



National Association of Language Advisers

NALA Annual General Meeting

Saturday 6th July 2024, 10.00- 10.45am

Zoom

Draft Minutes

	Agenda Item		Action
1	Welcome and apologies	<p>BW (Chair) welcomed everyone and opened the meeting.</p> <p>Present: Yvonne Kennedy (YK), Mike Rauh (MR), Jenny Carpenter (JC), Bev Whiteside (BW), Alice Harrison (AH), Marie O’Sullivan (MOS), Alison Taylor (AT), Mark Oliver, Alan Dobson</p> <p>Apologies had been received from: David Moss (DM), Linda Owen, Kit Thorne, Rona Heald, Martin Ash</p>	
2	Minutes from AGM, Saturday 1 st July 2023 (Microsoft Teams)	<p>These were read.</p> <p>After two typo corrections, accepted as an accurate record of proceedings.</p> <p>Proposed: MOS Seconded: AH</p>	MR to send Final Minutes to MOS for the website
3	Matters arising	<p>Item 4 (Officers’ Reports) <i>“suggested AH to be co-opted (...) to be reviewed annually”</i></p> <p>BW: AH’s contributions are valued</p> <p>AH willing to continue on Exec but struggling to convene focus group on disadvantaged students. YK offered to assist with this.</p> <p>Consensus for AH to continue on Exec in capacity of Convenor for this special focus group.</p> <p>To be reviewed July 2025</p>	
4	Officers’ Reports Appendix 1	<p>Written reports were presented to the meeting</p> <p>AT (Treasurer): Accounts since the Conference not yet available. A slight deficit, but it was felt by those present this should be seen as an investment in growing membership.</p>	
5	Certified Accounts	<p>These were included in the AGM papers.</p> <p>Unanimously approved by members.</p>	
6	Elections to National Executive Committee	<p>Vacancy of Communications Officer</p> <p>No nominations received.</p> <p>MOS didn’t want to carry on indefinitely, but was willing to continue “in an interim capacity” whilst someone else worked alongside her to “learn” how to manage the website and upload content; would continue for one year</p> <p>Proposed by MR, Seconded by JC</p> <p>Unanimously elected to serve 2024-25</p>	Communications Officer vacancy to be reviewed at AGM in 2025.and to be included on September 2024 Agenda to recruit A N Other to work alongside MOS
7	Ratification of President.	<p>According to the Constitution, <i>“5.4 The post of President shall be filled on the</i></p>	

		<p><i>recommendation of the national Executive Committee, and subject to the approval of the AGM, for a period of three years in the first instance. The President shall be an ex-officio member of the Executive Committee.”</i></p> <p>YK had been invited, and had accepted, invitation from Executive to be the next President of the Association.</p> <p>Unanimously ratified by those present.</p> <p>YK thanked the meeting and was aware of “enormity of the shoes to be filled” and wanted to work hard for (the future of) NALA, and thanked Executive for the invitation.</p> <p>BW thanked outgoing President Jenny Carpenter (JC) for the years of work in her various rôles on Executive, reinforcing what had been said at Conference</p>	
8	AOB	<p>In light of Conference,</p> <p>AT wanted “go ahead” to make enquiries of costings for 2025 Conference at Nottingham, both at Humanities Department and at Orchard Hotel venues.</p> <p>Conference 2025 would be on Saturday 28th June. There had been issues with double booking by the University which had resulted in a change of venue. Michelle McKay had been very helpful in resolving this.</p> <p>Agreed</p> <p>AT said that DM wanted “go ahead” to maintain and continue WhatsApp dialogue by posting summary of conference proceedings</p> <p>Agreed</p> <p>AT said that It would be useful if Exec officers provided a photo and bio (100- 150 W) for the website</p> <p>Agreed Deadline 31.7.24</p> <p>Presentations from Conference:. Most (but not all) presenters had agreed to these being available on-line. Discussion about how this should be done. Agreed that delegates should receive these, as they had paid to attend conference. They would also be available in the Members’ Area on the website since members were also paying customers Anything beyond this “undermined the value” of being a delegate or a member. Furthermore, perhaps at 2025 Conference there could be a membership stand; non-members would be given a complimentary (July/ August) membership as part of the delegate fee JC: important to follow up non-member delegates and to personally encourage new membership.</p> <p>MR to circulate proposed 2024- 25 Schedule of Executive meetings</p>	<p>AT to contact University of Nottingham (Nottingham Venues) for 2025 costings</p> <p>Exec to provide pictures and bios by 31.7.24</p> <p>MR to circulate 2024- 25 Schedule of meetings</p>
		<p>BW: Closing remarks. Meeting closed 10.45am</p>	