

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

**Brock University
Tuesday May 27, 9 :05, Pond Inlet**

Present : Stephanie Arnott, Sarita Kennedy, Jordana Garbati, Hetty Roessingh, Scott Douglas, Donna Pearce, Brigitte Murray, Jade Shapiro, Jeffrey Steele, Grit Liebscher, Martin Guardado, Caitlin Gaffney, Dustin Crouther, Karla Culligan, Paula Kristmanson, Tetyana Reichert, Marie-Josée Hamel, Shahrzad Saif, Enrica Piccardo, Mat Schulze, John Sivell, Carolyn Piersma, Allan Roy, Laura Ambrosio, Suliman Alnasser, Muriel Peguret, Mary O'Brien, Mary MacPhee, Mela Sarkar, Callie Mady, , Rika Tsushima

1. Callie made some announcements
 - reminder of reception (4th floor of Cairns building 4th floor)
 - 11am – French plenary (Diane Gérin-Lajoie)

2. Callie welcomed the members and called for approval of the agenda.
 - MOVED: Enrica Piccardo
 - SECONDED: Mela Sarkar
 - Unanimously passed.

3. Callie invited members to read the minutes.
 - MOVED: Paula Kristmanson
 - SECONDED: Marie-Josée Hamel
 - Unanimously passed.

4. Callie presented the president's report (Appendix A).
 - As an executive we have had two meetings as a group, with several partial meetings as we deal with things throughout the year.
 - As a membership, you made a change to the constitution this year so that the terms for the executive matched those for the nominating committee.
 - New to the program – plenary speakers are also offering Q & A sessions.
 - Publishing sessions – CJAL, and other journals that had presented with us in the past were invited to have individual sessions that you will find on your program scheduled for tomorrow. Next year, our annual conference will be combined with AAAL, so we will negotiate with AAAL on how they handle their publishing sessions.
 - We have been thoughtful in seeking out financial support; Callie noted Brock's Department of Applied Linguistics, UNB, University of Alberta's English Language Program, Schulich and Informa Taylor Francis.
 - Callie recognized Brock's Department of Applied Linguistics. Specific thanks go out to Ron Thomson in particular for his help and for John Sivell for organizing our volunteers. She also thanked the members of the executive committee and those who chaired the sessions.

5. Stephanie presented the Treasurer's report (Appendix B)
6. Martin presented the Communications Officer's report (Appendix C)
 - Martin informed the membership that suggestions are welcomed regarding possible additions to the website (e.g., specific content to be added).
 - Martin also presented a Twitter report showing the most popular Tweet (May 7th 2014)
7. Paula presented the CJAL report (Appendix D)
 - Paula showed the website with 2013 issue + recent articles from 2014
 - She said we are getting more and more submissions from abroad (e.g., the screenshot shown depicting an analysis of the readership, looking at country of origin specifically), which is encouraging, so we are happy to welcome these types of articles as long as they adhere to the guidelines of the journal.
 - Paula reminded the membership that if approached to review an article and you are unable to do so, you are encouraged to seek out other colleagues or even students, especially if you are willing to mentor them through the process.
8. Mela spoke about the upcoming AAAL/ACLA conference details, introducing the invited French colloquia and Canadian plenary speakers. She made sure to remind the membership of the earlier application deadline and to keep an eye out for the membership requirements. There was a question about whether applicants to the conference will be a part of ACLA or AAAL, and Mela responded by indicating that all of the submissions for proposals will be considered collectively, and that members will need to indicate their desire to present under ACLA/AAAL membership at the time of registration. She reiterated that additional details are being negotiated and will be communicated in a timely manner to the membership.
9. Callie introduced the new VP – Andrea Sterzuk (University of Regina)
10. Callie asked for a motion to accept the reports as presented.
 MOVED : Sara Kennedy
 SECONDED : Hedy Roessingh
 Unanimously passed.
 Thank you from Hedy for the executive's hard volunteer work.
11. VOTE : As per the constitution, we need to approve the formation of the new nominating committee for two years – Callie Mady (past-president – chair), with Miles Turnbull and Danielle Moore as the nominating committee.
 MOVE : Jordana Garbati
 SECOND : Enrica Piccardo
 Unanimously passed
12. **Other business**
 Thank you to Callie for her 2-year term as President ☺

13. Adjournment

Appendix A Rapport de la présidente

Mon travail cette année a consisté principalement à me réunir avec la direction afin d'améliorer notre organisation et à préparer la conférence de cette année.

As an executive, we have had two meetings in between last conference and this. We as a membership also made a change to the constitution so that terms of the nominating committee would match the terms of the executive council.

I want to thank Mela Sarkar and all the reviewers, for abstracts adjudication. Mela did an extraordinary job organizing the paper presentations into categories while being flexible to meet members' requests.

I also want to recognize Brock's department of Applied Linguistics as our local coordinator. In particular to John Sivell who organized a group of volunteers and Ron Thomson who worked with me to organize the distribution of the programs, rooms and reception.

This year we have received financial support from many sponsors. First, I want to thank our institutions for their support:

- Brocks' Department of Applied Linguistics,
- the second language research institute of Canada housed at UNB,
- the University of Alberta English language program.
- Schulich school of education
- Informa, whose flyer you received with your program, also provided financial support.

This financial support allows us to maintain funds to be available when grant funding is not.

Stephanie Arnott has completed her first year as treasurer and we thank her for her tireless work there.

Again in terms of time and money, Sara Kennedy spent numerous hours writing grant applications and was successful in receiving financial support for our international plenary and invited symposium. These supports came from congress applications.

Martin and his team has also put great effort and care into improving our communication so thanks to them - I am sure you have appreciated the changes to our site in particular.

And, thank you to Joe Dicks and Paula Kristmanson and their team at UNB for their work with the Journal, the Canadian Journal of Applied Linguistics.

Appendix B
Secretary-Treasurer Report

CANADIAN ASSOCIATION OF APPLIED LINGUISTICS
STATEMENT OF OPERATIONS
For the year ended December 31, 2013

	<u>MEMBER</u> <u>DUES</u>	<u>JOURNAL</u> <u>ROYALTIES</u>	<u>TRAVEL</u> <u>GRANTS</u>	<u>SYMPOSIUM</u> <u>FEEES</u>	<u>TOTAL</u> <u>2013</u>	<u>TOTAL</u> <u>2012</u>
Revenues						
Grants	\$ --	\$ --	\$ 4,968	\$ --	\$ 4,968	\$ 3,583
Other	16,450	843	--	6,930	24,223	15,111
	<hr/> 16,450	<hr/> 843	<hr/> 4,968	<hr/> 6,930	<hr/> 29,191	<hr/> 18,694
Expenses						
Travel and meetings	2,796	--	4,968	6,186	13,950	8,223
Professional fees	2,147	--	--	--	2,147	2,034
Dues	1,256	--	--	--	1,256	2,769
Website	107	--	--	--	107	175
Administration and Sundry	705	--	--	--	705	1,071
	<hr/> 7,011	<hr/> --	<hr/> 4,968	<hr/> 6,186	<hr/> 18,165	<hr/> 14,272
Excess (Deficiency) of revenues over expenses	<hr/> <u>\$ 9,439</u>	<hr/> <u>\$ 843</u>	<hr/> <u>\$ --</u>	<hr/> <u>\$ 744</u>	<hr/> <u>\$11,026</u>	<hr/> <u>\$ 4,422</u>

**Appendix C
Communications Officer's Report**

2013-2014 REPORT

1. ACLA Website

- The new Website went live on February 6th, 2014
- Aside from a few minor bugs and editorial changes, which have been addressed in a timely manner, no issues have been reported
- For the entire year of 2013 we had 646,161 visits to the association's website (aclacaal.org), up 5% from 2012
- The journal page on the ACLA Website continues to be the most visited page
 - Journal hits 20-30% of total hits
- As of this year, the journal page on the ACLA Website only offers the publications from 1996 to 1997. The rest are available on the official journal site hosted at the University of New Brunswick and accessible through www.cjal-rcla.ca/

Average ACLA Site Hits			
Period	Day	Month	Year Total
2013 (Jan-Dec)	1,770	53,846	646,161 (up 5%)
2012 (Jan-Dec)	1,692	51,481	617,780
2011 (Jan-Dec)	1,554	47,411	568,941
Journal	20-30% of total hits		

- Our mailing list has grown in the past year from 583 and currently contains **706** email addresses (17.4% increase). This number fluctuates regularly as subscribers are able to manage their subscription themselves
- The member list currently contains 214 addresses (up from 187 last year). It has been updated by integrating the 2013 members provided by the Secretary/Treasurer

2. Social Media

- Twitter: A Twitter account was created in June 2012 and I have attempted to maintain it active
- As of April 21, 2014 there were 458 followers
- Submissions from the Board and from the membership are welcome. This will help continue to expand the ACLA networks, relationships, and its overall online presence, with the potential to increase its membership base

Submitted by Martin Guardado
ACLA Communications Officer

Edmonton, April 23, 2014

**Appendix D
Journal Editors' Report**

EDITORS' REPORT

CJAL/RCLA

MAY 15, 2013

1. Issue 16, 1 (2013)

The editorial team has completed issue 16,1 (2013). Ten articles (3 in French; 7 in English) and one book review have been published. These articles include one based on the ACLA keynote from 2011 (Marlise Horst) and an invited response by Scott Douglas.

The following table summarizes the publication statistics in 2013 (with comparisons to 2012 and 2011).

YEAR	2013	2012	2011
Issue number	16, 1 (2013) (Edited by Joseph Dicks and Paula Kristmanson)	15,1 (2012) (Edited by Miles Turnbull and Françoise Mougeon)	14,1 (2011) (Edited by Miles Turnbull and Françoise Mougeon)
Number of submissions	56	66	59
Number of submissions sent for review	29	45	37
Number of articles published (breakdown in French and English)	10 (English= 7; French = 3)	10 (English = 4; French = 6)	9 (English = 6; French =3)
Acceptance rate	7% (17.8%)*	20% (15.2%)*	29% (15.1%)*
Number of book reviews	1	0	2

** Explanatory note: The first percentage number represents the OJS internal calculations at the time of reporting. These are dynamic numbers that change over time as the calendar year progresses. The number in parentheses represents the actual acceptance rate for the publication year. The OJS calendar year does not coincide with the publication year (i.e., the articles in the issues could come from the current calendar year or from previous years).*

The total number of submissions in 2013 was down by about 15% from 2012, but was more in line with the 2011 numbers. The acceptance rate of 17.8% was slightly higher than in 2011 and 2012. However, nearly half the submissions were screened by the editorial team and/or advisory board members and deemed not suitable for review. Many of these were out of the scope of the journal or did not correspond to the journal's guidelines with respect to length. Others were simply not of a sufficient level of readability to merit full review. We were pleased to be able to publish three articles in French. This is a similar number to 2011 and 2012. We also published one book review in this issue.

Regarding country of origin of published manuscripts in 2013, there were 12 authors affiliated with 7 different Canadian institutions and 4 from outside Canada (all 4 from USA). This compares to 16 authors affiliated with 6 different Canadian institutions and 4 from outside Canada (2 from USA, 1 from China, and 1 from the Netherlands) in 2012.

2. Journal Production

- *Layout and copyediting.* We would like to thank our Editorial Team: Leif French, Book Review Editor; Josée Le Bouthillier, PhD student and French Linguistic Editor and in particular, we would our PhD student and Associate/Managing Editor, Karla Culligan. In 2013, all layout and PDF creation was done by Karla who also did all copyediting in English.
- *Online publishing.* The journal URL (www.cjal-rcla.ca) has been re-directed to the UNB OJS site- <http://journals.hil.unb.ca/index.php/CJAL/index>. The UPEI site will remain accessible to the editorial team until all manuscripts have been cleared.
- *Journal visibility/impact.* We continue to be registered with ERIC; EBSCO; ProQuest; Repère; Cabell's; Linguistics Abstracts; Linguistics, Language and Behavior Abstracts; MLA Bibliography; Social Planning Policy Development Abstracts; Sociological Abstracts; Viniti (All Russian Institute of Scientific and Technical Information); Directory of Online Journals (DOAJ); OpenJgate. CJAL is a member of CALJ (Canadian Association of Learned Journals).
- *Registered users and Website usage report.* At the time of this report there were 934 registered users on CJAL website (there were 782 last year at this time). According to *Google Analytics*, from January 1 to December 31, 2013, there were 2,155 users of the CJAL website and 11,468 pageviews.

3. Journal finances

- SSHRC funding has been transferred to UNB. The SSHRC is \$48,800 over three years ending February 2015.
- Most of this is used as salary for the part-time Associate/Managing Editor.

- A small amount of SSHRC funds is also allocated for French linguistic editing.
- The SSHRC is essential to pay the Associate/Managing Editor and related journal costs.
- A financial update was submitted to the ACLA executive at the executive meeting on May 25th, 2014 and a full financial statement will be provided at the time of reporting to SSHRC.
- We are in the process of completing an “Aid to Scholarly Journals” application to SSHRC. This application will be submitted before June 1, 2014.

4. Notes:

- In addition to regular on-going individual work on the journal, the editorial team at UNB meets once a week to work on journal-related business. We want to again thank our managing editor, Karla Culligan, who in addition to the tedious work with manuscripts, participates in these weekly meetings, handles the day to day communication with authors and potential authors in a most efficient and professional manner, and so carefully reminds the editors of their ‘CJAL homework’.
- We would like to thank our new Editorial Advisory Board for their input and advice (see list of members attached). We also greatly appreciate the support of the ACLA Executive.
- The editorial team continues to work hard to attract new reviewers and to seek out reviewers in particular discipline areas. We have added a number of high profile and international reviewers to our database. When appropriate, graduate students are invited to review manuscripts (SSHRC student training).
- We have also revised and updated the information on the CJAL-OJS site in the “About the Journal” section to ensure that the information is consistent with current technology and practices. This involved changes to the wording related to the various subsections found at <http://journals.hil.unb.ca/index.php/CJAL/about> All changes were submitted to and approved by the ACLA executive.
- Issue 17, 1 (2014) is underway. Two articles (one French and one English) have been published and 8 are in copyediting.
- There was no special issue in 2013, but we are planning a special issue for 2015 with guest Editor, Dr. John Plews from Saint Mary’s University on the topic of cultural exchanges.

Editorial Team:

- Joseph Dicks and Paula Lee Kristmanson (Co-editors)
- Leif French (Book Review Editor)
- Karla Culligan (Associate/Managing Editor)
- Josée Le Bouthillier (French Linguistic Editor)

Editorial Advisory Board:

- Katy Arnett (St. Mary's College of Maryland, USA)
- Monique Bournot-Trites (University of British Columbia)
- Gisèle Chevalier (Université de Moncton)
- Marianne Cormier (Université de Moncton)
- Bill Dunn (University of Alberta)
- Françoise Gadet (Université de Paris X)
- Martin Guardado (University of Alberta)
- Diane Huot (Université Laval)
- Sara Kennedy (Concordia)
- Callie Mady (Nipissing University)
- Leila Ranta (University of Alberta)
- Mela Sarkar (McGill University)
- Shelley Taylor (University of Western Ontario)
- Miles Turnbull (Bishop's University)

Submitted by Joseph Dicks and Paula Kristmanson, May 25, 2014