allows for attendees to identify session interest or registration, however attendees are not in the habit of registering in this way.  
The program will be in color; some early ads need to be updated to vector images.  
The conference program will reflect Board and Council roles and discussion around Harvard staff supporting the event; Harold will reach out to Toshiyo for details from LET; Thom will identify Harvard contributions.  
Harold, Edwige and Sangeetha will join Stacey and Thom on Friday's FLEAT conference call. Most of the following items will be discussed during that call.
  - 50th Anniversary planning
  - Announcements/activities for Opening Reception
  - Announcements/activities for pre-keynote and pre-Henderson Plenary
  - Announcements/activities for Business Meeting
  - Announcements/activities and tech needs for Banquet
  - Daily Housekeeping
  - Tech needs for Board and Council Meeting (esp Streaming)
  - Tech needs for Closing Plenary
  - Tech needs for Closing Party
  - Tech needs for exhibit space (2 booths)
  - Content + review time for printed program/TOC (selfie tag game and IALLT content)
  - The drop dead date for content for the program is July 17. It will go to the printer a week later.
  - The deadline for items to be inserted into conference bags is July 31.  
Gus will create a Board and Council Roster for inclusion in the Conference Program.

6. Website: Use Google forms or some other method for webforms?  
Stacey reports that WildApricot is working well for conference support; however reconciling the accounts between general membership and conference registration needs additional attention. 3 Conference sites is a lot of overhead and requires some effort to maintain branding. Forms are not fully supported; suggested packages could include WooFoo. [iallt.wildapricot.org](http://iallt.wildapricot.org) holds the changes that Harold has developed.  
Harold has been working with WA on migrating content across. Web forms are not available within the WA platform, so exploring other options needs to be done.
7. Survey Co-Cordinator  
Felix is stepping down; Betsy Lavolette will remain and suggests Angelika Kraemer to be added as co-coordinator. Gus moved to nominate AK as the new co-coordinator; Edwige seconded and approved unanimously. Harold will send Angelika a letter of appointment.
8. Update on Google Calendar  
Gus reported that Sangeetha provided an initial framework and list of items to include. Gus now has access to the [Secretary@iallt.org](mailto:Secretary@iallt.org) account.
9. Board and Council Roster  
Sangeetha and Gus have been updating a list with a range of details. Gus will create calendars for private and public dates.  
Harold will send thank you notices for Webinar Coordinator services to Lisa and Trevor, along with other roles that are expiring.

#### *New Business*

10. Social Media Coordinator Position open: replace Deanne with Alex Waid  
Edwige moved to accept Alex Waid as the new SocialMedia Coordinator. Sangeetha seconded and approved unanimously. The term will start with FLEAT and run for two years. Alex will become the POC; Deanne will continue to support this role.
11. Henderson and Shepherd awards:  
Nominations have been provided to Harold  
Harold sent a list of names for review. Candidates were discussed for nomination for the Shepherd and Henderson awards. The board provided a unanimous endorsement for the nominated candidate.  
Harold will follow up with Dan for nominations for the Shepherd award.  
  
Various Board Discussion of: Arrival times for conference; Regional groups and their histories; Encouraging regional group memberships for new IALLT attendees.  
Once again, IALLT will have an expanded presence at the 2016 CALICO Conference. Call for proposals right after FLEAT 6.
12. Adjournment: 12:30pm  
Next meeting July 22 and Conference, unless otherwise decided.