Teaching of Pronunciation Interest Group Business Meeting at CATESOL 2018 - Anaheim

1. Call to Order
2. Reading & approval of last meeting’s minutes (see below)
3. Committee Reports
4. Old Business
   a. improving our social media presence
   b. expanding membership & presentations
5. New Business
   a. nominate an assistant coordinator
   b. other?
6. Member questions

2018 Co-coordinators’ Report of Activities 2017-2018

- Conducted ToP Business and Networking Meeting at 2017 Annual Conference in Santa Clara. No new assistant was elected at the meeting.
- Presented board-sponsored ToP session (Chan, Mattison)
- Conducted ToP IG rap sessions at regional conferences
  - Northern California (Chan)
  - Los Angeles (Mattison)
  - San Diego (Mattison)
- 64 posts to ToP Facebook page, averaging 1+ per week
- 39 posts to Google Group, averaging about 1 post every 10 days
- 11+ pronunciation related presentations at regional and annual conferences
- ToP IG members were guest editors of the Spring 2018 special issue of the CATESOL Journal on pronunciation.

Minutes of 2017 ToP IG Business Meeting at CATESOL Conference in Santa Clara

1. Coordinator Marsha Chan and Assistant Coordinator Jef Mattison opened the meeting with a circle gathering around assorted snacks
2. The past year’s events and accomplishments were described by Marsha.
3. Attendees introduced themselves and shared their teaching context and experiences with pronunciation.
4. Jeff promoted the idea that attendees had enough experience to give some kind of presentation on pronunciation at a local, regional, or annual conference, even thought they didn’t consider themselves experts.
5. Attendees left their contact information to stay in touch with the Google Group during the rest of the year.

**Procedures/Activities Implemented (to be continued by the successor of the position)**

- Plan and lead the TOP business and networking meeting at the state CATESOL conference in Anaheim in December 2018.
- Continue to host discussion sessions at state and regional CATESOL conferences.
- Submit and encourage other TOP members to submit proposals related to teaching pronunciation for state and regional conferences.
- Publish TOP updates and articles in the CATESOL publications: blog (new), Journal, Language Magazine wrapper.
- Read proposals for CATESOL Annual Conference.
- Mentor incoming TOP Co-coordinator.
- Recruit members for TOP leadership.
- Continue to post articles, events, information, and questions related to teaching and learning English pronunciation on Facebook and Google Groups.