

# JANET Officer Reports for the Annual General Meeting – June 25<sup>th</sup> 2020

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## **JANET Executive Director's report – Simon Capper, Japanese Red Cross Hiroshima College of Nursing**

2019-20 has been an interesting year. In previous reports I characterised 2016-18 as a year of establishing JANET, and 2018-19 as a year of consolidation. I can only characterise 2019-20 as a year of maintaining stability. Thanks to the dedication and support of my fellow directors, Jonathan Levine-Ogura and Mathew Porter, and e-Journal Editor, Mike Guest, our community has continued its mission, despite the disappointing cancellation of our 2020 conference. The directors continue to hold monthly online meetings to keep JANET on course, and are looking to the future with the planning of JANET 2021.

With regard to broader issues of governance, our ongoing attempt to gain official recognition from the Science Council of Japan is nearing the end. Like everyone, we sometimes struggle with the demands of work, and time constraints related to other professional projects have made it difficult to maintain the momentum that we expected, but be assured, the application will be completed in the near future.

This year has been one of global recognition of the role of healthcare workers, and of their invaluable contribution to society. If, in any small way, we can repay them by improving the quality of nursing English education, our efforts will have been worthwhile. And if you can help us contribute to that in any way, please get in touch, we'd love to hear from you.

Finally, our thanks to you all for **your** support in our efforts to support the nursing students and nurses nationwide. We hope to see you for JANET2021!

### **The Executive Director's duties include:**

- \* Maintaining contact, nudging, and consulting with JANET officers (as required)
- \* Anticipating potential issues
- \* Identifying and coordinating areas for further development
- \* Initiating monthly Skype meetings with key officers
- \* Establishing and disseminating the meeting agenda
- \* Recruitment of volunteers and officers
- \* Providing an annual report for the conference / AGM.
- \* Creating a budget and managing JANET's finances

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## **JANET Membership Chair's 2020 report – Simon Capper, Japanese Red Cross Hiroshima College of Nursing**

Since our 2019 conference, JANET membership has continued to grow steadily, from 166 members to our current list of 198, of whom approximately 45% are native speakers of Japanese. We have established good relationships with the European Association of Language Teachers for Healthcare (EALTHY) and the East Asian Association of Medical English Teachers (EAMET), and while we are yet to establish links with organisations such as the Japanese Nursing Association (JNA) and Japan Association of Nursing Programs in Universities (JANPU), we hope that impending recognition of JANET's activities by the Science Council of Japan will lend us the credibility to make inroads in this area.

As always, we endeavour to deal with all membership applications and enquiries within 24 hours of receiving initial email contact. However, an extra pair of hands would be much appreciated. If you'd like to volunteer as co-Membership Chair, please contact me.

### **The membership chair's duties include**

- \* Recruiting new members
  - \* Sending an email to welcome new members (on receipt of membership application email)
  - \* Adding new members' to JANET email contacts list
  - \* Adding members' names and contact information to JANET database in Dropbox
  - \* Liaising with members, answering their queries
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### **JANET Treasurer's 2020 report – Simon Capper, Japanese Red Cross Hiroshima College of Nursing**

Despite the cancelation of our 2020 conference and the loss of sponsorship, JANET continues to maintain good financial health. As an entirely volunteer organisation, our overheads are relatively few. We were able to cancel our 2020 conference venue without incurring a penalty, and since the last official Treasurer's Report (independently audited in July 2019), our expenses have been limited to a promotional campaign for the conference and the maintenance of our websites.

We remain committed to maintaining JANET as a free, inclusive, volunteer organisation, and promise our members that all financial matters will be dealt with in a responsible and fully transparent manner. In accordance with this Transparency Policy (see Article 30 of the JANET Constitution), a report of JANET's revenue and expenses for the 2019-2020 will (in accordance with Article 18.1) be verified independently by two internal auditors and released to our members-only website within a month of the audit.

#### **The treasurer's duties include:**

- \* Managing the post office bank account
  - \* Doing regular pre-conference account checks for conference fee payments
  - \* Issuing individual receipts (to conference participants & sponsors) and invoices (to sponsors)
  - \* Negotiating and liaising with sponsors
  - \* Making payments and/or preparing reimbursements for website maintenance and other expenses (conference, etc.)
  - \* Preparing annual report for AGM/conference.
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### **JANET Program Chair's Report – Eric Fortin, St. Mary's College**

As program chair, I was prepared to help with the vetting of abstract proposals and work with non-native English speakers on editing their abstracts for grammar, clarity, and word usage. However, due to the coronavirus pandemic (COVID-19), our third annual JANET Conference scheduled for June 27-28, 2020 has been cancelled. It has been decided that all of the presentation proposals that were submitted by the submission deadline in 2020 will be considered for vetting toward the JANET Conference that is expected to be held in 2021.

#### **Program co-Chair Yutaka Kato**

For the conference promotion, 184 postcards were mailed to nursing schools without JANET members. Approximately the same number of postcards (or alternatives) need to be prepared for the next conference to involve more presenters and participants.

#### **In a normal year, the program chair's duties include the following:**

- \* Collecting and vetting conference proposal abstracts
- \* Contacting and communicating with prospective presenters

- \* Working with prospective presenters on editing and/or rewriting their proposal abstracts
  - \* Coordinating with other officers concerning final acceptance and rejection of proposals
  - \* Liaising with members and answering their queries.
  - \* Organizing presentation schedule time slots
  - \* Verifying poster setups and space allotments for the poster presentation session
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## **JANET Newsletter Editor's Report – Jonathan Y. Levine-Ogura, Iwate Medical University**

JANET's provides a monthly newsletter promoting its activities and focusing on related nursing English information for the benefit our members. We have been using the MailChimp email sending platform since its inception for its ease of use and free service for low overhead cost. Presently, we have 188 subscribers. While data shows not all of our contacts open the newsletter, a majority of them do with nearly 60% who open the email. This is the same average as last year. We hope this is a good sign that the newsletter is providing worthwhile information about learning and teaching nursing English.

The newsletters have generally kept with a consistent format of timely nursing English related news, multimedia content, links to other conferences, conference reports from our members, nursing English academic articles, and on occasion, content in Japanese as well. Though the vast majority of the content is in English, we believe that we should try to diversify for the benefit of our non-native speaking English members. It is our hope that we can deliver more Japanese content should the opportunity arise.

As always, we welcome any nursing English information from our members. If members wish to share content, either in English or in Japanese, please feel free to contact the newsletter editors anytime. We will be more than happy to share it a timely manner. We are sure that our members can also provide content that will benefit other members and their learners as well.

### **The newsletter editor's duties include:**

- \* Writing, sourcing and collating all content for the newsletter
  - \* Drafting a newsletter on the MailChimp sending platform
  - \* Final proofreading before being published
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## **JANET Publications Chair's report – Mathew Porter, Fukuoka Jo Gakuin Nursing University**

The current publications chair encompasses two areas: our online journal and web administration.

Since the last AGM at the 2019 conference, I have overseen the release of issues 3.2 of Nursing English Nexus with Mike Guest. Issue 4.1, due for April 2020, was promoted as a themed issue centered on our experiences as teachers of nursing students, but it looks like the pandemic may have had an effect on our call. We received only one manuscript unrelated to the theme, and editor Mike Guest and I agreed that we would run it in the Fall 2020 issue and cancel the Spring 2020 issue. We also discussed revising the publication schedule of Nexus, making it an annual publication. I have proposed pushing back the October publication date to November, moving the current submission deadline from August to September, and putting a greater emphasis on submissions based on presentations at the conference. The issue would not be a post-conference publication, but it would try to capitalize on people's experiences participating in the June conference. I hope this proposal will be discussed at the AGM or the Editorial Board Meeting.

Web administration encompasses two web sites: our home on the internet at janetorg.com and our conference website. In 2019, I added subscription services to the site, allowing for a member's only discussion board, research database, and profile page. One challenge was getting members to subscribe to the site. I revised the JANET subscription and site subscription procedure after the 2019 AGM resulting in almost 100% of new members joining the site. I have made minor revisions to janetorg, mostly to add transparency documentation, info about the conference, Japanese translations, and a message from our

executive director. In the next year, I'd like to explore a new look for the website. Suggestions are welcome in the form of attractive, easy to use website links. The conference website is easy to manage. I've maintained past pages hidden from view so that I can quickly copy them and add new information for the current year's conference.

**The publications chair's duties include**

- \* Updating the Janet.org website and Google Site
  - \* Formatting the e-magazine and uploading it to the JANET website by April 1 and October 1.
  - \* Updating the newsletter and e-magazine formats, guidelines, and workflows
  - \* Designing flyers, posters, and other promotional materials.
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**Nursing English Nexus Magazine Editor's Report – Michael Guest, Co-Editor**

Nursing English Nexus completed its October, 2019 (3.2) issue with six articles under the theme of 'Materials that Work'. The proposed April, 2020, issue however has been postponed until October, 2020 as only one manuscript had been submitted by the deadline. The theme of this issue is 'Your Nursing Stories' but JANET Conference 2019 presentation outlines were also deemed acceptable.

Calls for submissions will continue through the usual main venue (the JANET newsletter), while executive member suggestions as to where else the call might best be propagated are welcome. I would like to start trying to recruit submissions from elsewhere in Asia.

The editor plans to offer a sample story for an upcoming JANET newsletter to inspire others to contribute submissions.

Given that there was a natural/expected number of submissions as the journal found its initial niche and filled a research/publishing gap for Japan-based Nursing English Teachers, many/most of those who had research to contribute to Nexus have likely already done so. The Journal may have to consider becoming an annual entity if this lack of submissions continues. The editor is also open to thematic suggestions, and indeed, the question as to if we should promote the issues as thematic at all.

**Nexus editor's duties include:**

- \* collating the original submissions
- \* working with reviewers to determine their suitability for publication
- \* reviewing and/or delegating reviews
- \* corresponding with the authors to make changes
- \* discussing problems and increasing the clarity and focus of the articles
- \* delivering the product to the co-editor for formatting, placement, and a final analysis of the contents.