

# **Annual General Meeting of the National Association of Language Advisers**

**Crowne Plaza, Stratford-upon-Avon**

**Saturday, 8 July 2017 8.30 – 9am**

**Draft Minutes**

## **Item 1 Welcome and apologies for absence**

The Chair, Jenny Carpenter, opened the meeting; she welcomed and thanked all those attending: Lesley Hagger-Vaughan, Alice Harrison, David Moss, Linda Owen, Marie O'Sullivan, Pam Haezwindt, Mike Rauh, Kit Thorne, Lorna Harvey, Alison Taylor, Bev Whiteside, Peter Downes, Rona Heald

**Apologies:** Apologies were received from Nikki Perry

## **Item 2 Minutes of the 2016 AGM proposed Mike, seconded Bev**

## **Item 3 Matters arising**

## **Item 4 Officers' reports (on accompanying document)**

- President – nothing to add
- Chair: Jenny Carpenter thanked the conference committee, regional convenors and members of the national executive committee. She said the new chair will need to move the association on in an energetic way.
- Secretary – nothing to add
- Treasurer – the accounts were approved: this was proposed by Kit Thorne and seconded by Alice Harrison
- Communications Officer – nothing to add

## **Item 5 Appointment of an accountant to certify accounts**

NALA accounts are certified, not audited, because of the nature of the association. The current accountant is the one appointed by Carine Jacquel. Quickbooks will no longer synchronise with the association's NatWest account so the accounts are now being done manually. No one from either Quickbooks or NatWest has been able to give a reason, although it may possibly be due to an update to NatWest security which is preventing synchronisation. The accounting year is from January to December, but we use academic years for membership. We could change the accounting year to make the snapshot easier to understand.

**Action:** Bev to see what it would cost and how difficult it would be.

## **Item 6 Appointment of honorary member**

Honorary membership is awarded in accordance with Standing Orders point 1.3. Pam Haezwindt was nominated by Jenny Carpenter and the vote was carried unanimously.

## **Item 7 Changes to the Constitution and Standing Orders (to be approved)**

No proposed changes

## **Item 8 Elections to National Executive Committee**

- Chair: Alice Harrison was proposed by Marie O'Sullivan and seconded by Jenny Carpenter, and was duly elected Chair.
- Secretary: No nominations – Linda Owen agreed to continue

## **Item 9 Any Other Business**

RH amended the Midlands report. The NW and the President's reports are on a separate sheet.

**Meeting closed, 9.20am.**

### Papers:

Draft minutes of 2016 AGM

(item 2)

Officers' reports

(item 4)