

ACLA Annual General Meeting Minutes / Rendu-compte de l'Assemblée générale annuelle de l'ACLA

Waterloo Centre for German Studies

Frank C. Peters Building, P 1013

Present: Ainsworth, Judith; Bourgoïn, Renée; Bournot-Trites, Monique; Doe, Christine, Douglas, Scott; Eleuch, Sonia; Faez, Farahnaz; French, Garbati, Jordana; Guardado, Martin; Gutierrez, Xavier; Kennedy, Sara; Kristmanson, Paula; Lafargue, Chantal; Le Bouthillier, Josée; Liebscher, Grit; Mady, Callie; McGarrell, Hedy; Pellerin, Martine; Piccardo, Enrica; Pinto, Maria Antoinetta; Ranta, Leila; Reichart, Tetyana; Roy, Allan; Sarkar, Mela, Schulze, Mathias; Séror, Jérémie; Taylor, Shelley; Turnbull, Miles; Valeo, Antonella; Weinberg, Alysse.

1. Monique welcomed the members and called for approval of the agenda. Agenda unanimously approved.
2. Monique invited the members to read the minutes. After a spelling correction, the minutes were unanimously approved.
3. Monique presented the President's report (Appendix A).
4. Miles Turnbull presented the Editor's report (Appendix B).
5. Shelley Taylor presented the Treasurer's report (Appendix C). A motion to change accountants was unanimously approved. A motion to re-join AILA was also unanimously approved.
6. Martín presented the Communication officer's report (Appendix D). After discussion, Martin made the following motion:
 1. Communications Officer recommends the creation of a Task Force (OPEP Task Force) with at least the following responsibilities:
 - a. Work in collaboration with the ACLA Board to determine a strategic direction for transforming ACLA's online presence.
 - b. Develop a project work plan
 - c. Explore funding opportunities
 - d. Recruit a web designer to overhaul the website
 - e. Create a social media strategy
 - f. Review the current listserv system and possibly recommend a replacement
 - g. Review the current server system (and analytics) and explore the possibility of acquiring a more robust system

It was unanimously accepted. Volunteers were invited to be on the task force. Sonia Eleuch, Enrica Piccardo, Peter Wood, Jérémie Séror, Paula Kristmanson, Joe Dicks, Sara Kennedy and Mat Schulze volunteered to be part of the task force. In addition, the membership unanimously agreed to the task force's use of a \$1000 to start improvements.

7. Monique read the report of the nominating committee on behalf of Sylvie Roy (Appendix E)
8. Christine Doe introduced the members to the Canadian Association of Language Assessment/L'association canadienne pour l'évaluation des langue and invited CAAL/ACLA to have an association with the CALA to which member accepted unanimously. Scott Douglas suggested that we look into formally joining the two associations.

Appendix A

Rapport de la présidente
29 mai 2011

Mon travail cette année a consisté principalement à préparer le programme de la conférence et de planifier la prochaine à Victoria également.

I want to thank Callie Mady and all the reviewers, for abstracts adjudication. It is a very important part of the conference organization (to receive abstracts, to send them for review and to organize them). Callie worked with me until the end and did lots of preparation for me to put together the program. Thank you to those who proof read the program. And thank you for our participants who pointed out some errors.

Je veux également officiellement remercier les différentes personnes de la Fédération qui nous ont aidés, Mat Schulze et moi, à organiser tout le programme, par exemple les salles, la technologie, la nourriture, etc. Mat a été très efficace et a toujours répondu très rapidement à mes messages. Il est très important d'avoir un coordinateur local organisé et je pense que Mat a fait un travail extraordinaire. Je le remercie aussi ainsi que les personnes qui nous aident en tant que bénévoles.

I also extend a special thank you to the Waterloo Centre of German Studies and Mat Schulze, its director, which offered the AGM breakfast and also the food and one beverage ticket for those who registered with Mat to the ACLA reception. This financial support is particularly appreciated at this time.

And, thank you to Miles Turnbull and his team for their work with the Journal, the Canadian Journal of Applied Linguistics. They have a special event at noon to talk about our journal. This year Miles will step down from his job but I want to underline that he took on the task of putting CJAL in open access and he also obtained a SSHRC grant for our Journal this year. This is a great and timely help for ACLA. Thank you so much Miles for working hard to get this grant! Françoise Mougeon qui a servi le journal bénévolement pendant de longues années comme éditrice en français quitte aussi l'équipe d'édition. Je la remercie pour son travail important et

soigné.

Une nouvelle équipe d'édition nous rejoint. Il s'agit de Joe Dicks et Paula Kristmanson de l'université du Nouveau Brunswick. Je leur souhaite la bienvenue et beaucoup de chance avec le journal.

Update for the conference: We had 116 registered at the conference as up May 25th. We had fewer abstracts this year but they were of good quality.

On Monday evening we had the ACLA reception at the MyThai restaurant for those who registered and on Tuesday, we have the Presidents' reception. Our AGM is on Tuesday morning and the breakfast is offered by the WCGS as indicated above.

Appendix B

Editor's report submitted by Miles Turnbull: CJAL (May 31, 2012)

1. Publication Statistics in 2011:

REGULAR ISSUE

Issue number: 14.1 (2011)

Number of submissions: 59

Number of articles sent for review: 37

**Number of articles published (breakdown in French and English): 9
(English = 6; French = 3)**

Acceptance rate: 29%

Number of book reviews: 2

SPECIAL ISSUE

Title: *Trends in Second Language Teaching and Teacher Education* (funding CASLT, guest editors: Wendy Carr, Joseph Dicks, and Sharon Lapkin)

Issue number: 14.2 (2011)

Number of submissions: 10

Number of articles sent for review: 10

**Number of articles published (breakdown in French and English): 8
(English = 5; French = 3)**

Acceptance rate: 70%

Number of book reviews: 0

- **Author affiliation:**
- 34 authors affiliated with 16 different Canadian institutions and 5 from outside Canada (Turkey (2); Shanghai, UK, Spain).
- **Language of publication.** – Only 6 of the 17 articles published were in French.
- **Book reviews.** 2 were published, both in English.

2. Journal Production

- **Layout and copyediting.** All layout and PDF creation was done by our Managing Editor, Valerie Campbell. Valerie also does all copyediting in English. French copyediting is done by Françoise Mougeon (CASLT took care of copy editing in French for the Special Issue)..
- **Online publishing.** The Online Journal System is still serving us well despite its idiosyncracies. Archives are housed on the association website AND on the OJS site.
- **Journal visibility/ impact.** We are registered with EBSCO, ERIC, Proquest, APPlatforms.com, DOAJ. We have contacted all libraries in Canada to alert them to our online and free journal.
- **Web usage report.** 678 registered users on CJAL site (there were 310 last year at this time); CJAL site in 2010 - 8,141 Visits from 135 countries/territories 43,067 Pageviews; ACLA website is also visited very frequently and the journal is the most popular reason for visits (although not totally possible to tell exactly what percentage of hits are for the journal).

3. Journal finances

- A financial report, and supporting receipts, were submitted to Shelley Taylor for 2011.
- We have advertising on our CJAL website with VERY modest prices (please consider us for your program or event!). Very little uptake has occurred in 2011.
- A SSHRC grant application was submitted in July, 2011, and were SUCCESSFUL, providing a total of \$48,800 until February, 2015.

CJAL Editorial team.

I would like to thank all those with whom I have been involved over the past year: the members of the editorial board – Leif French & Françoise Mougeon; the members of the ACLA executive; the UPEI Editorial team, including Valerie Campbell and Zain Esseghaier (Associate Editor, PhD student). A special thank you to guest editors, Wendy Carr, Sharon Lapkin and Joe Dicks.

We are honoured to have had the privilege to serve ACLA/CAAL these past three years and we wish the incoming Editorial team the very best.

Appendix C
Treasurer/Secretary's Report (Fiscal Year 2011)

Income:

- Membership dues total to almost the same amount as the past two years. In 2010, our membership included 120 paid regular members and 60 paid student members; on May 29th, 2011, we had 109 paid regular members and 44 paid student members, and as of today we have ___ paid Regular members and ___ paid Student members (along with 6 life-time members and 13 former journal advisory board members). Renewal reminders were sent twice to all past members, twice to conference presenters who had not yet paid, and once to individuals who registered as "Members" who were not members.
- Revenues from this year came essentially from membership dues (\$13,081), congress association fees (\$2,580), and royalties through Copibec (\$612). As our last grant payment came in 2010, which we did not receive any grant funding this year other than the travel grant, which has to be all paid out – there cannot be any carry-forward.
- Travel grant remained unchanged in 2011 (\$4,440). We distributed money to presenters with no institutional funding, giving priority to students.
- As predicted in 2010, revenues for 2011 did were indeed \$4000 lower than in 2010. This was related to loss of revenue associated with the journal going online, but copyediting, etc. still all needing to be done as before.
- We are happy that Miles Turnbull, *CJAL*'s editor-in-chief, secured a SSHRC grant for the journal.

Expenses:

- In 2010, our expenses surpassed our revenues by \$1,030. The amount in our bank account at the end of 2010 was \$18,568.40. It was predicted that we would receive \$20,440 in revenues and spend \$26,917.58, and our bank balance at the end of 2011 would be \$12,090.82, which was indeed the case.
- The projected expenses for 2011 were similar to those of 2010. The prediction was based on higher travel costs (\$2,580 more in 2011), which we hoped to offset by cancelling our AILA membership (paid \$850.00 in January 2011), not mailing out the journal and not printing out the conference program.
- There were \$10,000 in publication fees (paid in two instalments of \$5,000 in February and June, 2011).
- Other 2011 expenses included the auditor's report that cost \$400 more in 2011 than in 2010 (\$2,380). The dues appear higher in 2011 than in 2010 because we still paid the AILA membership fee (\$850.00) in January 2011; the Federation fee that as carried forward from 2010 was paid in 2011 (\$950), and the full Federation fee was paid in 2011 (\$1500).

- The total 2011 Congress fee was 4,397, which led to a deficit of \$1,817.
- There were also Administration & Sundry charges in 2011 such as yearly charges such as to *Industry Canada* and *FutureQuest*, and monthly charges (e.g., *Leverus*) to maintain the website and online payment system, and cover credit card charges.
- Though our expenses surpassed our revenues by \$7,841 in 2011. It is hoped that the SSHRC grant will help allay that cost in 2012. The Congress fee should also be lower because the President offered the plenary speakers free registration in lieu of paying them an honorarium, and Mat Schultze's [Waterloo Centre for German Studies](#) is paying for the AGM breakfast;
- No need for alarm – 2012 Membership figures should be higher. It is still very important to increase our membership because that mean:
 1. lower Federation fees (\$1500 in Fall 2011) → Ex. Changes from \$10.76/member from 0-224 members, to \$8.62/member from 225+ members, &
 2. access to more grants.

Appendix D
2011-2012 REPORT

Communications Officer

1. From June 2011, until May 27, 2012 we had 556,671 visits on our website (CAALcaal.org). For the entire year of 2011 we had 568,941 visits. It should be noted that following a steady trend upwards since 1999, the website visits have decreased in the last two years by about 15% and 3% respectively. Please see the table below for a summary of stats.

Average ACLA Site Hits			
Period	Day	Month	Year Total
June 2011-May 2012	1,520	46,389	556,671
2011 (Jan-Dec)	1,554	47,411	568,941 (2010: 666,428)
3-year Combined	1,626	49,602	595,230
May 1-27 (as of 27)	1,735 (max 2,487)	46,850	N/A
Journal	20.27% of total hits		

2. The journal site, which resides on the CAAL website, continues to be the most visited of the entire website with an average of 20.27% of the total visits. For the moment the online journal website offers all the publications from 1996 to 2012.
3. Until May 27, 2011, our listserv had **593** email addresses, up from **564** at this time last year. The member list currently contains 175 addresses. It has been updated by integrating the 2012 members provided by the Secretary/Treasurer. However, according to what is believed to be the current policy, those who are no longer members of ACLA have not been eliminated from the list. Therefore, the list has significantly more email addresses than members in the association. In the course of this year, one person requested to be

removed from the list and two asked to be added. Several addresses were removed because after reviewing the entire list, it was found that they were repeats. Unfortunately, no stats reports seem to be available on the messages sent out to the lists (e.g., no 'Sent' folder).

I would like to thank all of you for patiently mentoring me through my first year in this role. I also thank you for the timely notifications regarding updates to the site in the past year.

.Appendix E

Comité de nominations

ACLA

17 mai 2012

Rapport du comité

Membres du comité : Françoise Armand, Tracey Derwing et Sylvie Roy (Chair)

Au cours de l'hiver 2012, le comité a discuté des membres potentiels pour les postes de vice-président(e) et d'éditeur(trice) de la Revue canadienne de linguistique appliquée. Pour faire suite à la discussion, un message a été envoyé aux membres le 20 mars 2012 afin d'obtenir d'autres nominations de la part des membres. Seulement une personne a répondu être intéressée. Aucun autre message n'a été reçu de la part des membres.

Le message qui a été envoyé aux membres se lit comme suit:

For 2012-2013, the ACLA executive is looking for a Vice-President and an Editor (for the Canadian Journal of Applied Linguistics).

The Nominating committee (Françoise Armand, Tracey Derwing and myself) presents the following candidates for the position of:

Vice-President : Mela Sarkar, McGill mela.sarkar@mcgill.ca

Editors: Joe Dicks and Paula Kristmanson, Université du Nouveau-Brunswick jdicks@unb.ca and pkristma@unb.ca

With this message, the Nominating committee is requesting additional nominations to be submitted prior to the Annual Assembly Meeting to be held during our annual conference in Waterloo, as it is written in our Constitution (11.1) please see below for the details.

11.1 Au moins deux mois avant la tenue de l'Assemblée générale annuelle, le Comité des candidatures présentera une liste de candidats à tous les membres en règle de l'Association accompagnée d'un avis indiquant que toute candidature additionnelle doit être soumise au moins un mois avant la date de l'assemblée générale annuelle. Toute candidature envoyée au comité des

candidatures doit avoir été signée par la personne candidate et cinq membres en règle. Au besoin, des élections à la majorité simple sont tenues sous la direction du(de la) président(e) du comité des candidatures à l'occasion de l'assemblée générale annuelle.

11.1 At least two months prior to the Annual General Meeting, the Nominating Committee will present a slate of candidates to all members of the Association in good standing along with a request for additional nominations to be submitted at least one month before the Annual General Meeting. Nominations received by the Nominating Committee must include the signatures of the nominee, and those of five members in good standing. Elections, where necessary, are to be conducted by the chair of the Nominating Committee at the Annual General Meeting by a simple majority vote.

Puisque le comité n'a pas eu d'autres personnes intéressées, le comité présentera donc les candidats nommés ci-haut lors de l'assemblée générale. La présidente de l'ACLA présentera les nouveaux membres du bureau de direction lors de l'assemblée générale afin de remplacer les membres du comité de nominations qui seront absents.

De plus, le mandat des trois membres du comité de nominations se termine. Les trois personnes seront remplacées par Monique Bournot-Trites (chair et présidente sortante), Gladys Jean et Miles Turnbull. Ces trois personnes seront les membres du comité de nominations pour 2012-2013 et 2013-2014.

Sylvie Roy