



ANNUAL GENERAL MEETING

27 November 2018

University of Wollongong (room 67-107)

MINUTES (DRAFT – FOR APPROVAL AT AGM 2019)

1. Welcome and apologies

Apologies: None

Attendance: Noriko Iwashita, Helen Fraser, Joanne Morton, Brian Paltridge, Alice Chik, Phil Chappell, Annita Stell, Boya Zhang, Elke Stracke, Nishioka Hiromi, Alfredo Herrero de Haro, Bianca Beljanski, Louisa Willoughby, Cathie Elder, Angela Scarino, Shem Macdonald, Fiona O'Neill, Susanne Stanyer, Fadila Boutoucheuf, Sabrina Sabrina, Honglin Chen, Jonathan Crichton, Paul Moore, Chris Davison, Michelle Kohler

2. Approval of Minutes AGM 2017

Proposed: Chris Davison

Seconded: Joanne Morton

Accepted unanimously.

Business arising:

Helen Fraser reported on the status of the submission by the Australia Forensic Linguistics Reference Group. In addition to ALAA, the reference group comprises representatives of the judiciary and cognate disciplines. The group was formed to support the development of a submission, led by Helen Fraser, to the Judicial Council on Cultural Diversity (JCCD) that would call for changes in procedures covering the use of covert recordings as evidence in criminal trials. The specific issue addressed is that legal procedures for admission and use of covert recordings as evidence in criminal trials rest on a number of misconceptions about language and speech. Research and case work confirm that these misconceptions compromise the ability of judges to ensure that the content of covert recordings is used fairly and reliably by juries. The submission has now been signed off by the reference group, submitted to the JCCD and acknowledged, and we are awaiting a response. It is anticipated that the submission will be publicly available in due course.

3. Portfolio reports

a) President's report

Honglin expressed her thanks to the previous Presidents of ALAA and the current executive members for their support during her term as President.

Increasing ALAA membership numbers

A key goal for ALAA in 2018 is to increase ALAA membership numbers. Increasing membership needs to occur through activities of the association that are attractive such as a newsletter, career mentoring, students' group, publishing advice, and employment. In 2017, the following strategies were put in place:

- Newsletter compiled and circulated in May 2018
- Provision of professional development within the ALAA conference for research students and early career researchers.

ALAA Conference 2018

Thanks to the ALAA 2018 Organising Committee for hosting this exciting meeting with an outstanding program of national and international speakers.

Registration numbers

- Participants: a total of 263 participants: combined registration numbers of the pre-conference pronunciation symposium and the ALAA conference
- Domestic participants from all states of Australia. International participants from Canada, China, Germany, Hong Kong, Indonesia, Japan, Korean, Macau, New Zealand, Saudi Arabia, Singapore, Spain, Sri Lanka, South Africa, Thailand, UK, United States

Pre-conference workshops

As part of our commitment to grow and mentor our student membership, we trialed offering pre-conference research methodology workshops to participating postgraduate students. The workshops were oversubscribed and well attended. Thanks to Dr Jonathan Crichton and Dr Aek Phakiti for contributing to the workshops.

Writing for publication

A session on writing for publication *Conversations with journal editors* was offered during the conference. This is an important means for building community. Thanks to Brian, Chris and Sue for their work.

Upcoming ALAA Conferences

The following two institutions were successful in their bids for hosting ALAA conferences:

ALAA/ALANZ 2019: to be hosted by Curtin University

ALAA Conference 2020: to be hosted by RMIT

b) Vice-President's report

During 2018, my activities have included:

- Representing ALAA as a Member of the Australia Forensic Linguistics Reference Group (refer to above for details)
- Review of the MAK Halliday Scholarship. Due to a shortfall in applications for the scholarship, the award was put on hold in 2018 and alternatives ways of acknowledging Michael Halliday's legacy canvassed. The proposal to be put to the AGM is that the award be presented for the best ALAA conference abstract by an HDR student.
- Supporting Paul Moore in reviewing the ALAA website options.
- Supporting Noriko Iwashita on updating ALAA banking arrangements.

c) Secretary's report

The work of the Secretary this year has involved the following:

- Prepare agendas and record minutes of meetings (face to face and online)
- Manage correspondence related to membership and liaise with membership secretary
- Coordinate ALAA Update/newsletter
- Advertise and manage the ALAA travel scholarships selection process
- Liaise with Communications officer in relation to regular communication with members
- Contribute to meetings and discussion of issues arising within the regular business of the Executive e.g. archiving, recruitment, correspondence, finances, conferences.

As at 20 November 2018, ALAA has 156 members.

d) Treasurer's report

An annual audit of the Association income and expenditure has been completed and the finances are currently in good standing as is evident in the auditor's report (extract below, full report available on request to the ALAA Treasurer).

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF APPLIED LINGUISTICS ASSOCIATION OF AUSTRALIA

Scope

I have audited the attached special purpose financial report comprising the Income & Expenditure Statement for the year ended 31 July 2018 and the Statement of Financial Position as at 31 July 2018.

Audit Opinion

In my opinion, the financial report of the Association presents fairly in accordance with the cash basis of accounting, as described above, the payments and receipts of Applied Linguistics Association of Australia for the year ended 31 July 2018 and its cash and bank balances as at that date.

BARBIE JOAN CHIRO
CHARTERED ACCOUNTANT (90967)

STATEMENT OF FINANCIAL POSITION as at 31 July 2018

	2018	2017
	\$	\$
CURRENT ASSETS		
Conference Float Previous Years		
Term Deposit - National Aust Bank	123,307	120,417
Cash at Bank - National Aust Bank	78,816	51,928
Paypal Account	5,266	
Funds Recoverable		5,460
Membership Account - National AustBank	1,274	16,125
Penny McKay Award Fund - National Aust Bank	7,463	7,463
TOTAL CURRENT ASSETS	<u>216,126</u>	<u>201,393</u>
TOTAL ASSETS	<u>216,126</u>	<u>201,393</u>
TOTAL LIABILITIES	<u>0</u>	<u>0</u>
NET ASSETS	<u>216,126</u>	<u>201,393</u>
ASSOCIATION FUNDS		
GENERAL FUNDS		
Opening Balance 01/08/2017	201,393	201,132
Surplus (Deficit) for the Year	14,733	261
Closing Balance 31/07/2018	<u>216,126</u>	<u>201,393</u>
TOTAL FUNDS	<u>216,126</u>	<u>201,393</u>

INCOME & EXPENDITURE STATEMENT for the year ended 31 July 2018

	2018	2017
	\$	\$
INCOME		
Interest Received	2,890	2,829
Donations P McKay Award		628
Membership Fees	13,809	7,335
Sundry Income		1,131
Conference Surplus Returned	7,084	1,381
Conference Float Adelaide Returned		5,000
Copyright Distribution	<u>10,354</u>	<u>3,259</u>
	34,137	21,563
EXPENDITURE		
AILA EBIC Gitsaki Expenses		1,049
Audit Fees	3,234	
Bank Charges	670	612
Conference Deposit Used		5,000
Conference Registration & Travel	3,940	
Insurance	856	941
Membership Records Fee AILA	2,432	461
Paypal Charges	541	
Publication	1,693	7,129
Scholarships	241	5,811
Website D&M Expenses	338	299
Unrecovered Funds	<u>5,460</u>	
	<u>19,405</u>	<u>21,302</u>
NET INCOME FOR THE YEAR	<u>14,733</u>	<u>261</u>

e) Editor's Report

Achievements

1. Strong volume of submissions, 94 submissions @ 1 November and rising (excluding Special issue), with an 8.5 % success rate, though number of submissions still inflated by large number from one region.

	2012	2013	2014	2015	2016	2017	2018
Total submitted (excluding special issue)	41	46	50	31	65	93	94
Rejected outright/after review	18/11	27	24/13	21/2	32	60	81
Currently under review/being revised	7	5	8	2/6	19/6	6/19	5
Accepted	5	3	5	0	8	8	8
Acceptance rate	12%	-	-	-	12.5%	8.6%	8.5%

Submissions by Country of Origin (2017 comparison in brackets)

- Armenia – 1
- **Australia – 16 (16)**
- Bangladesh – 3
- Belgium – 1
- Canada – 1
- China – 1 (2)
- Ecuador – 1
- Germany – 1
- Hong Kong – 1 (3)
- **India – 4 (1)**
- **Indonesia – 7 (1)**
- **Iran – 26 (26)**

- **Iraq – 4 (1)**
- Japan – 1
- Jordan – 2
- Korea – 1
- Macao – 2 (2)
- New Zealand – 1 (1)
- Oman – 2 (0)
- Pakistan – 2 (5)
- Palestine – 2 (0)
- Russia – 1 (5)
- **Saudi Arabia – 11 (5)**
- Spain 0 (2)
- Thailand – 1
- Tunisia – 1
- Turkey – 1
- Vietnam 0 (2)
- **United States – 7 (1)**
- UAE 0 (5)

2. Solicited and edited copy for three issues in 2018, and first issue of 2019, and called for special issue for 2019, though still lengthy time in publication

Issue: 41:1, published October 2018

Issue: 41:2, expected December 2018

Issue: 41:3, expected February 2019

Issue 42:1, copy almost finalised, to be handed over to new editorial team for final copy-editing and formatting.

Special Issues:

2018 – *Genre and Disciplinarity* – Tim Moore, Janne Morton, & Steve Price

2019 - *Language and intercultural communication pedagogies in Australian higher education*

Paul J. Moore, Adriana Díaz

3. Extensive panel of reviewers, though still some issues with timely response rates.

Reviewers by country

- a. Australia – 27
- b. New Zealand – 5
- c. Spain – 1
- d. Brunei – 1
- e. Hong Kong – 1
- f. Greece – 1
- g. United States – 2
- h. Japan – 1
- i. China – 2
- j. Germany – 1
- k. Belgium – 1

Issues of concern

1. Still lengthy time in publication due to long turn around by publisher, so have moved deadlines for special issues earlier and accelerated review process
2. Still out of scope or low-quality material submitted from a small cluster of countries, but policy of immediate rejection works well to maintain review process
3. Higher H-Score (from 8 to 10) but lower SJR for 2017, i.e.

2016 Journal metrics: CiteScore: 0.640 SNIP: 0.516 SJR: 0.288,

2017 Journal metrics: CiteScore: 0.180 SNIP: 0.139 SJR: 0.167

However, also same decline for other Australian journals, could be due to production delays, still ranked 2nd among Australian journals in language and linguistics (excl translation and interpreting, ie.

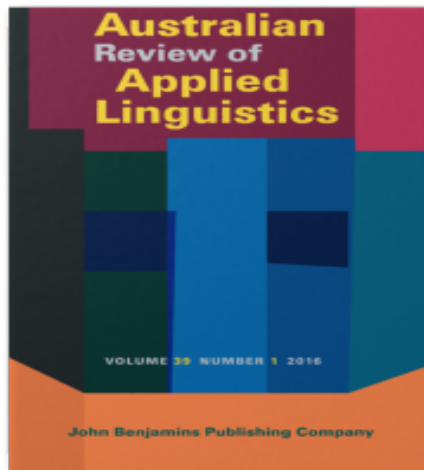
Australian Journal of Language and Literacy	0.282	
	Q2	H-index 13 (11)
	0.167	
Australian Review of Applied Linguistics	Q2	H-index 10 (8)

Acknowledgements

We'd like to take this opportunity to thank our reviewers, our editorial board members, our

publisher John Benjamins, our book reviews editor, Helen Pearson, editorial assistant Daniel Anson for another great year. Particular thanks to co-editor Aniko Hastoss who joined Hoa Nguyen and Sue Ollerhead as our team of three co-editors in 2018. Thank you all for your support of ARAL, and we look forward to hand over to a new team headed by Prof Rhonda Oliver for 2019.

Chris Davison (outgoing Editor in Chief), **Australian Review of Applied Linguistics**,
<https://benjamins.com/#catalog/journals/aral>



The *Australian Review of Applied Linguistics* (ARAL) is the journal of the Applied Linguistics Association of Australia (ALAA).

The aim of the journal is to present research in a

wide range of areas, but in particular research that is relevant to the particular region of the world that it covers. The journal aims to promote the development of links between language related research and its application in educational, professional, and other language related settings. Areas that are covered by the journal include first and second language teaching and learning, bilingualism and bilingual education, the use of technologies in language teaching and learning, corpus linguistics, discourse analysis, translation and interpreting, language testing, language planning, academic literacies and rhetoric.

2016 Journal metrics: CiteScore: 0.640 SNIP: 0.516 SJR: 0.288

2017 Journal metrics: CiteScore: 0.180 SNIP: 0.139 SJR: 0.167

This journal is peer reviewed and indexed in: Australian Council for Educational Research (ACER) ; CNKI ; Emerging Sources Citation Index ; Glottolog ; Scopus

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Discussion: Members asked whether the journal is cost neutral. Chris indicated that a cost analysis had been done in 2016-17 and that there were some concerns then however since then the membership has increased and the cost from JB's to the ALAA of E25 per member (min. 100 members) is manageable.

It was noted that some publishers actually pay the Association for the journal and there may be room to negotiate a more beneficial contract in future as the new Editor comes on board. This would need to include a greater benefit to the Association in relation to copyright also as the current contract is not favorable in that regard.

There is a small cost associated with the Copy Editor role (approx. \$750) and a small honorarium to the Editor (that Chris has kindly declined to receive during her tenure).

f) Information Officer's Report

Apart from communicating with members throughout the year regarding conference calls, publications, jobs and the Executive's advocacy activities, I have focused on two main areas – the website and the student representative.

1. The website

At Executive meetings over the past year, we have discussed updating the website and extending its functionality to include social media (to be taken up by a student member). We also discussed the possibility of having a payment facility, with a database of members. This led us to consider the possibility of outsourcing website management. In early 2018, I approached the website management company Advanced Solutions International (ASI), which deals specifically with not-for-profit organisations. See attached quote. We (i.e., the Executive) decided that the quoted price was too expensive for what was on offer. In particular, there was a built-in non-negotiable 3.5% annual increase in fees to cover expected cost increases for the parent company based in America. It was suggested that we consult with ATESOL NSW who were going through a similar process. I contacted both the President and Secretary of ATESOL NSW, who were both involved in the process. The secretary reviewed our current site (alaa.academy), and suggested that it was 'clear, functional and holds a lot of data', and that we should stick with it. She gave some indication of the complexity of setting up a payment facility, but noted that this could be incorporated into an existing site. I then went back to our current provider, who informed me that there are various website development tools that can be integrated into our current account to modernise the website. They recommended WordPress, but they don't provide development support. I am currently looking into overseeing the development of the new site, with the possibility of outsourcing the website development, and with a view to incorporating payment options. The added functionality includes links to Fb (site initially set up by Sara M.), Twitter (not in use as yet), as well as a blog function.

2. Student co-opted member for the ALAA Executive.

I reported at the last executive meeting that our inaugural student representative, Thomas Mort, had to step down from the role. As at November, 2018, we have 33 student members. I sent out another call for expressions of interest on 25 November, 2018, asking any students at the conference to come and talk to me if interested. The email is copied below. A similar email was sent out earlier in the year, with no response, but at that time there were only around 15 student members.

Dear All,

You are receiving this mail because you are currently registered with ALAA as a student member. At some stage in the near future we will be calling for expressions of interest for the

position of student representative for the ALAA executive committee. This is currently a co-opted position.

We are particularly interested in someone who has the skills and/or experience to perform the following activities:

- promote the benefits of membership to the potential pool of students in higher education
- maintain ALAA's social media presence, and assist with other dissemination activities
- promote upcoming ALAA events or events held by organisations associated with ALAA (e.g. ALS, ALTAANZ, LCNAU, AILA)

If you are interested in this position, I will be at the conference, so feel free to come and talk to me about it. If you're not at the conference, feel free to email me.

Motion to accept all of the Executive reports

Proposed: Brian Paltridge

Seconded: Elke Strauke

Unanimously accepted.

4. Elections of office bearers:

Nominations for the following positions were received and all nominees were duly elected.

- Vice President/President Elect: Michelle Kohler
- Vice President: Louisa Willoughby
- Secretary: Elke Stracke
- Treasurer: Noriko Iwashita
- Information Officer: Paul Moore

5. Scholarships

- Awarding of ALAA travel scholarships

Certificates were presented to the following winners of the travel scholarships as follows:

- Annita Stell – University of Queensland
 - Vinh Nguyen – University of Canberra
 - Sara Mashayekh – University of New South Wales
 - Nishioka Hiromi – University of Wollongong
- Awarding of Michael Clyne Prize

The winner of the Michael Clyne Prize, Niru Perera from Monash University was presented with her award.

- Proposed change to MAK Halliday Scholarship

The scholarship has not attracted much interest in previous years hence has been on hold during 2018 while the Executive considered how it may continue into the future. One possibility is to transform the scholarship into a prize such as for the best conference abstract. The options need further consideration and will then be presented to the membership for a decision on how best to move forward with this scholarship.

6. ALAA Best PhD Award

Brian Paltridge raised this item as one for consideration by the membership. He is currently on the selection panel for the AAAL prize for the best PhD and suggested that this could be an award to be offered in future by ALAA. The process of AAAL is quite involved and rigorous and this may need to be considered closely and modified to suit our association. It was decided that a sub-group should meet to consider the idea further and the group will then report to the membership.

7. Future conferences

- ALAA 2019 – Curtin University
- ALAA 2020 – RMIT, Melbourne

8. AOB

None.

Meeting closed: 1.38pm