



Integrating Content and Language in Higher Education

Minutes of the ICLHE First AGM

Date: October 5, 2017

Minutes: Patrick Studer

Venue: Room 27.0.17, University of Copenhagen

Start: 18:07h

Present:

All board members and 19 ICLHE members present:

Bob Wilkinson [Chair] Kevin Haines [Membership Secretary] Ute Smit [Treasurer] Inma Fortanet-Gomez [Board member, Newsletter] Jenny Valcke [Board member, Website] Joyce Kling [Board member, Conferences] Patrick Studer [Board member, Online registration]	Ofra Inbar-Lonne Emma Dafouz Annette Bradford Karen Lauridsen Samantha Seiter David Bowskill Mireia Calm Novellas Branka Drljaca Margic Elisa Velcic Janjetic Slobodanka Dimova Wayne Jones	Diane Schmitt Kara McKeown Ted O'Neill Andreas Eriksson Magnus Gustafsson Andreas Eriksson Zohret Eslami Candela Contero Urgal Victor Pavon Nashwa Naskaat Soby
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Chair: Bob Wilkinson

1. Opening

Bob Wilkinson opened the meeting on time, introduced the agenda and the board members.

2. Annual Report from the Board

See separate document.

3. Financial Report and Budget

See separate document.

In her presentation of the Financial Report 2016-2017 and Budget 2017-2018, Ute Smit thanked the donors, and explained the purpose of liability insurance: the protection of the board against personal liability.

Introducing the Budget 2017/2018, Ute mentioned the problem of not having any funds for website maintenance, and she highlighted that reserves will be kept and most funds will be invested in activities.

Question from audience:

What was the cost for the 2015 book?

Answer Bob: About €2500-3000. Costs were covered through conference 2015 income.

18:44h: Financial Report and Budget unanimously approved by members

Question: Book publication from 2017 Conference was not in budget.

Answer Bob: The Conference Organizers are investigating possibilities of a publication with the top publisher.

4. Appointment of Audit Committee

Election of 2 auditors to review statement and budget

18:48h: Auditors approved: Annette Bradford, Diane Schmitt

5. Membership Fees Motions: Final Agreement on Wording

18:51h: Kevin reads membership fees options (see separate document for wording)

1. Board proposal: Membership for the calendar year, 40 euro.

Membership fee can be adjusted at AGM 2018.

2. Board proposal about concessionary rate for students: 25 euro

Question: can a new member join mid-year?

Answer: yes, the rate is the same, membership is likely to consist of members of this conference.

Question: Can the membership fee be linked to conference fee?

Answer: yes, it will be discussed with next conference host

Question: member benefits vs. Non-members? What makes membership viable?

Answer: idea that we become a much more active network for people, with a structure for contacts for members, who would take lead in activities.

A discussion was held on the issues concerning bank payments and PayPal. PayPal was especially valuable for people for outside Europe.

Question: do you consider 2-yr-membership?

Answer: We did not want too much money to be paid at once, keep membership fee low.

19:02h Vote on board proposals: **Unanimous approval of board proposals**

6. Rules of Procedure: Any Changes

See separate document, which was handed out at the meeting.

Questions? When and where will next AGM be?

Answer: not decided; during the EAIE 2018 conference in Geneva was suggested

Question: How about online voting?

Answer: Notary recommend not doing that for present, unreliable and open to cheating. The Board would have to look at this again over the year.

Question: Email vote?

Answer: Unreliable for the same reason.

Vote in favour of procedure?

19:07h: **unanimously approved**

Bob mentioned that the Rules of Procedure and the Articles of Association would be published on the members only part of the new website.

7. Candidates for ICLHE 2019

The two candidate universities presented their proposals for the venue of the 2019 Conference.

19:18h Universitat Pompeu Fabra, Barcelona (Mireia Calm Novellas)

19:34h: Universitat JAUME I, Castellón (Inma Fortanet-Gomez)

The Board would evaluate the two proposals and decide on the venue for the 2019 Conference.

8. Other Items

None.

The meeting closed at 19.55.