

**AGENDA**  
**ACLA AGM**  
**May 29, 2009**  
**12:00 – 1:20 p.m.**  
**202 Tory, Carleton University**

**Present:** Arnett, Katy; Arnott, Stephanie; Barwell, Richard; Berodier, Cecile; Bournot-Trites, Monique; Buckland, Craig J.; Burger, Sandra; Cadieu, Albert; Carey, Stephen; Carr, Wendy; Caws, Catherine; Colby-Kelly, Christian; Combes, Elodie; Culligan, Jean, Gladys; Karla; Danfortti, Catherine; Derwing, Tracey; Dick, Joseph; Dion, Chantal; Douglas Scott; Faez, Farahnaz; Gagnon, Dominique; Gauthier, Karine; Gazaille, Mariane; Gentil, Guillaume; Grenier, Alain; Hamel, Marie-Josée; Kenny Annie; Knoerr, Hélène; Koumi, Iliava; Kristmanson, Paula; Lafontaine, Marc; Lapkin, Sharon; Liebscher, Grit; Lyster, Roy; MacIntyre, Peter; Mandin, Lucille; McCorrell, Hedy; Miller, Mareike; Munro, Murray; Newmann, Heike; Noels, Kimberly; Park, Susan; Pearce, Donna; Pellerin, Martine; Ranta, Leila; Reichert, Tetyana; Reyes, Vignola; Roessingh, Hetty; Rossiter, Marian; Rowe, Roy, Sylvie; Barry; Sanaoui, Razika; Sarna, Nandini; Schulze, Mat; Séror, Jérémie; Simard, Daphnée; St John, Bong; Tan, Meike, Thomas, Alain; Thomson, Ron; Toohey, Kelleen; Turnbull, Miles; Vignola, Marie-Josée; Wernicke-Heinrichs, Meike

**1. Welcome**

Sylvie welcomes everyone.

Executive committee introduce themselves: Sylvie Roy, Roy Lyster, Monique Bournot-Trites, Gladys Jean, Daphnée Simard, Leila Ranta, Susan Park.

**2. Approval of the agenda for 2009**

**Stephen Carey moves and Miles Turnbull seconds the approval of the agenda (p. 8 of the conference program). Carried.**

**3. Approval of the minutes of 2008**

It was noted that the minutes of last year's AGM are posted on the website for members to consult.

Approval of the Minutes of the June 2008 meeting

No comments

**Sharon Lapkin moves and Leila Ranta seconds that the 2008 AGM minutes be approved. 5 abstentions. Carried**

**4. Business arising from the minutes**

None

## 5. President's report

Sylvie Roy indicated that we had 220 participants (in fact 229 has registered by the end of the conference) and that she thanks Monique Bournot-Trites for co-chairing the conference with her. She thanked Guillaume Gentil and the volunteers for his work as local coordinator of the conference. Also, she thanked Paula Kristmanson and Michael Salvatori for organizing the Special Symposium on Teacher education. The 2010 conference will be held June 1 to 3, 2010 at the University Concordia, Montreal. Monique and I will co-chair the conference again and we invite you to come

## 6. Report on the 2009 Executive meeting

The executive committee has agreed to increase the membership fees from \$75 to \$90. The membership fee has not been changed since 2003.

**Sharon Lapkin moves that we increase the membership fees to \$90 with no increase for students (the membership would stay at \$40), seconded by Stephen Carey.**

*Discussion:*

Some members indicate that it would be best to see the budget report first before deciding.

Some raise the case of the "unemployed" (defined as having no affiliation, working independently or being unemployed) and retired people. It is decided that they will pay as students.

Gladys indicates that the anticipated revenue from the new rate would be between \$2000 to \$3000.

Some members ask if we would lose members by raising the fee.

Sylvie Roy says that we want to increase the number of our members and she asks members to invite their students to become members, and use their grant to help them become members.

Question asked by one member: Is \$90 comparable to other associations. Answer by Roy Lyster: Yes, \$90 is comparable to other associations and is still less than several others. Some members ask if the executive has thought of having a long term membership. This would be helpful for those who depend on soft money. The executive indicates that we could take that into consideration. In fact, anyone can be a member for several years in advance. There is no rule against it.

Hélène Knoerr says that going from \$75 to \$90 represents an increase of 20% and that it is too much, since the last increase happened 3 years ago. (After verification, the last increase was in 2003, six years ago). In her opinion, such an increase would not raise the gap we have in the budget. Someone asked why we did not get the grant for the journal. Susan Parks answered that the Journal is good and that the main reason was that we did not have 250 members, therefore ACLA was not considered for the grant. Furthermore, we cannot stop publishing the journal to save money because in order to get the grant for the next time, we have to have published the journal.

Catherine Caws asks about the online cost. The budget indicates \$12000 for the online journal. Susan Parks answers that we do not know exactly what the journal online will cost. She adds that the \$12000 in the budget includes the last printed issue for this year which costs \$6000; therefore the cost projected is decreased from before.

Someone proposes that we discuss membership increase after seeing the details of the budget. We decide to do so.

Sylvie Roy thanks Roy Lyster for his work as past president as well as Susan Parks for her work as editor

## **7. Budget**

### ***Treasurer's and Secretary's Report (fiscal year 2008) by Gladys Jean***

Due to the decrease in money coming from grants, our expenses exceeded our revenues by almost \$13 000 for the 2008 year. However, we have reserve in the bank at the moment so the situation is not alarming.

A comparison sheet for the year 2007, 2008 and 2009 (projected) is attached.

#### **Income:**

- Money from membership dues has slightly increased (\$1258). In 2008, we had 122 regular members and 51 student members. As of May 24 2009, we stand at 100 regular members and 50 student members.
- Journal revenues went down.
- Travel grants remained unchanged. We will distribute again this year money to presenters with no institutional funding, giving priorities to students.
- For this year's special symposium, we received \$20 000. It will help cover expenses related to presenters and rentals of AV equipment. The rest of the money will be used for special projects related to the symposium: special issue and recordings.

#### **Expenses:**

- Expenses are slightly higher than last year. Mainly due to the cost of publications. Some of 2007 issues were invoiced in 2008.
- Travel and meetings cost went down, mainly due to the grant that covered part of the cost.
- Dues and subscriptions expenses are mainly for AILA and the Federation.
- The expected expenses are higher than the expected revenues for 2009. The amount of our surplus is decreasing rapidly. According to the predictions, we will only have a surplus of \$7000 next year.

#### ***Questions from the audience:***

\$7000 increase in publication why? Gladys Jean indicates that it is not an increase but a bill from the previous issue that was sent this year. She adds that it costs more to publish one more issue as we did last year but that the special issue was covered by a grant.

Secretariat: online subscription: What is the meaning of this item? Gladys indicates that the fee went up for online subscription compared to mail subscription. That expense was classified in this item. The postal fee for AILA also increased.

Travel: Why do we have \$6000 for travel? The projections were done before we knew we would receive the SSHRC grant so this amount should go down.

**Sharon Lapkin moves to receive the budget and Mathias Schulze seconds the motion. One abstention. Carried**

**Miles Turnbull moves and Jérémie Séror seconds a motion to appoint the same auditors for the 2010 fiscal year. Carried.**

*Discussion on the membership fee (continued):*

Someone proposes that presenters should have to become members as is done in other associations?

Roy Lyster says that it could represent a problem for international people or people who want to come for only one day.

Helene Knoerr says that in the past we had this rule and we had some presenters from other countries.

Nandini Sarna feels that this increase will make us lose some members.

No other comments from other members, we moved on to vote on the increase.

**Sharon Lapkin moves that we increase the membership fees to \$90 with no increase for students (the membership would stay at \$40), seconded by Stephen Carey.**

**Vote: For : 49, Against : 5 Abstain : 3 Carried**

*Comment:* Someone proposes that we have more grades of membership or 3 year membership.

Chantal Dion asks if we could come back on this issue by e-mail. Sylvie Roy says that we will be in touch during the year.

## **8. Communicators officer's report by Daphnée Simard**

1. Le site est maintenu à jour grâce aux commentaires qui me sont envoyés. Je remercie tous ceux qui prennent le temps de m'informer des choses qui doivent être modifiées.

2. Comme il avait été choisi l'année dernière, tous les anciens membres ainsi que toutes les adresses qui me sont transmises sont dans notre liste d'envoi. Une seule personne a demandé à être retirée de la liste. Nous avons en ce moment 478 inscriptions à notre liste d'envoi. Cependant, il m'est difficile de savoir quelles sont les adresses qui ne sont plus actives.

3. Le site de la Revue a été modifié légèrement afin d'intégrer la page contenant le nouveau numéro. Nous vous invitons à aller la consulter.

## **9. Journal editor's report**

**Editorial Report 2007-2008/ Rapport de la rédactrice, 2007-2008**  
**Susan Parks**

## 1. Publication Schedule and Facts

- Issues published:
  - Volume 11 (2008)- two regular issues and a special issue.
    - Number 1 – Special issue: *Current Themes and Challenges in FSL Teacher Education/ Questions actuelles en formation des enseignant(e)s du FLS* edited by Sylvie Roy and Miles Turnbull.
    - Numbers 2 and 3 – regular issues
  - Volume 12.1 (2009) – a regular issue
- **Special issue.** A grant from Canadian Heritage to publish a special issue was obtained by Paula Kristmanson and Michael Salvatori. This special issue will be related to the teacher education colloquium which they organized for the 2009 ACLA conference.
- Statistics:
  - a. **Acceptance/ rejection rate:** 3 regular issues: Vol. 11.2, 11.3 and 12.1.
    - Total number of manuscripts received: 35 (19 English; 13 French)
    - Total number of manuscripts accepted for publication: 13
    - Total number of manuscripts rejected: 13
    - Total number of manuscripts under review: 6For the current year, the overall rejection rate for all manuscripts is approximately 50%.
  - b. **Author affiliation** – 4 issues (Vol. 11 including special issue + Vol. 12.1)
    - Approximately half came from authors affiliated with Canadian institutions (8) and half from outside Canada (9).
  - c. **Language of publication.** 4 issues (Vol. 11 including special issue + Vol. 12.1)
    - Approximately half the articles were published in English (9) and half in French (8)
- **Book reviews.** With respect to book reviews, a total of 14 were published in Volume 11. 2-3 and Vol. 12.1. Volume 11.2 was Robert Papen's last issue as book review editor. The new editor, Leif French, began his mandate with 11.3. Of the 14 book reviews published, all except one were published in English.

## 2. Journal Production and Distribution

- **Typesetting.** All typesetting was done by the Carleton Production Centre (Christina Thiele).
- **Move to online publishing.** As agreed during the June 2008 meeting of the General Assembly, the move to online, open access has been made. Volume 12.1 has been published on the ACLA web site and members notified via the ACLA listserv.
- **Journal visibility/ impact.** In moving to an online open access format, one of the main objectives was to promote Journal visibility and impact. In addition to the

actual online publication of the Journal, the following initiatives were undertaken since the last General Assembly:

- Aggregators. Although I thought it would be necessary to terminate our agreement with EBSCO, as it turned out they were interested in keeping the CJAL in their databases as an online, open access journal. A similar agreement was also worked out with another aggregator, ProQuest. It is important to note that these agreements are non-exclusive, meaning we can continue to promote the journal and its contents as deemed appropriate.
- ERIC. An agreement with ERIC was finalized. Pdf files for all back issues have been sent to ERIC and will be processed.
- As noted above, the ACLA listserv was used to notify those on the list that Volume 12.1 was published online. However, in addition to the names already on the listserv approximately 100 additional names were added to include those who participated in the publication process in past issues, in particular authors/co-authors of articles, manuscript evaluators and book reviewers. It is recommended that this updating be done on a regular basis at the moment of publishing each new issue. In future issue, the contacts at publishing houses who provide books for review and possibly the authors of the books reviewed can be included.
- **Online publishing of archives.** PDF files for all back issues of the Journal, including special issues, have been prepared and will soon be available on the ACLA website.
- **Web usage report.** The web usage report is intended to keep track of the number of people consulting the online journals, a report which will be required for the next SSHRC grant. This report will soon be operational for the ACLA web site.

**ISSN number.** As required by the National Library of Canada, a new ISSN number was obtained for the online publication and has been used with Volume 12.1.

### **3. Journal Budget**

**SSHRC grant application.** In June 2008 a grant application was submitted to the Social Sciences and Humanities Research Council of Canada's (SSHRC's) Aid to Scholarly Journals competition. This competition pertained to funding for a 3-year period: 2008-2010, meaning that the next opportunity to apply for a grant will most likely be in 2011. Although the general quality of the Journal was considered to be "good", we did not receive funding (see Appendix - SSHRC Committee Comments). As explained by SSHRC, the main reason for this was that we did not meet one of their conditions for eligibility: a minimum Association membership of 250 members. However, due to the fact that we were in receipt of a grant under the 2004 SSHRC Aid to Research and Transfer Journals program, we received a one-year transition grant for 2008 equal to the amount of the final year of this latter grant, i.e. \$ 3869. In order to maximize our chances of obtaining a grant during the next competition, priority should be given to increasing membership and implementing measures such as those discussed above to enhance the visibility of the Journal and thus provide evidence of its impact in the field.

### 3. CJAL Editorial Board.

As this is the end of my mandate, I would like to thank all those with whom I have been involved over the past four years, either as co-editor or editor-in-chief: the authors and the manuscript evaluators, the members of the past and present editorial boards – Leif French, H  l  ne Knoerr, Fran  oise Mougeon, and Robert Papen; and the members of the executive council. In terms of the current editorial board, Fran  oise Mougeon will be continuing on as the Editor of French manuscripts and Leif French as the Book Review Editor.

Susan Parks  
Editor-in-chief  
Canadian Journal of Applied Linguistics/  
*Revue canadienne de linguistique appliqu  e*

\*\*\*\*\*

### **Appendix** **SSHRC Committee Comments re: 2008 Application for funding**

**Committee’s comments.** The committee found the overall quality of the journal to be good. However, based on the readership figures reported, it judged that the journal needed to increase its profile in order to have more of an impact in the field. It agreed that the journal needs to be continuously promoted in order to enhance its reputation in the field and increase its readership. The peer review process of the journal was found to be competent and the editor-in-chief was judged to have a strong profile. However, the committee suggested that the journal would be strengthened by increasing the number of editorial board members. This might, in turn, help to increase the journal’s visibility.

Given its concerns, the committee did not recommend this application for funding.

Score: 72.00 /100.

Please note that a minimum score of 75 was required in order to receive funding.

### **10. Report of the Nominating Committee (May 2009) by Roy Lyster**

The nominating committee composed of Roy Lyster (Chair), Tracey Derwing, and Fran  oise Armand, bring forth the following nominations for approval:

Gladys Jean	for a third two years term Secretary-Treasurer (2009-11)
Daphn��e Simard	for a second two years term Communications Officer (2009-11)
Miles Turnbull	Editor-in-Chief (2009-11)

**Roy Lyster moves to accept the slate of nominees and Sharon Lapkin seconds the slate: This was unanimously approved by members at the AGM. Carried.**

## 11. Other business:

### Changements de la constitution proposés par le comité exécutif à l'AGM de l'ACLA le 29 mai 2009

#### Article 9 à changer

##### ARTICLE 9 – COMITÉS PERMANENTS

9.1 L'Association compte deux comités permanents : le comité de programme et le comité des candidatures.

- Le comité de programme est composé des membres élus du bureau de direction, y compris le(s) président(s) – qui en assume(nt) la présidence - l'ancien(ne) président(e), le(la) vice-président(e), le(la) secrétaire-trésorier(ère), l'agent(e) de communication et le (la) membre associé(e).
- Le comité des candidatures est composé d'un membre sortant du bureau de direction (qui en assume la présidence) et de deux personnes désignées par le bureau de direction et approuvée par l'assemblée générale. Aucun membre de ce comité ne peut se porter candidat au bureau de direction pendant la durée de son mandat.

#### Changements proposés à l'article 9 en rouge

##### ARTICLE 9 – COMITÉS PERMANENTS

9.1 L'Association compte deux comités permanents : le comité de programme et le comité des candidatures.

- Le comité de programme est composé des membres élus du bureau de direction, y compris le(s) président(s) – qui en assume(nt) la présidence - l'ancien(ne) président(e), le(la) vice-président(e), le(la) secrétaire-trésorier(ère), l'agent(e) de communication et le (la) membre associé(e).
- Le comité des candidatures est composé d'un membre sortant du bureau de direction **qui en assume la présidence (normalement le dernier président ou une autre personne faisant partie du comité exécutif ou désignée par celui-ci, qui ne postule pas pour un nouveau poste)**, et de deux personnes désignées par le bureau de direction et approuvée par l'assemblée générale. Aucun membre de ce comité ne peut se porter candidat au bureau de direction pendant la durée de son mandat



**Changes proposed by the Executive Committee to the AGM of ACLA on May 29th, 2009**

**Article 9 to be changed**

ARTICLE 9: STANDING COMMITTEES

9.1 There shall be two Standing Committees: the Conference Program Committee and the Nominating Committee.

- The Conference Program Committee shall consist of the elected members of the Executive Council, including the President(s) as chair(s), Past President, Vice-President, Secretary-Treasurer, Communications Officer, and Member-at-large.
- The Nominating Committee shall consist of one member of the Executive Council who is not standing for an elected position on the Council, who chairs the Committee, plus two persons appointed by the Executive Council and approved at the Annual General Meeting. No member of the Committee may seek an elected appointment to the Executive Council during his/her term of office

**Proposed changes to Article 9 in red**

ARTICLE 9: STANDING COMMITTEES

9.1 There shall be two Standing Committees: the Conference Program Committee and the Nominating Committee.

- The Conference Program Committee shall consist of the elected members of the Executive Council, including the President(s) as chair(s), Past President, Vice-President, Secretary-Treasurer, Communications Officer, and Member-at-large.
- The Nominating Committee shall consist of one **past** member of the Executive Council **who chairs it (normally the past president or someone from the Executive committee or designated by the Executive and who is not standing for an elected position on the Council)**, plus two persons appointed by the Executive Council and approved at the Annual General Meeting. No member of the Committee may seek an elected appointment to the Executive Council during his/her term of office

**Roy Lyster moved the changes and Razika Sanaoui seconded the motion. Carried unanimously.**

Sylvie Roy thanks Roy Lyster and the nominating committee for their work.

Meeting adjourned at 1:20pm (proposed by Sylvie Roy, seconded by Sharon Lapkin)

