

**in Higher Education**

**General Meeting of the ICLHE Association**

**Universitat Jaume I, Castellón, Spain, on Thursday 17 October 2019 at 11.40.**

**Open to all members**

Bob Wilkinson (BW), Jenny Valcke (JV), Inmaculada Fortanet Gomez (IF), Ute Smit (US), Kevin Haines (KH), Patrick Studer (PS)

Apologies: Joyce Kling (JK)

Minutes: Patrick Studer

Members: 37 signed, 43 present

1. Opening by the Chair at 10.50
2. Minutes of the AGM of 18 October 2018
	1. Approval of Minutes

Minutes unanimously approved

1. Annual Report from the Board
	1. BW informed the AGM about obligation to submit Annual Report to the AGM.
	2. BW reviewed ICLHE activities over past year [see separate Annual Report from the Board]
		1. Symposium U Pompeu Fabra
		2. Two Regional Groups (Japan, Spain) and Special Interest Group (PhD)
		3. Website, new feature: Live streaming of keynote lectures
		4. BW welcomes more research information by members to be put up on website
		5. BW on membership: ‘steady with an uptick’
		6. BW on finances: ‘stable’
		7. BW on Board Meetings: 8 meetings over past 12 months
		8. BW on publications: Thematic Number of *European Journal of Language Policy* (EJLP), call is out and issue to appear 2021, selection of papers from speakers at the Copenhagen conference to be published by Springer shortly
2. Financial report of the year 2018-2019, including budget for 2019-2020

(Note: The financial year for ICLHE runs from 1 July to 30 June. A General Meeting has to approve the financial report within six months of the end of the financial year.)

* 1. US presented financial spreadsheets for FY 18-19 [See separate Financial Report]
		1. No questions from membership on FY 18-19
		2. US mentioned we would like to invest some money for further activities
		3. The internal Auditors Annette Bradford and Dianne Schmitt have checked the Financial Report and approved it.
		4. The Financial Report is unanimously approved
	2. Report of members of the audit committee

(Note: Under the Articles of Association, the General Meeting has to appoint or renew the appointment of two of its members to serve as the audit committee for the coming term (= two years). The audit committee may not include members of the Board. The members appointed in 2017 serve until 2019, and the appointment may be renewed.)

* + 1. The current auditors Annette Bradford and Dianne Schmitt have approved the 2019 Financial Report (see item 4.1.3)
		2. BW asks current auditors Annette Bradford and Dianne Schmitt whether or not they wish to stay on another term (2 yrs). Both auditors indicate willingness. The AGM approves their reappointment for 2019-2021.
1. Membership report
	1. KH presented MR [see separate Membership Report]
	2. KH positive about growth of membership
	3. Membership maintenance outsourced to WildTeak (Deirdre Curle)
	4. Q by Annette Bradford: What is the period of membership? January to December?
	5. US (who is taking over the membership responsibility) responded: No rolling membership, US proposes yearly membership (calendar based), late payments are acceptable. Thus, as from January 1, 2020, membership will run from January 1 to December 31. All members will receive an explanation along with the renewal request at the start of 2020.

The AGM approved the change.

1. Reports from Special Interest and Regional Groups:
	1. PhD SIG.
		1. Joan Ploettner (JP) provided brief report, new chair of PhD SIG: Monica Clua.
		2. Question from audience: What do they do? JP provides further information. The SIG had held its first SIG meeting as a pre-conference event at the Castelló Conference, 12 members attending. It was deemed successful. Members exchanged information about the research, methods, and challenges. During the year communication is via email or a list-serv.
	2. East Asia Regional Group
		1. Howard Brown (HB) reported on behalf East Asia Group. The RG had held its first Symposium in Tokyo in January 2019 and was planning a second one in January 2020.
		2. HB put questions to Board: Do RGs need board of their own, which reporting is required?
		3. SIG wants to reach out to researchers / programmes focusing on other languages in English

* 1. Spain Regional Group
		1. Emma Dafouz reported: At the pre-Conference RG meeting, 14 people out of 70 attended, geographically well represented, content teacher attended as well, focused on decisions: More visibility on website, mailing list, sharing human resources, activities, incorporating PhD students, interest in organising symposium, but don’t want to reduplicate
	2. Q Question by IF: Parallel SIG meetings or at different times at ICLHE events? Response from audience: at different times

 JV: Anybody can join a SIG, not limited to region

* + 1. JV: By end of year: webspace and e-mail address, provides access for SIGs to add content; mailing list more complicated.
1. Elections to the Board 2019-2021:

(The list of candidates for the Board (see separate document) does not exceed the number of positions available. Therefore, Elections Officer in the person of the Secretary proposes that the AGM accepts all candidates by acclamation.)

BW announced that Kevin Haines was stepping down from the Board. The Board thanked KH warmly for his long contribution to the setting up of the Association and for his work on the Board as Membership Secretary since. The AGM warmly applauded.

BW announced new Board, welcomes Tadhg O’Ceallaigh (U. Limerick)

Board 2019-2021 was formally approved: Bob Wilkinson (chair), Ute Smit (Treasurer & Membership), Patrick Studer, Inma Fortanet, Joyce Kling, Jenny Valcke, Tadhg O’Ceallaigh.

* 1. The new Board may invite members to be co-opted either during the AGM or later.
1. Approval of membership fees

(Note: The General Meeting has to approve the membership fee. The Board will present a proposal for the fee for the coming year.)

* The AGM unanimously approved the motion of the Treasurer to keep the membership fee for 2019-2020 (2020) at the current rate (€40 full members; €25 PhD students).
1. Symposium 2020
	1. The Board has received an expression of interest to host the Symposium from the Université de Mons, Belgium. This will take place in September or October 2020, details though still need working out. The event is planned to last one and a half days. The Board is in favour of this proposal.
	2. BW will inform membership about Symposium in November 2019
2. 7th ICLHE Conference 2021
	1. The Board is not yet in a position to announce the decision on a host for the next Conference 2021. Discussions are still ongoing. The Board will provide an update as soon as possible in the new year 2020.
3. Notices and motions submitted to the AGM by members
	1. Note: None had been submitted in advance of the meeting.
	2. KH will remain nominally on the board until legal and technical changes have been made to the Chamber of Commerce registration and the bank matters.
4. Any other business

Question by Annette Bradford: Should ICLHE develop an organisational approach to attend large conferences (e.g. EAIE)?

JV: Both Board members and others attend many different conferences during the year. It would be helpful to coordinate this across the membership. The Board will take this point up.

1. Close of meeting at 11.59

Robert Wilkinson Patrick Studer
Chair, ICLHE For the Secretary, ICLHE

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