

Organization Events and Board of Directors' Online Meeting Minutes

April 3, 2003 - October 7, 2003

(Created and maintained by Feng-Qi Lai, secretary of SICET)

April 3, 2003 (Test Mailing List was Established)

Announced by Steve Yuen:	Welcome to the mailing list for International Chinese Association of Instructional Technology (This is only a temporarily title for our association). I am delighted to have you aboard. You have been added to the mailing list since you have indicated to become a member of our new association at the SITE conference. The list is established to stimulate discussions and acquire input from anyone interested in instructional technology, particularly among Chinese and Chinese Americans. I hope that your stay with us here is long and rewarding.
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April 19, 2003 (Voting Results for the Organization's Official Name)

Announced by Ronghua Oyang:	Voting results: _6_ International Chinese Association of Instructional Technology (ICAI) _8_ Society of International Chinese in Educational Technology (SICET) _1_ Chinese Association of Technology and Teacher Education (CATE) _0_ International Chinese Coalition of Education Technology (ICCET) _2_ International Chinese Society in Technology and Teacher Education (ICSTTE)
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April 19, 2003 (Born of the First Version of SICET's Mission Statement)

Announced by Ronghua Oyang:	Attached is the mission statement for first reading. Please take a minute read it and make changes you want. Then send it back to me and I will have your input included while sending it to you for second reading. The second reading will be sent at the next weekend.
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April 19, 2003 (Born of the Second Version of SICET's Mission Statement)

Announced by Ronghua Oyang:	Here is the second reading of our mission statement. Pay attention to the highlighted part which are [is] new from the first reading. I will have final version posted for vote next week. Therefore, please contribute your input by the end of this week.
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April 29, 2003 (Born of the First Version of SICET's Bylaw)

Announced by Ronghua	Dr. Liang has drafted our bylaw. We will read it after this mission statement is approved.
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Oyang:	
May 13, 2003 (Call for Vote for SICET's Mission Statement)	
Announced by Ronghua Oyang:	Attached is SICTE's mission statement with changes highlighted base on the second reading. Please vote your Yes and no [No] by replying this messages [message] to all. The deadline is May 17. I will count the votes accordingly. The results will be posted on May 18.
May 13, 2003 (Call for Nomination of the Board of Directors for SICET)	
Announced by Ronghua Oyang:	Next issue is to form a board of directors to move the SICTE forward. At this moment, Dr. Steve Yuan, Dr. Guoli Liang, Dr. Chih-Husung Tu, Hong Zhang and I (Ronghua Ouyang) are preparing documentation. Setting up membership connection, and working on SICET Website. All members are welcome to nominate or self nominate to be a candidate of the board. Please send nominations to Dr. Yuan. Steve.Yuen@usm.edu A vote will be cast later.
May 13, 2003 (Bylaw of SICET for First Reading)	
Announced by Ronghua Ouyang:	Here attached is the by-law for the 1st reading.
May 20, 2003 (SICET official Mailing List was Established)	
Announced by Steve Yuen:	Welcome to the SICET@dragon.ep.usm.edu mailing list! To post to this list, send your email to: sicet@dragon.ep.usm.edu General information about the mailing list is at: http://dragon.ep.usm.edu/mailman/listinfo/sicet
May 27, 2003 (Approval of SICET's Mission Statement)	
Announced by Ronghua Ouyang:	I have received all "yes" voting for the mission statement (19 counts). Therefore, I'd glad to let all of you know that SICET's mission statement has been approved. Thank you all for the support.
June 19, 2003 (Approval of SICET's Bylaw)	
Announced by Ronghua Ouyang:	Thank you for the support. By today, I have received 21 votes of "yes" in total. According the counting numbers, SICET's bylaw is approved with a correction suggested by Dr. Lan [Lai], changing "Researches" to "Research."

June 20, 2003 (Call for Approval of All 7 Nominees as the Board of Directors)

Announced by Steve Yuen: As of today, the nomination is closed and I have received 7 nominations for the Board of Directors. They are well-qualified and have outstanding education and experiences in the fields of Instructional Technology and Education. In my opinion, we are very fortunate to have these 7 candidates willing to serve the SICET. I recommend elect or approve all 7 nominees as the Board of Directors and then elect 3 additional members next year. Once the Board of Directors are approved by the members, the 7 Board of Directors will then elect the officers which include a President, a Vice President, a Secretary, a Treasurer, a Membership Director, and a Webmaster.

June 30, 2003 (Election Results of the Board of Directors)

Announced by Steve Yuen: Thanks for casting the vote for your Board of Directors. As of today, I have received a total of 21 votes with unanimous approval for all 7 Board of Directors. Based on the election results, each of the following persons will serve for a 2-year term (2003-2005) as a Board of Director for SICET:
Dr. Irene Chen, University of Houston Downtown
Dr. Feng-Qi Lai, Indiana State University
Dr. Guoli Liang, University of Wisconsin - Whitewater
Dr. Ronghua Ouyang, Kennesaw State University
Dr. Chih-Hsiung Tu, George Washington University
Dr. Lih-Ching Chen Wang, Cleveland State University
Dr. Steve Chi-Yin Yuen, University of Southern Mississippi

July 1, 2003 (Call for Electing Officers)

Announced by Steve Yuen: I suggest that we should now elect the officers which include a President, a Vice President, a Secretary, a Treasurer, a Membership Director, and a Webmaster. Should each of us submit the nominations of these 6 officer positions and then cast our votes? What do you think? Please share your ideas by replying ALL to this message. Thanks.

Announced by Ronghua Ouyang: I agree with steve [Steve] to nominate officers. Here I suggest to add an officer, Director of public relations. Therefore we will have 7 positions: President, Vice president, Secretary, Treasurer, Director of Membership (or Development), Director of public relations, Director of Technology Support (or Webmaster)

July 1, 2003 (Announcement of the Seven Officers' Job Description)

Announced by Steve Yuen: I agree with Feng-Qi's idea of having job description for each position so that we know what each position involves. Thus, we could better identify the person to fill the positions. Our Bylaw provides some basic job descriptions. However,

here are my thoughts about each position:

President

- * direct and supervise operation of all activities of the SICET.
- * the primary spokesperson for the Society.
- * interact with other societies, government officials and the public on behalf of the Society.
- * appoint committee Chairs and Members from the nominations submitted or requests additional nominations.
- * may charge a standing committee through the Governing Board of Directors member to whom that committee normally reports.
- * With the approval of the Board of Directors, the president may convene and appoint Chairs and Members to additional Special Committees concerned with the goals of the Society as defined in the Constitution.
- * oversee the election of Board of Directors each year.

Vice-President

- * responsible for overseeing the activities of, and nominating appointments to, the standing committees of the Society.
- * assist the President in managing activities of the SICET.
- * represent the President and take charge of the activities of the SICET should the President become incapable of performing his designated duties.
- * serve as the conference chair for the annual SICET conference.

Secretary

- * assist the President in conducting routine administrative and public relation activities of the SICET.
- * prepare meeting minutes and newsletters.
- * record keeping.

Treasurer

- * manage the funds of the SICET and other routine business of the Association
- * bookkeeping
- * prepare annual financial report to the Board and all members
- * Collect membership dues

Director of Membership

- * create and maintain membership database
- * prepare membership application form
- * handle new membership applications and membership renewals
- * recruit new members

Director of Public Relations

- * recruit new members
- * do PR for the society
- * create an awareness of the existence and quality of SICET

	<ul style="list-style-type: none"> * develops positive promotions for events, programs, and educational opportunities. * answer questions and requests. * produce association pamphlets. * provide communications to all members and general public <p>Director of Technology Support</p> <ul style="list-style-type: none"> * administer the listserv * design, develop, and maintain the SICET's Website
July 1 – July 22, 2003 (Discussion: Election Procedure of the Officers of SICET)	
July 11, 2003	The Board of Directors agreed to elect the president and let president form the officers among the board members.
July 18, 2003	The Board of Directors had only 2 nominations for the President: Dr. Ronghua Ouyang and Dr. Steve Yuen. Dr. Steve Yuen suggested that votes be sent to Dr. Feng-Qi Lai.
July 22, 2003	The election result of the president of SICET is announced.
July 22, 2003 (Election Result of the President of SICET)	
Announced by Feng-Qi Lai:	Thank you for sending me your votes. The result is Dr. Yuen 6 votes and Dr. Ouyang 1 vote. Congratulations, Steve. I would like to say that we are very fortunate to have both Steve and Ouyang on the board. They both are excellent. I believe that we will do a great job for our SICET under the leadership of Dr. Yuen and with the efforts from all of us.
July 25, 2003 (Born of 2003-2004 SICET Officers)	
Announced by Steve Yuen:	<p>I appreciate each of you for your willingness to take the lead in the officer position. We have an outstanding team! I must say every position is a very important position with different charges and responsibilities. We must work together and help each other when needed to ensure we will have a successful organization. Here are 2003-2004 SICET officers.</p> <p>President - Steve Yuen Vice-President - Ronghua Ouyang Secretary - Feng-Qi Lai Treasurer - Guoli Liang Director of Membership - Irene Chen Director of Public Relations - Chih-Hsiung Tu Director of Technology Support - Lih-Ching Chen Wang</p> <p>Each of us will serve for 1 year term for the position. However, according to the bylaw, you may serve consecutively for another term if duly reelected. Thank you very much for your support and commitment to the SICET. The future of SICET depends on us.</p>

July 25, 2003 (First Online Board Meeting)

Called by Steve Yuen:	<p>Now that the officers are in place. I'm calling the 1st online board meeting to take care the business for our association. There are so many things that we need to discuss to get the SICET moving. Here are some items that I think need immediate attention:</p> <p>1. Membership</p> <p>I think the membership is the most important item on the list. Since we are the new association, we are starting from scratch. Without members, we don't have an organization. We need to create a new membership application form and start recruiting new members. Besides making a hard copy of membership application form available for mail out or posting it at various IT conferences, we need to have a membership application form posted on the listserv as well as on our Web site. Basically, the membership application form collects general contact info (Name-English & Chinese, Institution or Company, Address, Phone, Fax, and Email) as well as other info such as specialty and interests from the members.</p> <p>We discussed the membership fee at the SITE meeting in April and we all agreed that the annual membership fee for regular members is \$30 and \$15 for students. Do we still agree on these amounts?</p> <p>Based on my past experience of serving as membership and treasurer positions in different organizations, one of the difficult areas as well as the weakest area of many associations is the organization of the membership data system. Quite often, associations don't know how many members they have and they don't know when their memberships will expire. I suggest we need to establish an effective membership database system, preferably with Web interface. That way, membership director, treasurer and selected officers can easily access and verify the membership info. We are very fortunate that Dr. Chen is willing to take on this important task and she has outstanding database management experience. I think we are in good hands under her management.</p> <p>Depending on the date members apply for their memberships, some associations have different membership due dates for members. I don't know whether this is a good practice. It requires a lot of work for treasurer and membership director since every member may have a different due date. I think it is quite difficult for us to keep track the members whose memberships are expired and need a reminder. One solution that has been adopted in many small associations is to keep the same membership due date for every member. For example, we could have Sept 1 (or any month we decide) for membership due date and every member should renew their memberships before Sept 1. What do you think? Please share your opinions.</p> <p>As I said earlier, every one of us need to recruit members into our association. Dr. Tu, would you take a lead on this task since you are the Director</p>
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of Public Relations? Please feel free to share any ideas and strategies for recruiting new members with Dr. Tu.

2. SICET Web site

The Web site is an excellent way to promote SICET and provide needed info to our members. Besides the basic pages (About SICET, Bylaw, Officers [with contact info], Membership, newsletters, Minutes, Listserv, Conferences, Journal, and Resources) on the Web site, do we need other Web pages? Please provide input and suggestions so that our Director of Technology Support, Dr. Wang, can design and develop a Web site for us.

3. Association Address

We need a stable if not permanent mailing address for the Association. How do we get one? I think it is important that we don't change the Association address each year. Should we rent a mail box? Where? Should it be with the Director of membership since he/she may use it the most for collecting membership payments? Please provide your input.

4. Annual Conference

Dr. Ouyang and I have discussed the annual SICET conference several times. I think the annual conference is an important event for SICET. This provides our members opportunity to meet, connect, and share their ideas, thoughts, innovative practices and projects in an professional setting. It also helps recruit new members.

Dr. Ouyang will take a lead on organizing the conference. I hope each of you will join me to work with Dr. Ouyang on this significant event. Should we look for the conference location and host it on our own? Or, should we explore the possibility to co-host the conference with other professional association. The ideal time for our 1st annual conference is September or October 2004. This will give us a year to plan and organize. Please feel free to share your ideas.

4. [5.] Association Journal

It will be a great asset to have a professional journal from our association. Also, this will be a great incentive for recruiting new members. I have been thinking about creating journal in Instructional Technology for Chinese Americans or International Chinese for the past few years. The Journal will be international refereed journal publishing good articles from our colleagues, friends in China, America, and around the world. The journal will allow us to focus the research and development of Instructional Technology for Chinese readers around the world. It also provide opportunity for Chinese professors, scholars, researchers, and students to publish their work. Dr. Leping Liu has informed Dr. Ouyang and me about his interest in leading this project. He has ten years' editorial experiences in the field of instructional technology/educational technology for two international refereed journals. Dr. Liu has also published several books and have good connections with publishers in the States. Indeed, we are very lucky

to have him to join us. Please let me know what you think before I make a motion to support Dr. Liu's effort to start our journal.

5. [6.] Online newsletter

I think we need to create an online newsletter for distributing news, info, and resources from SICET. In addition, we can use the newsletter to share the good news and exciting activities from our members. The newsletter can be published on the Web and distributed via listserv as well. However, how often the newsletter be published? 2, 3, or 4 times a year? Our secretary, Dr. Lai, will in charge of the newsletter. When will the 1st edition be published? I think we should get it out in this Sept or Oct to inform the birth of SICET and recruit new members. What do you think?

Dr. Lai, would you start keeping minutes on our online discussion? Thanks! I think we need to keep a record on the elections as well as all meeting discussions. Also, I suggest that we keep the minutes online (with password protected if possible) so board members can easily to view and access. Any other suggestions?

6. [7.] Consulting and Exchange Trip to China

Dr. Ouyang has outstanding contact and connection in China. He is planning for an IT delegation for SICET officers and members to China in May 2004. I think there are tremendous consulting, research, teaching, and exchange opportunities in instructional technology in China for us. If you have information, contact, and other ideas, please share with Dr. Ouyang.

7. [8.] Association Logo

I think our association needs a logo to be used on the Web as well as on the association stationery. Does anyone has arts talent for designing such logo?

8. [9.] Bank account

As soon as we collect the membership fees, our treasurer, Dr. Liang, needs a bank account (checking account or combination of checking and saving accounts) to keep the association's money. Should he start exploring on the establishment of a bank account for SICET? Also, the treasurer will keep the book and provide a financial report to the board. How often is the financial report? Would once a year enough?

9. [10.] Non-Profit Association

Non-profit association status is important for our association if we want to solicit donations from organizations, governments, as well as our members. Usually, it take over a year to apply for non-profit association status. Dr. Ouyang and I suggest that we start this ASAP. Please let me know what you think? Also, please share with us your experience if you have done it before. I'll work with on this with Dr. Ouyang.

	Finally, do you have other items need to be discussed? Please feel free to add additional items for discussion and provide comments and suggestions. Thanks. Have a great weekend.
August 18, 2003 (Born of the SICET Web Site)	
Announced by Lih-Ching Chen Wang:	I am pleased to invite you to check the Web site at your earliest convenience. Any suggestions and feedback are more than welcome. Thanks.
August 18 - 28, 2003 (Discussion of Items 1 & 2)	
Results announced on August 28, 2003 by Steve Yuen:	Based on the results, we approved the following: 1. Annual membership fee for regular members is \$30 and \$15 for students. 2. Membership fee will be the same for all members regardless where they live.
August 28 – September 18, 2003 (Discussion of Items 3 Through 7)	
Results announced on September 18, 2003 by Steve Yuen:	Just want to let you know that I have received the votes from all 7 board members on the following motions regarding the items 3 to 7. All 6 Motions were passed unanimously. I suggest that we implement these ideas immediately. I'll contact Dr. Leping Liu and discuss the online journal business with her. Ouyang, would you please start the conference planning and chair the task force on consulting and exchange trip to China? Also, we need our mailing address very soon for membership registration, Web site, and other PR documents. I hope Ouyang get the support from his college for setting our mailing address there. Ouyang, please keep us informed the development. Thank you for all of your support. Motion 1: Establish our mailing address in GA and appoint Dr. Ouyang to find a suitable mailing address. Motion 2: Co-host the conference with other associations if possible. Motion 3: Appoint Dr. Ouyang as the 2004 Conference Chair to form a conference committee to plan for our 1st annual conference. Motion 4: Appoint Dr. Leping Liu as the editor-in-chief of our association journal to carry out this project. Dr. Liu has extensive editorial and publishing experiences and has good connections with publishers in the States. In addition, she will be in charge of establishing the editorial board for our association journal.

Motion 5:
 Association Journal will be offered in online format.

Motion 6:
 Appoint Dr. Ouyang to be the Chair of the task force and lead the discussion and planning.

September 19 – 21, 2003 (Discussion of Items 8 Through 10)

Results announced on September 21, 2003 by Steve Yuen:

I'm glad that we finally wrapped up the discussions on our 1st online board meeting. The entire discussions on Items 8 to 10 are provided as below. Here are the summary based on our discussions on items 8 to 10:

Item 8 Association Logo
 All of you who responded like the logo #K from Sheri's design. I, therefore, recommend the approval of using the logo #K for our Website, membership application form, newsletter, and all official SICET documents. To make it easier to use the logo, I have created a page which provided different sizes of the SICET logo as well as in Black/white. You can access this page at:
<http://dragon.ep.usm.edu/~yuen/sicet/sicetlogos/>

Item 9 Bank Account
 As the former treasurer for a professional association for 3 years, I can share with each of you my experience. Different banks have slightly different requirements and procedures of opening a checking/saving account for a professional association. I don't think we need to wait for opening a bank account after we officially register the society. For most banks, all they need are the association's bylaw and meeting minutes. However, some banks require almost nothing. It also depends how much you know or do business with the bank. Anyway, I suggest that we open a checking account only. After we have a healthy account balance, we then can consider opening a saving account. As regard to the address for the bank account, I used my home address instead when I was the treasurer and it worked fine. That makes it easier for the treasurer to get bank statements and other communications from the bank.

Normally, the treasurer is the only person who can access the bank account. So, the treasurer is a trusty person and we are lucky to have Guoli as our treasurer. Guoli, would you please find out the process of opening a checking account in one of your local banks? In addition, please research the Web bank account as well?

I support Guoli's idea of providing annual financial report to the Board. If we have a lot of transaction activities, we can request twice a year in later years.

Item 10 Non-profit Association
 I'll work with Ouyang to register our association in GA and apply for non-profit status for SICET. However, these cannot be done until we have registered

members and a bank account.

September 20, 2003 (Announcement of Mailing Address for SICET)

Announced by Steve Yuen: Thanks to Ouyang's effort. We now have an official mailing address for SICET:
SICET
c/o Dr. Ronghua Ouyang
Kennesaw State University
Bagwell College of Education
1000 Chastain Road
Kennesaw, GA 30144

September 22 – October 3, 2003 (Discussion of Bank Account)

Results announced on October 3, 2003 by Steve Yuen: I finally got everyone's vote on Guoli's motion:
* Approve setting up a business account for SICET and authorize the Treasurer, Guoli, be the only person who can access and manage the account for SICET.
The bank account motion received "Yes" unanimously. Guoli, please go ahead and set up a business account for SICET. Thanks.

September 28, 2003 (President of SICET, Dr. Steve Yuen sent out an e-mail message to all members of SICET, announcing responsibilities of SICET officers and work status)

Hi, everyone. Hope you had a great summer and everything goes well with you this semester.

Though you have not heard from us recently, the board of directors is working quietly for you. Well, let me take this opportunity and give you a brief account of what we have done for the past few months.

On June 30, 2003, seven board members were unanimously approved by the members who cast their votes. Following the bylaw, the Board then elected the officers for 2003-2004 on July 25, 2003. I think we have an outstanding team! Here are your 2003-2004 officers:

President
Dr. Steve Yuen
[\[steve.yuen@usm.edu\]](mailto:steve.yuen@usm.edu)

Vice-President
Dr. Ronghua Ouyang
[\[rouyang@kennesaw.edu\]](mailto:rouyang@kennesaw.edu)

Secretary

Dr. Feng-Qi Lai
[eslai@isugw.indstate.edu]

Treasurer
Dr. Guoli Liang
[liangg@uww.edu]

Director of Membership
Dr. Irene Chen
[cheni@uhd.edu]

Director of Public Relations
Dr. Chih-Hsiung Tu
[ctu@gwu.edu]

Director of Technology Support
Dr. Lih-Ching Chen Wang
[l.c.wang@csuohio.edu]

Each officer will serve for 1 year term for the position. However, the officer may serve consecutively for another term if duly reelected.

With the officers in place, the first online board meeting was called on July 25, 2003 to discuss important issues related to the establishment and organization of SICET. Ten items were raised and discussed:

1. Membership
2. SICET Web site
3. Association address
4. Annual conference
5. Association journal
6. Online newsletter
7. Consulting and exchange trips to China
8. Association logo
9. Bank account
10. Non-profit association

By September 22, 2003, we concluded the first online board meeting and approved many resolutions. Details of the approved items will be provided in the 1st issue of our Newsletter as well as in our minutes online very soon.

Dr. Feng-Qi Lai, the secretary of SICET, is currently making a final touch on our 1st online Newsletter. We'll let you know as soon as the newsletter is ready. Also, Dr. Lih-Ching Chen Wang, the director of technology support of SICET, has created the Web site for SICET. Please feel free to visit the SICET's [Web site](#) and provide comments and feedback to Dr. Wang.

Dr. Leping Liu at the University of Nevada, Reno was appointed as the editor-in-chief of our

association journal by the Board. I think it is a great asset to have a professional journal from our association. The Journal will be international refereed journal publishing good articles from our colleagues, friends in China, America, and around the world. The journal will allow us to focus the research and development of Instructional Technology for Chinese readers around the world. It also provides opportunity for Chinese professors, scholars, researchers, and students to publish their work. Dr. Liu has extensive editorial and publishing experiences and has very good connections with publishers in the States. We are very lucky to have her to join us and take the lead in this project.

Dr. Irene Chen, the director of membership of SICET, is working on the online membership application that will be available soon. Also, Dr. Ouyang and I are planning for our annual conference, which we believe, is an important event for SICET. The annual conference provides our members opportunity to meet, connect, and share their ideas, thoughts, innovative practices and projects in a professional setting. Hopefully, we'll be able to host our 1st annual conference in September or October 2004.

The future of SICET is exciting. I'm deeply honored to be your president. I will do my very best to serve you and the SICET. However, we need your help and support. Please register to be a SICET member. In addition, please help promote SICET and encourage others to join us. Together, we build the betterment of SICET.

Please feel free to share your ideas and provide suggestions and comments to me or other officers. You're important to us. Without you, we have no association. Thank you.
Best wishes.

Steve Yuen
President, SICET

October 7, 2003 (Issue of the First SICET Newsletter)

The first SICET newsletter was completed by Dr. Feng-Qi Lai on September 28, 2003
