

2024 JANET Officer Reports for Annual General Meeting

June 9th 2024

Executive Director's Report – Simon Capper

Since our last AGM JANET has spent a productive year. In June we finally held our long-awaited conference in Morioka – huge thanks to conference chair Jonathan Levine-Ogura and Programme Chairs Yutaka Kato and Eric Fortin for that. There were no special projects to report this year, but our membership base has continued to grow, and we've managed to meet our targets of putting out our monthly newsletter and two editions of our online journal, Nursing English Nexus, without any drama or trouble, testament to the efforts of Jon (again) and Joel Hensley with the newsletter, and Jeff Huffman, Mathew Porter and our Editorial Review board with the journal.

Perhaps the biggest step forward for our organisation this year, has been the formalising of our affiliation with JALT. Initiated by Mathew, this relationship is now being nurtured by our Publicity Chair, Paul Mathieson. Most of us are long-standing members of JALT so it's particularly pleasing to have this recognition from our senior partner, and we're delighted to both welcome our first JALT sponsored presenter to this year's conference, and participate in JALT2024 as an invited forum host.

Financially, JANET continues to follow a responsible and prudent course. Our expense overheads are minimal, and all the activities of JANET are carried out by volunteers. I'd like to express my deep gratitude and appreciation towards all our team who help to make this possible and who help to keep JANET a free-to-join organization. Of course, our free-to-join status is also made possible by your conference attendance, and by the generosity of our sponsors, Nellie's English Books, and Perceptia Press. Please do your best to support them by taking a look at their products, and if you can, adopting them for your classes.

Finally, a particular word of thanks to Otemae University for kindly hosting this year's conference, and especially to site chairs, Naoko Nishimura and Brian Nuspliger, who have helped make this collaboration possible with their patient and diligent coordination. Please enjoy your time here in Osaka, enjoy JANET2024, and thank you very much, as always, for your support.

The Executive Director's duties include:

1. Scheduling monthly EBM Zoom meetings with JANET Executive Board and Advisory Committee
2. Anticipating potential issues and consulting with Advisory Committee when issues arise.
3. Identifying and coordinating areas for further development and innovation
4. Recruitment of volunteers and officers
5. Providing an annual report for the conference / AGM.
6. Creating a budget and managing JANET's finances (with Treasurer)
7. Providing a contact point for Science Council of Japan

Membership Chair's Report – Sean Thornton

By the end of the academic year 2023 the total number of JANET members reached 317 indicating that over the year there were 39 new members. However, within the same period there were a number of people who formally ceased to be members leaving us with a total of 292 members that are active/current.

Compared to my 1st year in the position, there seemed to be far fewer random applicants with not easy to fathom reasons for joining. Every applicant I processed, when I looked at their message and (in most cases) did a quick search of who they seemed to be, I could always understand why they were attempting to join.

In terms of the demographics of the new members:

- Slightly more than half were female.
- Slightly less than half were Japanese.
- A small minority were nursing students.
- About a third are nurses, with the rest being teachers of English and/or nursing.
- All but 2 are based in Japan.

The Membership Chair's duties include:

1. Recruiting new members
2. Sending an email to welcome new members (on receipt of membership application email)
3. Giving new members access to members-only Google website
4. Adding members' names and contact information to JANET database in Dropbox, and to the 'Contacts' list in the JANET Gmail account
5. Liaising with members, answering their queries
6. Providing a written (and oral) report at the AGM.

Publicity Chair's Report – Paul Mathieson

JANET publicity efforts are essentially a team endeavor, involving all members of the JANET Executive Board, under the co-ordination of the Executive Director and the Publicity Chair. Our JANET publicity-related undertakings are primarily focused on two areas. These are (1) publicizing JANET activities (such as the annual JANET Conference and the bi-annual Nursing English Nexus Journal), and (2) attempting to forge connections with other organizations (primarily within Japan, though possibly overseas as well) with a view to establishing formal collaborations and/or partnerships with such entities.

This year has been a busy one on the JANET publicity front in both of these respects. We have used our connections with both regional chapters and special interest groups (SIGs) in the Japan Association for Language Teaching (JALT) to publicize JANET events and initiatives (primarily through social media posts). Specifically, such posts have announced details about the JANET conference (including the call for presentation proposals and the availability of JANET grants for applicants who do not have a research budget) and also calls for submissions to the Nursing English Nexus Journal. Furthermore, such JANET publicity-related social media posts are always posted in both English and in Japanese in order to maximize our possible reading audience.

There has also been a concerted effort to establish formal relationships with other organizations during the past year – in particular, with JALT and also with the Japan Association of College Teachers (JACET). As to the former, thanks in large part to the efforts of JANET Executive Board member Mathew Porter, we were able to conclude a formal agreement with JALT (the affiliation agreement was passed unopposed at the JALT Executive Board Meeting in November, 2023). This agreement essentially means that, among other things, both organizations agree to publicize each other's activities and also offer presentation spots at their respective conferences. The process of attempting to reach a similar agreement with JACET has been more protracted. However, after being unable to proceed with a formal agreement with JACET as a whole, it was suggested that we try to

establish a working relationship between JANET and the Kanto-based JACET English for Specific Purposes (ESP) SIG. This process is ongoing, and it is hoped that we will be able to have positive news to report about it in the coming year.

The Publicity Chair's duties involve:

1. Coordinating JANET's publicity and public relations in both JANET and non-JANET forums.
2. Preparing annual report for AGM/conference.

Treasurer's Report – Simon Capper

Our annual financial report was submitted on June 17th 2024, and was audited and confirmed by our auditors, Rima Ghashut and Michiko Sakaguchi in May 2024. This report is available to JANET members on request.

JANET remains in a healthy financial position, and we have again been able to offer 2 x 20,000-yen grant awards for conference presenters who have no institutional support. This year there was only one applicant and they were successful.

This year we reverted back to the practice of printing and posting conference promotional postcards, rather than mailing information about our conference to every Japanese university with a nursing faculty.

Our main expenses listed in this year's report were:

- venue rental for 2023 conference
- subscription costs to maintain our websites
- various conference related expenses (refreshments etc.)
- the conference postcard campaign

This year (2024), thanks to the generosity of Otemae University, our venue rental expenses are likely to be approximately half of those in 2023.

We would like to sincerely thank our Gold Sponsors, Nellie's Books, and Perceptia Press, who also renewed their sponsorship this year. Nellies will be attending the conference this year, so please be sure to check out their display range of nursing English books as a way of thanking them for their support and trust.

As JANET becomes more financially stable – and as we aim to operate on a non-profit basis – it would be nice to explore ways in which JANET could use its success to benefit nursing education in a wider context, perhaps through charitable activities. This is an avenue that I'd like to explore over the next year.

Finally, as always, my thanks to our auditors, Rima Ghashut and Michiko Sakaguchi, for their assistance in helping to keep JANET's books on the straight and narrow.

The Treasurer's duties include:

1. Creating an annual budget
2. Maintaining all financial records and accounts, including managing the post office bank account
3. Negotiating and liaising with sponsors

4. Doing regular pre-conference account checks for conference fee payments
5. Issuing individual receipts (to conference participants & sponsors) and invoices (to sponsors)
6. Making payments and/or preparing reimbursements for website maintenance and other expenses (conference, etc.)
7. Preparing annual report for AGM/conference.

Nursing English Nexus Editor's Report – Jeffrey Huffman

[*Nursing English Nexus Volume 7, Number 2*](#) was published about a week late, in early November 2023. This timeline seems to be a continuing pattern with the fall issue. This issue contained two research articles and one book review. We welcomed Brian Nuspliger on board in a much-needed proofreading role from this issue, and we also welcomed two additions to the Review Board, David Ostman and Ian Willey.

[*Nursing English Nexus Volume 8, Number 1*](#) was published very close to our target timeline, in mid-April 2024 with just three articles: a report, a “practical teaching tips” piece, and a “discussions and observations” piece.

Many thanks to all the contributors and reviewers, and especially to Mathew Porter for handling the layout and online publishing process.

We also added an “Ethical Considerations” section to the Submission Guidelines and identified further elements of the Submission Guidelines that need to be clarified soon—particularly whether abstracts, key words, and author profiles are required for all submission types, or which elements are required for which types.

Nursing English Nexus Editor's duties include:

1. Collating the original submissions and assigning submissions to reviewers
2. Copy editing and input into layout
3. Working with reviewers to determine their suitability for publication
4. Reviewing and/or delegating reviews
5. Communicating reviewers' comments to the authors to make changes
6. Discussing problems and increasing the clarity and focus of the articles
7. Delivering the product to the co-editor for formatting, placement, and a final analysis of the contents.
8. Providing an annual report for the conference / AGM.

Newsletter Editors' Report – Jonathan Levine-Ogura & Joel Hensley

Through a free Internet email service called MailChimp, JANET's newsletter has been providing nursing-English related information for our members since 2017. Currently, the newsletter reaches 266 subscribers, up 22 from the previous year.

The newsletter mainly consists of English news and research articles, multimedia content, and teaching materials found on the Internet, both related to Japan and from international sources. We hope that this content provides useful and timely information for teachers and students of nursing English. The newsletter also provides the latest information on conferences and other academic organizations that cross JANET's interests as well. As a service, we can also provide employment information if requested to do so.

MailChimp data show that the majority of our subscribers opened the newsletter (62% on average), which was 2% up from the previous year. Compared to 2022, the click rate in 2023 was about the same (11.5% on average).

Though most of the newsletter content is provided in English, we also try to provide Japanese content for our Japanese-speaking members. As always, we encourage JANET members to share anything if the opportunity arises. Our editors will be more than happy to hear from our subscribers.

Continuing from 2022, the Editors held newsletter preparation meetings online in the first week of the month. Discussion facilitated both improved content and more efficient editing/creation of the newsletter. Each month's newsletter draft was typically shared with the Executive members around the 15th, and the newsletter was sent around the 20th of the month.

The Newsletter Editor's duties include:

1. Writing, sourcing and collating all content for the newsletter
2. Drafting a newsletter on the MailChimp sending platform
3. Final proofreading before being published
4. Managing the newsletter subscriber list
5. Checking email performance data
6. Cataloging past newsletter content for record tracking
7. Providing an annual report for the conference / AGM.

JANET Program and Sub-Program Chairs' 2024 Report – Yutaka Kato & Eric Fortin

As program chair and sub-program chair for 2023-2024, we vetted abstract proposals, which numbered 20 in all, including 1 poster. There were also 2 unvetted abstracts, for a total of 22 proposals. All of the proposals were accepted, most with minor revisions but a few with greater revisions. In addition to each of us vetting about half of the proposals, we sent all the proposals out for a second review by those who had submitted an abstract (usually one abstract per reviewer). We also organized a preliminary schedule for JANET's two-day in-person conference that is scheduled to take place from Saturday, June 8th to Sunday, June 9th, 2024 (the schedule was later slightly modified by some of the other officers).

We were pleased to see that all of the abstracts were submitted in both English and Japanese this year, which had occasionally been difficult to obtain in the past. Also, the submission deadline was more strictly followed this year than in the past.

One matter that was a concern for us this year was the severity of many of the abstract reviews. We feel that it is important to set standards for presentation at JANET conferences, but we also feel that being too critical can discourage potential submitters in the future (as has happened in the past).

The Program Chair and Sub-chair's duties include the following:

1. Supervising arrangements for JANET's annual conference
2. Providing timely information to Publicity Chair and other promotional outlets
3. Collecting and vetting conference proposal abstracts
4. Contacting and communicating with prospective presenters
5. Working with prospective presenters on editing and/or rewriting their proposal abstracts
6. Coordinating with other officers concerning final acceptance and rejection of proposals
7. Liaising with members and answering their queries.

8. Organizing presentation schedule time slots
9. Verifying poster setups and space allotments for the poster presentation session
10. Providing an annual report for the conference / AGM.

Webmaster's Report – Mathew Porter

As webmaster, I maintain the organization website at janetorg.com (Wix) and the conference website at <https://sites.google.com/view/janetconference/> (Google Site). I also am responsible for some publishing and design tasks related to Nexus and designing flyers, posters, and other materials to support the conference. Both websites are currently up to date.

In September, I updated the membership registration page on the organization website and all of the automated reply settings. One automated reply is sent to the person who submitted using the online membership form, and the information submitted is sent to both the membership Gmail and original JANET Gmail accounts. I still lament the loss of the research database we were collectively building before Google updated the Google Sites product. I hope to find a way to recreate it using google docs and automated scripts this coming year.

Since revising the workflow related to uploading new issues of Nexus and individual articles to the organization website before the 2023 EBM, I have been able to release both subsequent issues according to schedule. I feel the next step with Nexus is to register it with J-Stage and increase the reach of our authors' articles to make it easier to connect people researching in the field of nursing English.

Looking at Wix Data, the organization website saw about 1888 visitors between June 2, 2023 and May 24, 2024, an increase of about 20% from the one-year period between June 1, 2022 and June 1, 2023, which was also a 20% increase over the previous year. Slightly over 1,000 visitors (92%) were new. Half of site traffic originated almost evenly from Google and direct input. The remaining 50% of traffic came from a variety of sources, including Mailchimp, Facebook, the Science Council of Japan, and the ELT Calendar. The vast majority of visitors (85%) were accessing the site from Japan. The site also saw double-digit visitors from the US, Taiwan, Sri Lanka, Hong Kong, the UK, and Russia, as well as single-digit numbers from nearly 40 more countries. The most popular page visits were the landing, Events, and Nexus page, which accounted for over 80% of visits.

JANET also maintains a loosely affiliated Facebook page administered by Nick Boyes of Meijo University, Simon, and me. Since last year's report, the group has grown by 18 members to 78. Between July 1, 2022 and June 1, 2023, there have been 44 posts (-17%), receiving 411 reactions (-3%) and 155 comments (-24%). I have not cross-referenced the Facebook members with the membership list, but my impression is that many members have still not joined the Facebook group.

The Webmaster / Publications Chair's duties include

1. Maintaining the janet.org website, JANET conference site and google accounts
2. Handling any correspondence related to information on either website
3. Formatting Nexus and uploading the full issue and individual articles to the JANET website by April 15 and October 15.
4. Contributing to discussions about and documenting updates to the newsletter and Nexus formats, guidelines, and workflows
5. Designing flyers, posters, and other promotional materials.
6. Providing an annual report for the conference / AGM.