

**Annual General Meeting of the National Association of Language Advisers
Holiday Inn, Stratford-upon-Avon**

11 July 2015 08.30 - 09.05

Minutes

Item 1 Welcome and apologies for absence

The Chair, Jenny Carpenter, opened the meeting; she welcomed and thanked all those attending: Sarah Cartwright, Alan Dobson, Anne Farren, Pam Haezewindt, Rona Heald, Carine Jacquell, Marie O'Sullivan, Linda Owen, Nikki Perry, Geoff Roberts, Mike Rauh, Elaine Taylor, Kit Thorne.

Apologies were received from Jim McElwee.

Item 2 Minutes of the 2014 AGM and Item 3 Matters arising

The minutes of the 2014 AGM were read and approved as a true record. There were no matters arising.

Item 4 Officers' reports

Written reports were circulated and are attached at the end.

The outgoing president gave thanks to all officers over the years of his term for their hard work and dedication to the organisation. See also report.

The Secretary noted that all honorary members had been written to in the new year and several had responded.

The Communications Officer apologised for any issues had been encountered with the website and urged members to contact her if there were problems. She would like the site to be interactive and the more people who interact with it the better it becomes. The Chair thanked MO'S for all her speedy responses to any issues, and reminded members that the website is a regular item on the executive agenda.

The Treasurer noted that the 2014 accounts had not yet been certified. The Chair asked members if they would agree to them being certified in the interim and presented and approved at the next executive committee meeting in September. This was agreed.

Item 5 Standing Orders - amendments

Changes to Standing Orders were agreed as follows.

Subject: Subscriptions

Item 3

3.1 The subscription to Nala from 2015 for ordinary members shall be **£65; £60 if paying by standing order.**

It was noted that the aim this year is to ask members to sign up much more quickly, with a reminder in the summer, and to increase membership. Ideas for increasing membership would be welcome.

Item 6 Nala Development and Activity Action Plan 2014-5

The Chair went through the Plan in detail. A member noted that the current Plan is much more 'accessible' than previous ones.

It was noted that the residential overnight meeting in January is very worthwhile as a lot of business is dealt with in a relatively short time, and annual conference is organised in detail. The small-scale project that Nala has submitted to HE was described. Members were asked if they would agree to fund part of it from Nala's resources. Agreement was given.

The Chair reported that regional meetings have been revived well in most regions and thanked Convenors.

A revised Plan for 2015-16 with estimated costs will be posted on the website imminently.

Item 7 Elections to National Executive Committee

The President, Alan Dobson, is standing down after 5 years. This is a nominated post rather than an elected post. Jenny announced that Pam Haezewindt had been nominated and had accepted to take Alan's place for a period of three years. AGM approved.

This left the position of Secretary vacant. Linda Owen (co-opted committee member) was elected to take on this position, proposed by Rona Heald, and seconded by Carine Jacquel.

This leaves a position of co-opted member vacant. This will be discussed at the September executive committee meeting.

A request was made to members to think about standing for up-and-coming executive posts as they become vacant in 2016 – namely Chair, Communications Officer and Treasurer.

The Chair reiterated the thanks given to the outgoing president at the previous evening's presidential dinner, and thanked him for all his work on behalf of Nala and his timely words of wisdom.

Item 8 AoB

Thanks were given to LO and GR for their organisation of a very successful conference, and to CJ for the hotel and participant arrangements.

It was noted that Nala will need a Conference Organiser for 2016, a discussion to be had at September's executive committee meeting.

The meeting closed at 09.05.

Pam Haezewindt (Secretary), July 2015