

NALA Executive Open Meeting

Wednesday 7th May 2025, 6.15-7.15

Zoom

FINAL Minutes

1	Welcome and apologies	<p>BW welcomed everyone and opened the meeting.</p> <p>Present: Bev Whiteside (BW), Yvonne Kennedy (YK), Alice Harrison (AH), Alison Taylor (AT), Lisa Panford, Mike Rauh (MR)</p> <p>Apologies David Moss (DM); Marie O'Sullivan (MOS)</p>	
2	Minutes from 18 th January 2025	<p>Proposed: BW Seconded: AH</p>	MR to send Final Minutes to MOS for website
3	Matters arising	<p>AH: no success after trying to contact Bianka Zemke BW: Thanks to AH for contribution to Spring Series Lisa has spoken to ALL about the Special Interest Groups. ALL "very open" to collaborating</p>	
4	Officers' Reports	<p>These are attached (Appendix 1).</p> <p>In addition: YK said she had been (at the time of writing her report) due to attend a Languages Gateway Meeting</p> <p>AH updated on progress of Oak Academy materials. 50% materials completed and the other 50% due to be complete In August. Steven Fawkes wants to try out the AILA, the Oak AI app for materials for Japanese. AH asking (members) to comment on the resources. YK: these could be good for Italian.</p>	
5	Conference 2025	<p>AT gave an update on delegate numbers. Concerned about low numbers of actual paid up</p>	AT and MR to liaise further

		<p>delegates but there are a number of “possibilities”.</p> <p>Institut Français not coming (but they haven’t for a little while) and for 1st time “in living memory”</p> <p>Goethe Institut not attending. Costs maybe?</p> <p>AH: How does this compare with this time last year? Usually a last minute flurry.</p> <p>We will be paying for 30 delegates whatever happens.</p> <p>Lisa- this needs to be put in a prominent position on the Languages Gateway.</p> <p>We need to contact delegates from previous years to encourage their attendance. YK suggested wording such as “your input is invaluable and we would be delighted if you would be there.”</p> <p>Lisa: we need to contact ITT providers</p>	<p>about follow-up e-mail of encouragement to attend</p> <p>Lisa to contact Steven Fawkes about possibility of e-mailing ITT providers.</p>
6	AGM	Thursday 3rd July Zoom 6.00- 7.00	
7,8	Membership Category Review; NALA Fellowship	<p>Discussion about proposal to have new category of membership- “Stakeholder” “Corporate”.</p> <p>More ideas needed as to cost, possible advantages for these “new” members.</p> <p>We need something concrete so that wording can be circulated to membership in time for the AGM, and a vote needs to be taken at that point.</p> <p>No voting rights, but a right to share information.</p> <p>Would membership be per named person or per the organisation?</p> <p>Fellowship- constitutionally, can we just do this without the need for a vote at AGM?</p> <p>To be awarded annually but in the first year perhaps two nominations. BW to supply citation but would welcome advice.</p> <p>Process of choosing? (By Exec?)</p>	<p>All- review wording for criteria for “Stakeholder/ Corporate” membership</p> <p>MR to check Constitution re new category of “Fellowship”</p>
9	Succession of Communications Officer	No one has come forward, although one member expressed interest, but didn’t know what it entailed. A reminder that MOS was willing to show prospective parties how it is done in a period of transition.	MOS - could this be put out on the website once again?
10	Date of next Meetings	<p>Lounge: Thurs 22nd May 6.30 to 7.30 (What are the implications for languages of the Curriculum and Assessment Review Interim Report)</p> <p>Executive Sat 13th September 2025 Zoom 10.00-12.00</p> <p>AGM Thurs 3rd July 2025 Zoom 6.00- 7.00</p>	<p>MOS to put NALA Lounge information on website</p> <p>Executive to discuss possible meeting dates</p>
11	Any Other Business	Lisa- The Committee for Linguistics and Education (correct title?) has put together a digest of all language association submissions. A link for this to be shared (by whom?)	
		Meeting closed at 7.11pm.	

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Appendix 1 Executive Reports

PRESIDENT'S REPORT

I attended the ALL annual conference language world in Kenilworth (14 to 15 March). There, NALA chair (Bev Whiteside) and I attended a number of sessions and spent time networking, promoting NALA to language professionals eligible for membership, and working together on ideas on how to take the association forward (these to be presented in the next executive meeting for the consideration of the committee).

April 2025

Chair's Report

April 2025

Firstly, thank you to everyone on the conference team for pulling everything together, as always, an impressive line-up and fantastic organisation. I appreciate we still have work to do to spread the word, but I am positive we will attract more delegates.

Since our last Exec meeting, I have

- · Attended the ISMLA conference alongside DM and as a result, some of the Exec have become 'Stakeholder' members, ensuring that we are kept in the loop of any developments.
- · Attended the ALL conference, represented NALA alongside YK, and made additional contacts to support the positioning of NALA in the national picture.
- · Alongside exec members, I have co-hosted and supported the Spring Series and the second NALA Lounge.
- · Met frequently with and liaised with YK regarding a range of NALA business

Secretary's Report

Since our last full Executive meeting in January 2025, I have:

- produced draft minutes of Executive meeting 18th January 2025
- liaised with MOS- final minutes of Executive meeting (28th September 2024) to website.
- liaised with BW- agenda for this meeting
- sent out meeting papers for this meeting.
- "met" with Conference Team on numerous occasions
- sent e-mails to all current membership (apart from Executive) to personally invite them to Conference
- written to prospective supporters for materials and freebies for Conference

Mike Rauh

9.4.25

Communications Officer Report – May 2025

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

- Continued to monitor the website, adding links and information to Stop Press
- Sent out newsletters to members regarding news and items added to the website
- Liaised with the Treasurer regarding subscriptions
- Publicised Annual Conference, NALA Lounge and Spring Series to members and mailing list as appropriate

Treasurer's Report



Treasurer's report 16.4.2025

How things stand at the bank

Current account

Balance as of 16th April	£9,040.63
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Conference account

Current balance	£3,087.61
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Deposit account

Current balance	£8,048.18
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- Membership year 2023-2024 accounts have been agreed by the Accountants.
- No fraudulent transactions.
- The current account balance reflects a payment to the Accountant of £594.00 for 2022-23 accounts.

Alison Taylor

NALA Treasurer

16th April, 2025