

Minutes of
 IGALA Executive Committee and Advisory Board Meeting
 Part 1: Saturday, 18 September 2010, 17.00 – 18.15
 Part 2: Sunday, 19 September 2010, 12.10 – 12.50
 Tsuda College, Tokyo, Japan

Present: MB: Mercedes Bengoechea, VB: Vicky Bergvall (Chair), JD: Jenny Davis, AJ: Allyson Jule (Acting Secretary), LK: Laurel Kamada, BK: Brian King (for Janet Holmes), LL: Lia Litosseliti, CM: Claire Maree, AO: Ana Ostermann, JS: Jane Sunderland

Apologies: Carmen Caldas-Coulthard (CC), Michelle Lazar (ML), Bonnie McElhinny (BM), Maryam Paknahad Jabarooty (MJ), Mary Talbot (MT), Ann Weatherall (AW)

1. E-Minutes (May 21st to Nov 2, 2009) – Approved as submitted.

2. Local Groups and Events

MB gave report on local IGALA groups and events. There remain difficulties in connecting with local scholars.

IGALA wishes to encourage both, and encourages local groups to form and local branches to hold meetings; to use the IGALA name will require interaction with the IGALA Executive/Advisory board.

VB announced that there will be a Linguistics Institute in Colorado in the US in mid-2011, for which Mary Bucholtz and Kira Hall will be offering a language and gender class; VB suggested that she and JD look into holding a IGALA-linked local event in coordination with that.

JS reminded the committee that groups/branches are on-going and events are one-time only. Both should be encouraged by IGALA. Local groups can add vitality to IGALA by keeping up connections made at the conferences. Anyone can set up a local group: details on the website.

ACTION: VB/JD will contact the Linguistic Institute about potential to hold coordinated event.

The issue will be brought to discussion again at the 2011 e-meeting.

3. *Gender and Language* Journal

JS has been functioning as the liaison with Equinox, the journal publisher, regarding membership; as past-president, her role is now complete. As such, we need to name a new liaison. Reminder: the entire journal is on-line. IGALA has established the formal policy that all memberships include the journal/the journal includes IGALA membership.

There have been communication problems with Equinox. LL suggested we get regular updates on IGALA membership from Equinox; AO suggested every three months. Also, the website does not make the journal subscription rates and renewal dates/reminders very clear.

Bonnie McElhinny is stepping down from the co-editorship and so we need a new editor to serve with Ann Weatherall. Important: the executive board members of the journal should

be doing 2-3 reviews a year, returned in a timely fashion; this responsibility needs to be made clear as a condition of being on the journals editorial board.

BM notes that the journal is growing, alternating special issues with regular issues, and that it might consider expanding to 3 issues per year, but that would necessitate a rise in membership prices; that is something to be considered carefully, to keep IGALA membership broadly accessible internationally.

ACTION: IGALA needs a new journal point person to liaise with Equinox. (DONE: AJ has taken up that role.)

ACTION: New Equinox point person needs to ask Yvonne to delete the possibility of one becoming an IGALA member without subscribing to the journal. (DONE!)

ACTION: AO will contact Bonnie and Ann about the search for the new director.

ACTION: VB will work on membership drive, e.g., contacting former members about re-subscribing.

4. IGALA Memberships and Elections

Reminder: the executive committee serves for 2 years; the advisory committee for 3 years. We need elections within the next 6 months. JS proposed we get on with electing a new VP and new secretary immediately. Reminder: the secretary should take care of the membership list. IGALA will be taking nominations as of mid-October 2010. LK agreed to conduct the elections. ML will help. VB can continue to help with soliciting funding for bursaries, particularly for US scholars through the US National Science Foundation; it would be useful to have a US scholar on the advisory committee who can continue this grant linkage.

AO and LL have already talked to Mary Bucholtz who agreed to continue adding up the new IGALA subscribers to the GALA-L. There are currently around 700 names on the GALA-L List.

ACTION: JS will ask Mary B. how she gets names from the Equinox list (Done but have heard nothing yet.). JS will ask Claire for the updated conference list as well. VB will send the updated new member list to Mary B.

ACTION: LK will run the election.

ACTION: AO is sending all documents referent to the elections to LK (DONE!).

ACTION: VB will work with AJ as the new Equinox liaison, to be responsible for sending Mary Bucholtz the updated list of IGALA members so that she can add their names to the GALA-L list.

5. IGALA 6 Report

The Executive Committee gratefully accepted the report from CM about IGALA 6 in Japan, noting that it has been a terrific success. Over 130 people have participated. CM will keep the website alive until November – hopefully until the proceedings have been compiled and made available. The finances are OK: any surplus will go into the bursaries for IGALA 7. CM gave some suggestions for next time, including establishing a Pay-Pal account/bank account/IGALA credit card (though she noted that Pay-Pal does not work in all countries; it does simplify cross-national accounting.) CM recommended the current on-line conference software package she used for IGALA6.

ACTION: JS will update the conference-planning booklet; CM will add suggestions based on the IGALA 6 experiences. Note: CM is relocating to Australia in the new year.

ACTION: AO (for IGALA 7) will talk directly with CM and JS about surplus monies, etc.

ACTION: CM will make inquiries on how to send the OCR (conference package) to AO. (DONE, but due to university and software restrictions, it is not possible to have the package sent.)

ACTION: MP will add a link to IGALA6 on the IGALA website (just some updated information about the key themes and talks during IGALA6).

a. Conference Proceedings

Conference participants can submit their papers to be included in the proceedings. CM will manage this project. Contributors will need to self-edit.

b. Ideas/Affirmations

LL commented on how good it was to have the first plenary speaker from the host country. The variety of presentations is a positive aspect. Both these ideas should be used again in future conferences.

Is the conference fee too much? Discussion suggested that the conference fee is fair/fine.

MB suggested 2 registration fees for IGALA 7 in Brazil: those in full-time positions pay more.

c. Bursaries

d. Together with CM, JS coordinated the administration and decision-making for 4 non-US bursaries (including one bursary for an African participant), which came from donations made in Wellington (IGALA 5). MT and LL were also on the Bursary Review committee. JS reports that we were able to collect 62,000 yen + \$US 370.00 (donations and royalties via Mary Bucholtz from Berkeley Women and Language Conference Proceedings) for bursaries for IGALA 7. There will be some additional funds from IGALA's own percentage of membership fees (most of which go to Equinox for journal costs)

VB submitted a successful grant application to the US National Science Foundation, which funded 10 US-based graduate students to attend IGALA 6.

We need to make donating to IGALA possible on the website and/or when registering for the next conference. Reminder: one bursary is set aside for a scholar travelling from Africa. We began but did not resolve discussion about whether the Africa bursary should be extended to the continents of S. America and Asia (we should resolve this).

ACTION: JS will ask Maryam about adding a donation feature to the website (DONE, and Maryam will work on this as soon as she has solved her current computer problems).

ACTION: JS will also look into setting up an IGALA bank account to keep bursary money collected from IGALA 6 (DONE!) and to receive money from PayPal 'donation' feature we plan to set up on the site.

ACTION: Discussion about bursaries (priorities to some geographical regions) should be discussed at our 2011 e-meeting.

ACTION: VB will prepare a report to NSF on the success of this grant, and will submit a similar grant in 2011 for the 2012 IGALA 7 conference.

e. Book/Student paper prize

The book prize will be announced at the conference dinner this evening (Rosalind Gill won for her book *Gender in the Media*). LK announced that we now need a new book prize coordinator; Sara Mills' term is over and LK cannot be the main person for this task.

ACTION: LL will arrange meeting with this year's book prize winner and deliver book prize certificate.

ACTION: A new book prize point-person is needed. (DONE! CC has taken up that task.)

ACTION: LK will write a report about the book prize process and include the letter used to send to the publishers (DONE!). A note about the book should be posted on the IGALA website

JD reported on the success of the first-ever Student Paper Prize. She solicited papers in different languages and engaged appropriate specialist reviewers to assess the contributions. (She selected reviewers outside the IGALA executive/advisory members, because of overlap with their graduate students Perhaps the prize could be paid IGALA membership for a year. Perhaps an extended abstract of the winner could go on the website. JD prepared a certificate to award to the winner (Patricia Walsh Droz). We should consider standardizing the IGALA prize certificates used.

ACTION: JD will send the certificate template used for the prizes to AO.

ACTION: JD should send an abstract of the winning paper to be posted on the IGALA website

[Meeting stopped for conference dinner]

Part 2

6. Talking with the World – LL reported. There is a media communications policy and we want to encourage meaningful dialogue with the press.

ACTION: LL will ask Maryam to post this policy after passing the policy around for comments (DONE!).

7. Website - JS reported. We all need to look at the website and send Maryam our comments. AO suggested we post photos from the conference on the website. JD suggested we ask all conference participants to post their photos to a Gmail account.

ACTION: Everyone to look at the website and send Maryam comments.

ACTION: JD will set up a Gmail account for conference photos, and should solicit photos from conference attendees.

8. Grad Student Workshop – JD set this up with Sally. The workshop is on Monday morning.

9. IGALA 7 in Brazil: AO presented a bid for the IGALA 7 meeting to be held in Porto Alegre, Brazil, which the board accepted with gratitude. She spoke with CM this morning about

IGALA 7. They will communicate between them as AO sets up for IGALA 7 for 2012. AO and Alexandre Almeida (as local chairs) and Carmen Rosa Caldas-Coulthard are part of the IGALA 7 organizing committee.

10. IGALA 8 ideas

Ideas: VB recommended that we solicit North American sites for the IGALA 8 conference, e.g., Canada. AJ to look into IGALA 8 in Vancouver and report back; AO will ask Branca Ribiero about Boston (DONE!); LL will consider London. Any IGALA member can propose a conference site. It takes two years to plan a conference. Will there be bids?

ACTION: AJ (Vancouver), AO (Boston), LL (London)

11. Revised Executive/Advisory Board Members's Tasks & Responsibilities

****Allyson Jule**

Main Responsibility: Journal liaison (links with Equinox).

**** Ana Cristina Ostermann:**

Main Responsibilities: IGALA President; Organizing IGALA 7 conference.

****Ann Weatherall**

Main Responsibilities: G&L Journal editor; talking to the world (with Lia Litosseliti).

****Carmen Rosa Caldas Coulthard**

Main Responsibilities: Organizing the IGALA book prize; assisting with the organization of IGALA 7.

**** Claire Maree**

Main Responsibility: Past conference organizer (IGALA 6 Conference Chair)

**** Jane Sunderland (volunteer on the Advisory board)**

Main responsibilities: Guardian of IGALA bursary money; Editor of the booklet: "Organising IGALA Conferences".

****Jenny L Davis (Grad Student Rep)**

Main Responsibilities: organizing the Graduate Student Workshop at IGALA6; co-organising the Student Essay competition; Assistant blog reader; working on IGALA's language use statistics and language policy; assisting in "IGALA's linguistic demographics/Language policy".

**** Laurel Kamada**

Main Responsibilities: Running the elections for the new VP/President Elect and Secretary in 2010.

****Lia Litosseliti**

Main Responsibilities: Talking to the world (with Ann Weatherall).

****Maryam Paknahad (Webweaver) / Ana Cristina Ostermann**

Main Responsibilities: Developing the IGALA website.

****Mercedes Bengoechea**

Main Responsibilities: Organizing local IGALA branches.

****Michelle Lazar**

Main Responsibilities: Organizing local IGALA events; assisting Laurel Kamada with elections.

****Vicky Bergvall**

Main Responsibilities: Past president; assisting another elected US-based Exec member or act as the main person towards getting travel grants from NSF for IGALA 7; getting reminders out to current and potential IGALA members.

12. Announcements: AO is now officially the President of IGALA; VB is past President. Janet Holmes will no longer serve on the committee as past conference chair. Such position is now taken over by Claire Maree (for the next 2 years). JS is no longer part of the executive committee (having served most recently as Past President). However, she has agreed to care for the bursary money/donations until IGALA 2012. In addition, secretary MT now leaves her position at IGALA.

AO: each Exec/advisory member needs to take responsibility for at least one task in the committee.

AO: proposes that an exec/advisory e-meeting starts on May 2 and should run for approximately 2 to 3 weeks (all members should try to participate in some way or another).

13. Thanks and commendations:

The IGALA Executive and Advisory Board wishes to formally and gratefully commend the following for their extraordinary service to IGALA on major projects over the past few years:

to Claire Maree, Tsuda College, and and the IGALA and GALE conference committees for presenting a inspiring, warm, and intellectually engaging conference experience in Japan; to Janet Holmes, as past conference chair from IGALA 5, for her advice and assistance for this conference;

to Jane Sunderland for 6 years of excellent service to IGALA as Vice President, President, and Past President, particularly for her leadership in encouraging donations and administering bursaries for those from underrepresented regions to attend IGALA conferences;

to Vicky Bergvall for success in writing and administering a US National Science Foundation grant to fund 10 US-based graduate students to attend IGALA 6, who now moves on to the position of Past President of IGALA;

to Bonnie McElhinney for her superlative work as co-Editor of Language and Gender, as she prepares to pass on the task to a new co-editor, and to Ann Weatherall who will continue as co-editor;

to Sara Mills and Laurel Kamada for administering the IGALA book prize process;

to Jenny Davis for creating and administering the IGALA Student paper prize, as well as the IGALA 6 graduate student workshop with Sally McConnell-Ginet;

to Mary Talbot for her work as secretary to IGALA over the last 2 years, and to Allyson Jule who acted as secretary in Mary's absence for the IGALA 6 conference-site meetings;

to Ana Ostermann for her outstanding work as Vice President (and before that, as Secretary), now taking over duties as president of IGALA, as well as co-organizer for IGALA 7.

and to each of the members of the advisory committee for their many efforts on behalf of IGALA.