

## NALA Executive Meeting

**Saturday 14<sup>th</sup> May 2022, 10.00-12.00**

Zoom

### Draft Minutes

1	Welcome and apologies	<p><b>AH welcomed everyone and opened the meeting.</b></p> <p><b>Present:</b> Alice Harrison (AH), Bev Whiteside (BW), David Moss (DM), Mike Rauh (MR), Jenny Carpenter (JC), Marie O'Sullivan (MOS), Alison Taylor (AT), Rona Heald (RH)</p> <p><b>Apologies</b> had been received from Martin Ash, Linda Owen and Lorna Harvey</p>	
2	Minutes from previous meeting 15 <sup>th</sup> January 2022	<p><u>Matters arising:</u>  <u>Item 2 (Action Points)- carried over from 13<sup>th</sup> February 2021</u>  <u>Item 2 (Context)</u>          Putting out the recordings of the Spring Series on the NALA website had been delayed. No requests had been made for these. It was felt that as part of a future archive these should be put on the website even though no one at present had requested them.</p> <p>There has been no demand for these recordings since the original airing of the Spring Series. If there is demand MOS and AH will proceed with this</p> <p><u>Item 2 (Action Points from 13<sup>th</sup> February 2021</u>  <u>Item 3 (AOB)), Re: YK's attendance at Language Trends meeting and meeting notes.</u>          The deadline for responses is 28<sup>th</sup> January.</p> <p>Various amendments to wording and typographical errors, and then Minutes accepted as accurate record of proceedings.          Proposed: BW          Seconded: RH</p>	<p><b>MOS</b> and <b>AH</b> to proceed with this (if there is demand)</p> <p><b>AH</b> to contact YK on where we are with this and with the latest survey.</p> <p><b>MR</b> to send Final Minutes (15.1.22) to MOS for website</p>
		Apart from matters discussed under Item 2, no further matters arising.	
3	Officers' reports Appendix 1	<p>In addition:  <b>President</b>          Michael Wardle no longer National Languages</p>	

		Lead- post being advertised	
4	Conference 2022	<p>AH asked for thanks to be recorded for Gini's work on the Conference documents and to DM for rescuing the conference outline document.</p> <p>The running order was explained. There are some slight changes re Agencies personnel. Romain (Institut Français) to send a recorded message; Goethe Institut to be represented by Manuela Vogelgesang. We should approach John Rolfe on what the British Council's stance currently is on teaching languages in schools.</p> <p>In Session 3 DH said we want definite proposals for NALA to work on.</p> <p>Arrangements for the Annual Dinner were discussed</p> <p>DH explained that the AGM was moved from Saturday morning to Friday afternoon as it might attract a wider attendance</p> <p>AH thanked Conference Team for their work and also BW for her liaising with the hotel.</p> <p>Introductions for speakers: Olly-JC Willem- DM Joe Ford- MR or AT</p> <p>Conference Team and helpers to arrive by 9am Fri 8<sup>th</sup> July.</p>	<p><b>JC</b> to "pursue" Presidential Speaker.</p> <p><b>MR</b> to ensure freebies etc are addressed to BW and to arrive at hotel during week before Conference and to ask if they would "publicise" Conference on social media.</p> <p><b>MOS</b> to readvertise Conference with extended "Early Bird" Offer (to end of May)</p> <p><b>MR</b> to e-mail all members personally inviting them to conference</p> <p><b>DM</b> to create a video invite to go on website</p> <p><b>MOS</b> to publicise Conference on home page of website</p> <p><b>DM</b> to bring AV equipment if needed.</p>
5	Discussion items	<p><b>Update on Grammar Project (DM)</b> AH had looked at the Spanish content and whole package had been updated and repackaged.</p> <p><b>Succession</b> BW and MOS prepared to continue in developing their roles of Treasurer and Communications Officer respectively if no other nominations came forward. AH would like to stand down early as Chair because of work commitments and wanted more time to think about this.</p> <p><b>Executive membership (RH)</b> RH and MR had met to add detail to, and implement, DM's proposals. This needs to be addressed as changes to the Constitution at this year's AGM or it will have to wait until 2023. We want to attract new members with a rolling</p>	<p><b>MOS</b> to send out official notice for Treasurer and Communications Officer posts.</p> <p><b>Exec</b> to look at final wording of proposals.</p>

		<p>programme of (to begin with) 5 Areas of Interest RH had tabled two proposals which need to be sent 4 weeks before AGM to all members, inviting responses. There would be interim arrangements for Executive membership for 2022-23 and from 2023.</p> <p>The AGM needs to be quorate and a simple majority will ratify the proposals.</p> <p><b>AGM</b></p>	<p><b>MR</b> to collate responses to proposals from membership</p> <p><b>MOS</b> to send out proposals to membership 4 weeks prior to AGM.</p> <p><b>MR</b> to chair the meeting if new Chair is to be appointed.</p> <p><b>MR</b> to liaise with AH re AGM Agenda.</p>
6	<b>Date(s) of next meeting</b>	AGM: Friday 8 <sup>th</sup> July 2022, Stratford on Avon Executive: Saturday 17 <sup>th</sup> September 2022 via Zoom tbc	
7	<b>AOB</b>	<p>BW talked about a new app TeacherTapp- daily surveys with rewards for participation- could perhaps be used by NALA for future surveys</p> <p>AH to organise a NALA online event in September 2022 Languages and Careers</p>	<b>AH and BW</b> to meet to discuss on- line event
		Meeting closed 11.40am	

## Appendix 1

Officers' Reports May 2022

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### President

Since the last executive meeting I have:

- supported the Secretary with production of meeting minutes
- responded to the Ofqual consultation about new GCSE examinations

Jenny Carpenter, 29<sup>th</sup> April 2022

## Chair

I have promoted the grammar resources at an Erasmus funded language group in Spain.

Alice Harrison, 29<sup>th</sup> April 2022

## Secretary

Since January 2022

- Taken and written draft minutes (Zoom 15<sup>th</sup> January 2022)
- Forwarded agreed minutes for Zoom Executive (Zoom 16<sup>th</sup> October 2021) to MOS (Comms Officer)
- Liaised with AH (Chair) , drawn up and distributed Draft Agenda for Zoom Executive Meeting 14.5.22
- Met with DM and AT virtually re Conference planning
- On behalf of AT (Conference) written to publishers etc for publicity materials
- Met with RH to carry forward Executive Membership proposals, as first proposed by DM

Mike Rauh, 14<sup>th</sup> April 2022

## Treasurer



### Treasurer's report 2<sup>nd</sup> May 2022

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#### How things stand at the bank

#### Current account

Balance as of 2<sup>nd</sup> May **£6993.33**

#### Conference account

Current balance **£2378.03**

#### Deposit account

Current balance **£7796.72**

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- Conference deposit already paid in 2021 and carried forward to 2022 due to Covid 19. Dates booked 8<sup>th</sup> / 9<sup>th</sup> July 2022.
- Conference bookings 3 confirmed members attending.
- No fraudulent transactions.
- Certified Accounts received and circulated for scrutiny.
- Spend analysis for 20/21 to be completed by BW.

Bev Whiteside  
NALA Treasurer

2<sup>nd</sup> May 2022

### **Communications Officer Report – May 2022**

The following activities have been undertaken since the last Exec meeting:

- Conversations with website host to improve issues with me being locked out of the website.
- Updated the NALA Grammar Project documents page on the website.
- Attended one day of Language World on behalf of NALA as the guest of Sanako.
- Updated Stop Press with links and information
- Liaised with the Treasurer regarding outstanding membership payments and new members

Marie O'Sullivan  
30<sup>th</sup> April 2022