



# Integrating Content and Language in Higher Education

## Minutes of the General Meeting of the ICLHE Association

held at Maastricht University, Netherlands, on Thursday 21 October 2021 at 12.15 (CET) (and online).

### Minutes of the Meeting

(Note: The AGM was held online via Zoom on 21 Oct 2021, 12:15h. Members received the Agenda, the Annual Report and last year's AGM minutes. No items for discussion were submitted prior to the meeting.)

Board members present: Annette Bradford, Bob Wilkinson, Inmaculada Fortanet, Jenny Valcke, Patrick Studer, TJ O'Kelly, Ute Smit

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| Item                    | Responsible   | Time |
|-------------------------|---------------|------|
| 1. Opening by the Chair | Bob Wilkinson | 2'   |

12h

Meeting is opened by the Chair on time. All board members are present:

- Annette Bradford
- Bob Wilkinson (Chair)
- Inmaculada Fortanet Gomez
- Jenny Valcke
- TJ O'Kelly
- Ute Smit (Treasurer)
- Patrick Studer (Secretary)

The Chair draws attention to the following points of order:

- Meeting is not recorded
- Members have been invited by the Chair (14 October), along with copy of minutes of our last AGM of 16 Oct 2020, to submit motions or notices

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- No motions had been submitted by members for changing the order or adding items. Therefore the agenda is considered as approved.
- Item 7 has been reserved for any items for discussion members would like to raise at the end of the meeting.

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| <p>2. Minutes of the AGM of 16 October 2020</p> <p>2.1. Approval of Minutes</p> <p>12:20h: Members approve minutes of 4<sup>th</sup> AGM of 16 October 2020 (26 approved, 4 abstained)</p>  | <p>Patrick Studer<br/>Polling (Jenny Valcke/TJ Ó Ceallaigh)</p> | <p>1'</p> |
| <p>3. Annual Report</p>   |   |           |
| <p>12:23h: The Chair explains the content of the Annual Report. The Annual Report contains an Activity Report from the Board, a Financial report including budget, a Membership report, and Reports from Special Interest and Regional Groups. The Annual Report will be approved by a vote under item 3.5.</p>   |   |           |
| <p>3.1. Activity Report from the Board</p> <p>12:24-12:30h: The Chair summarises the main points from the Annual Report (Symposium in Mons (Belgium), state of planning for the ICLHE conference in Maastricht 2022, renewal of the association website, ICLHE webinars, quarterly newsletters). The Chair mentions that elections to the board will be postponed to 2022. The Chair mentions that the RGs are the most active part of association)</p> | <p>Bob Wilkinson</p>  | <p>5'</p> |
| <p>3.2. Financial Report of the year 2020-21, including budget for 2021-2022</p> <p>12:30-12:34h: The Treasurer reports on the financial situation of ICLHE. She confirms that the association is financially viable and successful. The Audit Committee is invited to approve the Financial Report.</p>  | <p>Ute Smit</p>   | <p>5'</p> |
| <p>3.2.1. Report of members of the audit committee</p> <p>12:35h: The Financial Report is approved by the Audit Committee</p>   | <p>Diane Schmitt,<br/>Julie Walaszczyk</p>                      | <p>2'</p> |
| <p>3.3. Membership Report</p> <p>12:36h-12.41h: The Treasurer reports on the current ICLHE membership. She confirms that there has been a steady increase in members as well as an increase in membership diversity.</p>  | <p>Ute Smit</p>   | <p>5'</p> |

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| <p>3.4. Reports from Special Interest and Regional Groups:</p> <p>12:41-12:44h<br/>         RG and SIGs very active<br/>         Issue that RGs are not very visible on website, will be addressed when website will be relaunched</p>  | <p>Annette Bradford</p>  | <p>5'</p> |
| <p>3.5. Approval of Annual Report</p> <p>12:44-12:49h: The Secretary invites members to comment on the Annual Report before formally approving it. He states that no formal comments had been sent to the Chair prior to the AGM. The following comments are raised by members:</p> <ul style="list-style-type: none"> <li>• Emma Dafouz enquires about the timeframe for the renewal of the website. The Chair responds that he expects it will be completed within the next financial year.</li> <li>• Lynn Mastellotto comments that ICLHE members should be able to 'like' and follow the RG pages on social media, as it would help to enhance ICLHE's visibility.</li> </ul> <p>The members present at the General Meeting approve the Annual Report at 12:49h with a majority of 24 out of 30 (6 abstentions).</p> | <p>Patrick Studer<br/>         Polling (Jenny Valcke/TJ Ó Ceallaigh)</p> | <p>2'</p> |
| <p>4. Approval of membership fees</p> <p>4.1. Note: The General Meeting has to approve the membership fee. The Board will present a proposal for the fee for the coming year.</p> <p>12:49-12:51h: The ICLHE board proposes to leave the current membership fee at 40EUR (regular member) and 25EUR (student member), respectively.</p> <p>The members present at the General Meeting approve the Membership Fee at 12:51h with a majority of 27 out of 30 (3 abstentions).</p>   | <p>Ute Smit<br/>         Polling (Jenny Valcke/TJ Ó Ceallaigh)</p>       | <p>5'</p> |
| <p>5. 7<sup>th</sup> ICLHE Conference 2022, Maastricht University, Netherlands</p> <p>12:51h-12:55h: The Chair provides further details on the upcoming 7<sup>th</sup> ICLHE conference in Maastricht (October 2022).</p>   | <p>Bob Wilkinson</p>   | <p>5'</p> |
| <p>6. Notices and motions submitted to the AGM by members</p> <p>12:55h: The Secretary mentions that no notices or motions had been submitted by members by one week before the meeting.</p>  | <p>Patrick Studer</p>  | <p>1'</p> |
| <p>7. Any other business</p> <p>12:55-13h: Ute Smit raises the question of pronunciation of the ICLHE acronym and suggests accepting the current diversity of pronunciations as is currently practised in different languages.</p>  | <p>Patrick Studer</p>  | <p>5'</p> |

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David Bowskill and Annette Bradford bring to the board's attention that in some countries you need to receive an invitation by the conference to be able to attend it; some universities further require attendance certificates.

Emma Dafouz asks about the procedure regarding the Call for Papers for Maastricht 2022, given the fact that the conference had been postponed due to Covid19. The Chair responds that authors accepted for ICLHE 2021 have been invited to indicate whether they want to maintain their proposal or whether they want to resubmit.

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8. Close of meeting

Patrick Studer

1'

The Secretary closes the AGM 2021 at 13h

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Robert Wilkinson  
Chair, ICLHE

Patrick Studer  
Secretary, ICLHE

[info@iclhe.org](mailto:info@iclhe.org)