

NALA Executive Meeting

Saturday 20th January 2024, 10.00-12.00

Zoom

Draft Minutes

1	Welcome and apologies	<p>BW welcomed everyone and opened the meeting.</p> <p>Present: Alice Harrison (AH), Mike Rauh (MR), Jenny Carpenter (JC), Marie O’Sullivan (MOS), Alison Taylor (AT), David Moss (DM), Bev Whiteside (BW), Yvonne Kennedy (YK)</p> <p>Apologies had been received from Martin Ash, Rona Heald (RH)</p>	
2	Minutes from 16 th September 2023	<p>One typographical correction No matters arising.</p> <p>Proposed: BW Seconded: MOS.</p>	MR to send Final Minutes to MOS for website
3	Officers’ Reports	<p>These are attached. (Appendix 1) In addition, JC (President) reported that Languages Gateway was up and running after the Launch Event. It was an “emerging picture” and a “pointer” site for visitors to find information which had been gathered from various agencies/ sources under one umbrella, a “national” website. JC requested on behalf of Philip Harding-Esch to feedback our experience of the website.</p> <p>AT given the title of Lead National Convenor.</p>	Executive to look at Languages Gateway site and give views to JC .
4	Mission Statement	<p>JC, YK led on this item. JC and YK had had a meeting about this. Discussion of what an advisor is. Drafted initial statement and Exec members contributed to various re-wordings. Discussion about whether Heads of Departments would be eligible to be counted as advisors. Balancing act- growing membership v gravitas of advisor role-model; also need to reflect on fact that post holder might no longer be as an advisor <i>per se</i> but may have historical advising experience.</p>	JC YK to send out draft discussion paper. Executive to respond by 31 st January.
5	Conference	<p>AT led on this item with contributions from DM MR DM MR had visited venue in October 2023. Pictures of venue shared. Date Saturday 29th June 2024, 9.30 – 4.00 Venue Nottingham University, Humanities Block, Park Campus</p>	.

DM presented draft format of day's proceedings, very favourable reaction.
 Need to add website address and QR code.
No of delegates. Minimum 20 but could go up to 36. Parking and lunch included in price.
 Accommodation needs to be arranged individually.
Title some discussion on this, based on research carried out by DM.
 Agreed "Improving Access to Modern Language Learning"

Speakers
 Sascha Stollhans and
 Zara Fahim already confirmed.

Other possibilities Warda Farah, John Cloughton or AN Other from WoLLow
 Also possibly need something for Primary. The speaker from WoLLow might fit the bill but need to bear in mind that WoLLow works (mostly) in the independent sector so approach for maintained would need to be considered.

Presidential Speaker possibly Bella Cox (Short video shared by **JC** during discussion)

At some stage we need to think about AI as a component for future conferences

Costings.
 Broad, lively discussion on this, including pricing models.

Need to have a discount price to secure clear idea of numbers. Price needs to reflect membership, non-membership, and that speakers and non-speakers (exhibitors) as well as delegates will require catering.

Agreed attendance fee:

	Advance booking	Normal booking
NALA Members	£85	£95
Non-members	£95	£105

DM looking into stand up roll up banners.

Exhibitors/
 Realistically space only for 2 or 3 exhibitors as British Council and National Agencies will "work" outside the conference room.
YK: some exhibitors will only come if financially viable. **MR** will write to organisations for freebies and publicity as before. **YK MR** to collaborate re Exhibitors ('This is Language' possibility as they have requested to attend in the past.

Overnight stay and dinner (socialising) on

JC to look into possibility of inviting Bella Cox

JC to approach Gini to provide artwork for stand up roll up banners.

MR YK to collaborate on

		<p>Friday evening- to be organised separately.</p> <p>AGM Decided that this will be a separate on-line event. Date to be arranged.</p>	<p>approaching possible exhibitors.</p> <p>Exec start thinking about possible preceding overnight stay/ options for dinner-stay at hotel on site or make own arrangements? Dinner at hotel on site or elsewhere?</p> <p>MR to set date for online AGM July 2024 Sat 6th July 2024 10.00 Zoom?</p>
6	Website Update	<p>MOS led on this. New website now live. Usernames/ Passwords not needed at present. Members' Area needs to be added. Grammar Resource needs a link. Very much "work in progress" Very favourable reaction: "looks a lot fresher" and "functional".</p>	<p>All Exec- send photos/ avatars for Exec profiles and "play" with website. Feedback to MOS</p>
7	Draft Action Plan	<p>Due to lack of time, this item deferred to July meeting. JC to circulate updated version.</p>	<p>JC to circulate action plan. All Exec to look at updated action plan and to fill in empty spaces as appropriate. By 31st January 2024</p>
8	Date of future meetings	<p>Executive: Saturday 27th April 2024 10.00am Zoom</p>	
8	AOB	<p>None</p>	
		<p>Meeting closed 12.20pm.</p>	

Appendix 1

Executive Reports

President's Report

NALA Exec meeting

Since our last meeting I have:

- Liaised with Exec members about a proposed new mission statement for the association.
- Reviewed and updated the current NALA action plan with the chairman.
- Represented NALA on the Languages Gateway editorial board, including a face-to-face launch event in London and a nation-wide virtual launch event.
- Attended an online event run by Westminster Forum and another organised by NCLE.

Jenny Carpenter

January 2024

Chair's Report Jan 2024

Happy New Year everyone. Thank you for all your hard work and contributions this last term and for your continued help and support.

Summary of actions.

- Liaised with JC re transition to the role and NALA action plan for 2023 – 2024.
- Liaised with AT regarding completion of accounts for certification.
- Attended online meeting led by YK re social justice.
- Drafted a member communication.

Secretary's Report- January 2024

Since our last full Executive meeting in September 2023, I have:

- liaised with BW: Agenda for Executive meeting (January)
- distributed meeting papers
- produced draft minutes of Executive meeting 16th September 2023
- liaised with MOS- final minutes of Executive meeting (20th May) to website.

Mike Rauh

Secretary

4.1.24

For NALA Exec meeting 20 Jan 2024

Financial analysis for membership year Sept 1st 2022- Aug 31st 2023

Income = £1890 (Membership inc. donations)

Total = £1890

Expenditure

Accountant	£540.00
External Meeting Representation	£48.21 £53.84
Flowers	£34.13
Sept Exec Meeting	Nil
Jan Exec Meeting	Nil
May Exec Meeting	Nil
Total Exec Meetings	Nil
Regional Meetings	Nil
Website (hosting and development)	Nil (new website developed 2023-24)
Total Expenditure	£676.18

£1890 – £676.18 = £1213.82

Communications Officer Report – January 2024

The following activities have been undertaken since the last report was submitted:

- Continued to update Stop Press with links and information as far as possible, given the limitations of the old website.
- Liaised with the Treasurer regarding subscriptions.
- Represented NALA at the Spanish Embassy in October to mark the *Dia de la Hispanidad*.
- Website:
 - Briefed web designer and organised feedback on the design of the new website
 - Liaised with Gini on updating logo.
 - Began to upload documents and new items to the new site in anticipation of launch.
 - Liaised with previous web host to negotiate the switch of site to new host.

Alice Harrison

Lead National Convenor

Since the last meeting I led a workshop on disadvantage and the languages curriculum. Beyond the exec this was attended by Mark Oliver, Jenny Bindon. The outcome was to set up a working group on this challenge.

There was a subsequent meeting with Mark, Jenny B, Yvonne and Alice see notes.

Here is a link to the doc we

started https://docs.google.com/document/d/16UeUkgvAbntLCDTuKq3mrzE-i4hFPttVAA_D-BsRqSU/edit

Our next meeting is scheduled for 27th Feb and an invite has been sent round to NALA members. Maria Garcia Antonio Roland from the Spanish embassy is intending to attend also.