

CEAL Treasurer Report

From: Hee-sook Shin

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According to the bylaws of the CEAL (Article V.D.5), the treasurer, in consultation with the President and the Board is responsible for:

- a) Managing CEAL's income and expenses, and keeping financial records.
- b) Working closely with the AAS Comptroller in order to insure full compliance with AAS regulations on CEAL financial matters.
- c) Submitting annual financial reports to the Board at Annual Meetings and at other times at the request of the President and the Board.

Although the above tasks are main duties, other duties involved are:

- Updating the CEAL directory with Rob Britt, who is responsible for the directory
- Updating the Mailing lists for personal as well as institutional members.
- Mailing membership checks, receipts and etc.
- Keeping records such as correspondences b/w the AAS comptroller, CEAL members, as well as membership renewal reminders, etc.
- Participating in election preparations

The treasurer should therefore have a basic understanding of the bylaw and responsibilities mentioned above. Additionally, the treasurer has to work closely with the AAS Comptroller as well as the CLT chair, Rob Britt, because duties are interconnected. When I first started the position, there was not much information available, so I was heavily dependent on my predecessor, Ai-lin Yang, Rob and the AAS comptroller, Alicia. Based on my past experience, I would recommend that the newly appointed treasurer have an official meeting with their predecessor to receive the necessary information related to the position.

As an out-going member, I'd like to address some issues to the EB to improve CEAL finances and operations.

- **The duration of the CEAL membership**

1. Current : January – December

Proposal: March – February

I propose that the duration of the CEAL membership match the timeline for the fiscal year by changing the current January to December membership to March to February. This change will make it easier for the new treasurer work on all the renewals and also allow more eligible members to vote. In the past years, some members weren't allowed to vote as their membership renewal was too last-minute. Also, I would like to suggest that the duration of the CEAL membership be included in the bylaws.

- **For CEAL membership**

1. There are currently 322 CEAL members in the directory who have paid the membership fee at least once. But out of the 322 members, only 122 members have currently renewed their membership during the fiscal year. For your reference, the total number of 874 members was registered in the CEAL directory, including all the staff members who are in the EAL field.
2. Some of the members have renewed their membership inconsistently, rather than annually renewing their membership. Should some of them who have not paid their CEAL membership for a long time be considered as a new member, only charging them for the 2015 membership fee? Or should we collect the membership fees of previous years as well?
3. Due to the discontinued distribution of print versions of JEAL, there are no institutional member's subscription fees.
4. The committee's chair or members should also consider rewarding CEAL members by giving them preference for workshops or trainings that are organized by the CEAL committees when compared to non-CEAL members. This will encourage people to renew their memberships.

- **Other issues to be considered**

1. Clarify duties between the treasurer and the membership chair.
For example, who will be responsible for CEAL membership reminder?
Until last year, the treasurer sent the reminders twice a year (middle of the fiscal year, before the election)
2. It would be helpful if institutional designators could notify at least the CLT chair, the treasurer, or membership chair when modifying or deleting the member's record in the directory.

Overall, this position provided me a lot of opportunities to learn not only about CEAL, but also about my EAL colleagues. Being the treasurer, I realized that team work is very important, because all the duties were interrelated with other positions. Although the treasurer's position involves a lot of responsibilities, I really enjoyed working as the treasurer.

