Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur
European Confederation of Language Centres in Higher Education
Europäischer Verband der Hochschulsprachenzentren

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# CercleS Executive Committee Meeting No 55
# 10 June 2024: 16:00-17:30, CLYC, Room J 110

## Minutes

Sabina says the EC is happy to be in Nancy.

- **Approval of EC minutes No 55 / Update on action points (See minutes no 55)**
  The minutes are approved.

## Update from President

**a. CercleS Teacher Training Project "Boost your language teachings skills"**

The preparation meeting for the workshop in Valencia on 30 and 31 May 2024 was very successful. The pedagogic approach, the target group, the project outcomes, the content, the training structure and the financial planning were designed.
→ Sabina to inform about the project application to be discussed at the EC meeting in August and at the CC meeting of 11 September.

**b. Meetups 2024:**

*Leadership Meetups run by Leadership & Management Focus Group*
Host: Tom, Chair: Mark Critchley
Next meetup: 25 June 2024 (Income generation) **Tom** will start the meeting. If there are any issues, he will let Sabina know.

*Teachers' meetups, 17:00-18:00 CET*
Host: Tom, Chair: Tom
Feedback on meetup of 28 May – There were not many people attending. The topic was not really focused on teaching issues.

**c. Webinars/Workshops for 2024: January / February – June**
**Thursday 30 May: LLHE webinar Feedback**
Carmen is pleased with the webinar, although there were not as many people as in the past.

**d. CercleS Conference in Durham** → CercleS 2024 provisional programme version 3 (in EC meeting folder)

**Conference formats**

- For the programme, those entries highlighted grey are workshops. Those highlighted blue will be delivered online. Those in blue will be delivered in French, those in red in Spanish and those in yellow in German. We are still discussing all these with authors/presenters.
  → It is disappointing that there are still so many presentations in English. We will ask Mark to share the call for CercleS prizes with presenters (it seems he has not yet sent it), and to also encourage presenters to make slides bilingual and make presentations multilingual, especially since the topic is multilingualism.

**Registration**

- Registration for Focus Group meetings and Teacher meetups will be organised apart from the main registration, but will be advertised within the next 2 weeks.
  → The teachers' meetup is scheduled for the first day of the conference, just before the opening. We assume that Mark will communicate to the attendees that the meetup and FG meetings are open to

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all (so no registration needed to attend the events themselves), but for catering purposes, people should please indicate if they will be attending.

**Venue**

- All activities for Thursday to Saturday will take place in the same one building (across 3 floors).

**Timing**

- Is the timing of the **General Meetin**g OK at 17:00-18:00? → Yes, this is fine.
- Is it acceptable to have the **COIL speed-dating** session at the same time as the GM, bearing in mind only a subset of delegates will attend the GM? → We would like to encourage all members to attend the GM, whether they vote or not. We suggest to have the COIL speed-dating at the same time as the FG meetings and Teachers' meetup.
- We are still considering the best time to hold the **teacher meetups**, currently just before the opening ceremony at 12:00 on Thursday. → Yes, this is fine.
- We will introduce **short coffee breaks** on Friday afternoon and Saturday morning.

**Ongoing exhibitions**

- The **poster exhibition** will be open for the duration of the conference. We need to schedule a time when this is open for everyone to visit, and for authors to be available to talk about their work (where available). → We suggest that there is a time in the programme when there is space only for posters, for example: take the last presentation slots from Thursday from the tracks and create a 10th track over two days.
- The **conference exhibition** (e.g. sponsors) will otherwise be open for the full conference, as will a separate multi-media exhibition celebrating multilingualism and intercultural understanding.

## Update from Vice-President:

- Carmen and Gillian are currently working on the papers that they keep on receiving on a weekly basis (42 until now since the beginning of the year). The selected papers will be edited for the 14.2 (2024) issue.
- Carmen has prepared an email to send out to the existing (old) members of the board to inform them of the changes that will be proposed in the editorial board and that will be discussed In Durham. Carmen shares the content with the EC and asks for feedback. → The EC approves and will copy Sabina in the mail.
- After her offer to Anne, Carmen received an answer from her. They will discuss some issues in Nancy to understand to what extent they can nicely and smoothly work together. Based on this talk and the answers she will get from the board members, Carmen will prepare a proposal to be presented and presumably approved in Durham.
- Kasia Grzegorek will be in Durham from the 12 to the 14 of September. We must decide, together with Mark, a good slot for the meeting. → The editorial board will be informed and invited. Those who are expected to attend are Kasia, Carmen, Gillian, Anne, and members of the editorial board. Sabina suggests that they find a time to meet within the scheduled programme when nobody involved is presenting (so no additional session is needed). We will ask Mark for a venue when the time has been fixed.
- Carmen has updated the text about LLHE on the CercleS website. She shares the text and the EC helps to edit. → Zaan will handle translations into French and German and send it to Anne and Sabina to check the translations.

## Update from Secretary General / assistant:

a. **Membership management:**
Total: 404 → **378** members (from NAs); **23** Associate Members; **3** Honorary members. **==> 404**
Website subscribers: 1061 all incl. admin (on 10.06.2024)

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Request for associate membership from the Language Center: Mohammed VI Polytechnic University (UM6P) Morocco (application form in this EC meeting Teams folder; membership fee already paid…)
Another request is expected soon: Department of Foreign Languages, Faculty of Law Josip Juraj Strossmayer University in Osijek, Croatia

**Next e-bulletin (end of August)**
- farewell by the EC – with each EC member sharing some thoughts and reflections
- Report (with pictures) on Teacher Training week

→ The **deadline** for all EC members' reports, testimonials and contributions to Zaan is **Monday 19 August.**

**b. Timeline Elections to CercleS Executive Committee 2024:**

- Meet the candidates webinar in June? Suggestion for candidates to make a short video. Anne followed this up with the candidates. → the majority refused so the idea was abandoned.
- The personal statements of the candidates to be published in the members' area of our CercleS website. → Zaan will upload them and ask Mr Dumonceau to help if needed.
- Invitation of candidates to briefly introduce themselves and answer any questions from the Coordinating Committee at the CC meeting of 11 September in Durham in person or via Zoom. → Anne will send the mail towards the end of month, once Zaan has uploaded the statements. Text of the email to state along the lines: *We have uploaded the statements on the members' area of the website (thus not on the open/public area). Moreover, you are invited to attend a Q&A-Session at the CC meeting on 11 September in person or on Zoom if you are not attending the conference. An invitation will follow.*

e. **Information about CercleS website account and subaccount creation on CercleS website:** explain also procedure in case of change of main account (manager stepping down from post...): in FAQs?
→ The current website registration setup means that The current website registration setup means that the deletion of a former head of a centre's account does not affect the other staff accounts at that centre. The EC decides not to add this information to the FAQs section.

**f. Update Teachers' training week in June 2024**: CercleS/RANACLES teacher training session in Nancy: Tuesday 11 to Friday.

To be discussed:
a. Role of EC at opening (welcome speech at reception in Town Hall) → The formal opening is tomorrow evening (Tuesday 11 June).
b. Attendance at events of week → Tom suggests that the EC arrives just before the first plenary session.
c. Update on programme

## Update from Treasurer:

**a. Payments of members, 2024:**
All debit notes/invoices have been sent out. Some payments have already been received.
National Associations: ACLES (1st), AKS, CASALC SK, FINELC, NUT, RANACLES (1st), SSH-CHES-CSUS, VUS
Associate members: 11 received, 2 exempt (Ukraine)

**b. Plan contact with auditors** → it is too early to arrange that now

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## AOB

### a. Upcoming EC meetings

**9 July 16:00-17:30 CET / 15:00-16:30 UK time**
Mark asked to change the meeting time (to the morning) but then he wrote that he will not be available at all on 9 July, so we can keep the original date. Most likely the meeting will be attended by Josephine Boult (josephine.m.boult@durham.ac.uk), who is co-organising the conference with Mark.
With Mark:
- Teacher meetup,
- COIL speed-dating event
- LLHE Editorial Board
- Poster session and various exhibition activities
- Zoom-link for General Meeting; poll systems for voting at General Meeting

EC members only
- Agenda CC + documents meeting
- Agenda and documents GM
- Information about Election / practical preparation

**Meeting in August: Thursday 22 August 16:00-17:30 CET**
- Preparation of handover to new EC

### b. Possibility for AMs to pay the membership fee by credit card

Feedback by Tom and Anne
Anne asked her own personal banker about this. It seems that we can organise payment by card if we have registered our association. Tom will complete the form and organise it with the bank.
→ The problem was sorted out in the meantime.

The payment to the Ukrainian bank account is not going through. Tom and Marta are trying to sort this out and Tom has explained this to Kseniia Borodin. Tom will ask Marta Demchyshyn about this tomorrow (Tuesday 11 June).
→ Marta Demchyshyn received the money.

**Action points:**
→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Sabina** to follow up with Mark about conference issues from this meeting
→ **Zaan** will handle translations of the new LLHE text on the website into French and German and send it to **Anne** and **Sabina** to check the translations.
→ The **deadline for all EC members**' reports, testimonials and e-bulletin contributions to Zaan is **Monday 19 August.**
→ **Zaan** will upload the statements of the candidates for the EC elections and ask Mr Dumonceau to help if needed.
→ **Anne** will send the mail to EC candidates towards the end of month, once Zaan has uploaded the statements.
→ **Tom** will start the Leadership meeting on 25 June.
→ **Tom** will complete the form and organise registration of CercleS (to allow card payments) with the bank.
→ **Tom** and **Marta** to follow up the issue of payments to Ukrainian bank accounts not going through.

**Upcoming EC meetings:**
Tuesday 9 July 16:00-17:30 CET / 15:00-16:30 UK time
Thursday 22 August 16:00-17:30 CET