

Annual General Meeting of the National Association of Language Advisers

Crowne Plaza, Stratford-upon-Avon

Saturday, 30 June 2018 8.30 – 9am

Minutes

Item 1 Welcome and apologies for absence

The Chair, Alice Harrison, opened the meeting; she welcomed and thanked all those attending: Mike Rauh, Linda Owen, Liz Kerr, Rona Heald, Lorna Harvey, Bev Whiteside, Marie O'Sullivan, Sarah Cartwright, David Moss, Alison Taylor, Jenny Carpenter, Alice Harrison, Peter Downes,

Apologies: Apologies were received from Pam Haezewindt, Lesley Hagger-Vaughan, Jim McElwee and Alan Dobson

Item 2 Minutes of the 2017 AGM These were agreed to be a true record of the meeting. This is was approved my Mike Rauh, and seconded by Bev Whiteside

Item 3 Matters arising N/A

Item 4 Officers' reports (on accompanying document)

- President – a report from the President, Pam Haezewindt, was read out to the meeting
- Chair
- Secretary
- Treasurer – the accounts were presented to all those at the meeting and no questions were raised. The same accountant will be used next year as this year. Until now, the financial year has not been the same as the membership year (which is done by academic years). The accountants have agreed to change the financial year end to align it to the membership year. This can either be done by having a very short accounting period from April – August, then aligning with the membership year from September 2018, or by having a rather long accounting period, from April 2018 – September 2019 and then aligning with the membership year from September 2019. As the latter option is less expensive and seems less unwieldy, this was agreed by the meeting as being the best way forward.
- Communications Officer. The Communications Officer added verbally to her report as she had attended the Language Trends pre-launch briefing on 26th June at British Council.

Other than the above points, nothing was added to the written reports which had been given to all attendees

Item 5 Changes to the Constitution and Standing Orders (to be approved)

The executive committee proposed a new category of individual membership for retired people with an annual membership of £35. This would be for existing members who retire, or past members who have retired and left the association, in the hope that they might retain/renew their membership. There was discussion around the definition of 'retired', with the suggestion eventually that it is for people who are no longer doing paid work. The meeting agreed the proposal and asked the executive committee to decide on the wording.

The executive committee also suggested a change to the fees for ordinary individual members. The existing arrangement was for an annual fee of £60 for those paying by Standing Order, as opposed to £65 otherwise. However this creates a lot of work for the treasurer as some people pay £60 even though they do not pay by Standing Order. It would be more straightforward if there were only one flat rate for ordinary individual members. The proposal was carried unanimously.

As a result of the above two decisions, the constitution will have to be altered to show changes to fees: the new flat rate and the retirement rate.

There was discussion as to what happens at the end of the fixed term honorary membership. It was agreed that honorary members could become retired members, or

at the discretion of the executive committee could be invited for an additional three years.

Action:

- **Executive committee to draft wording for new category of individual membership.**
- **Executive committee to amend the constitution in accordance with the decisions made at the meeting.**

Item 6 Elections to National Executive Committee

- Treasurer. Bev Whiteside was nominated by Marie O'Sullivan and seconded by Jenny Carpenter. No other nominations had been received. This was carried unanimously by the meeting.
- Communications Officer. Marie O'Sullivan was nominated by Linda Owen and seconded by Alison Taylor. No other nominations had been received. This was carried unanimously by the meeting.
- President. Pam Haezewindt was recommended by executive committee and this agreed unanimously by the meeting.

Item 7 NALA Development and Action Plan

The Chair, Alice Harrison, thanked Bev Whiteside who has done a lot of work to ensure the association is not running a deficit budget

Item 8 Building Membership

It was agreed that the association needs to build its membership. There are relatively few members who are involved in Initial Teacher Education, and senior mentors in schools could become members. The recently published Language Trends Survey provides an impetus as it has been prominent in the news and on social media. Alice Harrison and Marie O'Sullivan will compile a letter from NALA to send to a range of people, plus a template letter for members to send to their MPs. In addition they will create a press release to raise awareness of the Association further.

Item 9 Any Other Business

Bev Whiteside gave thanks to all the honorary members who have made donations, as these are very much appreciated.

Meeting closed, 9.05 am.

Papers:

Draft minutes of 2017 AGM

(item 2)

Officers' reports

(item 4)

NALA Development and Action Plan

(item 7)

Annex 1: Officers' reports

President's report / message, June 2018

This is a very brief report for the year since July 2017. My quarterly reports to meetings over the year are available to peruse on the Nala website so there is no real need to repeat that information.

My principal role over the past few months has been to respond to emails from the Executive Committee Members on various things, either practical or advisory.

In February I was contemplating attendance at Conference, as Bev will confirm. But an infection contracted in April nudged my physical deterioration further down the road. Anyone who knows anything about MND (and, amazingly, some people do not) will know that its progression and symptoms are very variable and often they take one by surprise.

My main message to Conference and members generally is to thank all Executive and Conference Committee members for their sterling work for the association over the past year. Everyone works voluntarily. Liaison between committee members is excellent. The conference programme is testament to their hard and imaginative work. As is the continuation of the Nala website. It is not always easy these days to remain hopeful about the learning and teaching of modern languages. However, I feel that Nala, in its continuation, and as it approaches its half century of existence, epitomises hope and faith that things can and will improve.

I wish all conference participants an excellent Conference, and all Nala members the very best in the coming 'Nala Year'.

Pam Haezewindt, June 2018

Chair's report

Between July and September I:

- Liaised with Jenny Carpenter regarding handover.
- Arranged for Yvonne Kennedy to represent NALA at British Council Languages Ambassadors event.
- Phone meeting with Linda Owen regarding agenda and procedures
- Asked for exec member to represent NALA at Inside Government event in Central London 9 November "Implementing and Attaining the English Baccalaureate. (Still hopeful?)
- Phone meeting with Nikki Perry regarding historical NALA perspective
- Asked for exec members to attend the University of Westminster's London Schools Excellence Legacy Fund Project, 'Professional Language Networks Hub' Celebration Event, on Thursday 5 October 2017, from 4:30pm to 7pm. (Still hopeful)
- Prepared for exec meeting
- Sent out PowerPoint for possible use of regional convenors
- Encouraged potential new members

Between September and January I:

- Liaised with Marie O'Sullivan re NALA contact info, the Languages Show
- Liaised with Nikki Perry historical
- Email contact with David, and Alison re attending events.

Between January and July I:

- Liaised with Andrea Jones and Gee Macrory about the conference.
- Liaised with Linda and Marie regarding our letter to potential new members.
- Convened and attended the NW regional meeting, and secured Claire's presentation for the website
- Continued to nurture potential new members
- Liaised with Nikki Perry regarding succession planning.
- Liaised with Linda regarding the agenda.
- Liaised with executive committee to secure attendance at key national events.

I would like to thank previous chairs Jenny Carpenter and Nikki Perry for their ongoing support, it has been invaluable. I should like to thank all members of the executive committee who give of their time so generously to support the association. All the committee members. I should especially like to thank Pam Haezewindt who continues to serve as president. Despite very challenging circumstances she provides invaluable and guidance and support to the executive.

Alice Harrison, June 2018

Secretary's report

Since the 2017 AGM the secretary has:

- organised and convened three executive meetings and one AGM.
- been in touch with regional convenors and elected officers, collecting and collating their reports for each executive meeting and the AGM as appropriate.
- taken, written up and re-drafted minutes, and forwarded them to the Communications Officer for uploading to the NALA website and to the rest of the executive committee and regional convenors.
- liaised with PH (President) and AH (Chair) over various issues concerning NALA
- liaised with AT and executive members regarding Conference 2018
- liaised with other executive members regarding a variety of membership applications
- attended the SW regional meeting in Dec 2017

Linda Owen, Secretary, June 2018

Treasurer's report, 22nd June, 2018

How things stand at the bank	
Current account	
Balance of 22nd June 2018	£166.78
Conference account	
Current balance	£730.38
Deposit account	
Current balance	£10,608.43

- Membership – 7 honorary, 57 paying members.
- Accountant has advised to complete accounts from 1st Jan 2017 to 31st Dec 2017 as previous years for this current year. Moving forward, EITHER do a short year 1st Jan 2018 to 31st Aug 2018 and then synchronise to the membership year accounting cycle OR have an extended accounting period for 1 cycle from 1st Jan 2018 to 31st Aug 2019 and then synchronise with membership year.
- All invoices paid to date.
- Money transferred from savings to current and conference to cover invoices.
- 18 x 2 day delegates, 7 x Fri only, 3 x Sat only
- No fraudulent transactions on NatWest account.

Bev Whiteside
22nd June 2018

Communications Officer

In the last 12 months, I have endeavoured to keep the website updated with relevant links which are of interest to members – both those links which I have discovered myself, and those which other members have forwarded to me for inclusion. As ever I am grateful for information which is forwarded, and would reiterate that all members are both welcome and encouraged to send items which they think would be of interest to others. A couple of technical issues occurred over the year which resulted in the website temporarily being inaccessible for short periods of time, but these were resolved and hopefully did not cause too much inconvenience for members.

Where possible, I have added dates, agendas and minutes of regional meetings to the website to keep members informed. Thank you to regional conveners for providing this information.

I attended the *Speak to theFuture symposium* at Language Show Live on behalf of NALA and reported back via notes on the website, and also attended a Language Liaison group meeting on behalf of NALA, reporting back to the Executive Committee.

I would like to take this opportunity to thank colleagues on the Executive Committee and NALA members for their continued support and patience in reporting or assisting me with occasional blips in the running of the website. In addition, I have been grateful for the support of the treasurer in ensuring that membership information and website access is kept up to date.

Marie O'Sullivan

Communications Officer

8/6/18