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

**Le Président**
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# CercleS Executive Committee Meeting No 57
# 9 July 2024: 16:00-17:30, Teams

## Minutes

- **Approval of EC minutes No 56 / Update on action points (See minutes no 56)**

## Update from President

The issues a. and b. will be briefly discussed at the next EC meeting on 22 August:

**a. CercleS Teacher Training Project "Boost your language teachings skills"**
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:**
*Feedback on Leadership Meetups run by Leadership & Management Focus Group*
Host: Tom, Chair: Mark Critchley
Last meetup: 25 June 2024 (Income generation)

**c. CercleS Conference in Durham: Agenda: meeting with Li Li and Josephine Boult**
→ Report #3 (July) sent by Conference Organisers

**Agenda** organised according to selected issues from the report. Numbering of issues as per the report.

**1. Programme**

**2. Keynotes**
The report does not state the languages of the keynotes, but all the titles are in English. The EC was under the impression that not all the keynotes would be in English. Li and Josephine will follow this up with Mark and let us know.

**5;14 General Meeting. One or two polling systems?**
The EC suggests Mentimeter for both the in-person and online attendees (so only one system). The QR code can be shared with both people in the venue and online so that they can register to vote. We need to ensure one vote per language centre. We can print out the list of members and at the door hand out the slips to a member from each university. The person with the paper will be the one to vote. Additionally, we will ask the person voting to give the name of their institution, not their own personal name, on Mentimeter. That way we can check if there are duplicates. A student assistant will be on hand to help with any technical issues. Zaan to make slips of paper with the name of the university to hand out to participants present.

**6. Final languages of the conference**
The final languages of the conference are proposed to be English, French, German and Spanish. Due to a higher than anticipated number of participants from Japan or about Japanese, interpreting will also be provided for a small number of talks between Japanese & English.

**Prizes for best multilingual presentation**
Mark suggests that the prizes are equal instead of ranked (1st, 2nd, 3rd). This was the intention – as there are five prizes of 300 euro each for presentations. The suggestion for voting is to put a box somewhere and let conference attendees take ballots and mark their choices for the winner on the ballots and put it in the box. The ballots will ask the name of the chosen presentation, the languages

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used, and include the criteria that were identified and announced. Each attendee will have one vote. Zaan to make these ballots.

7. **Poster session:** The suggestion for voting is to put a box somewhere and let conference attendees take ballots and mark their choices for the winner on the ballots and put it in the box. The ballots will ask the name of the chosen poster, whether it is a young or experienced colleague, the languages used, and include the criteria that were identified and announced. Each attendee will have one vote. Zaan to make these ballots.
   **Prizes** for the posters and the presentations to be given at the closing ceremony. It will be difficult to give cash, so Marta agrees that we can give the winners a certificate at the ceremony and our email address, inviting them to they send their banking details so we can send the money via a transfer after the conference. Zaan to draft a certificate and send it to the EC.

11. **EC and CC meeting: Election support required?**
    No support is needed for the EC meeting. We must send the CercleS Zoom link to the EC candidates who want to join via Zoom. We ask the organisers for support with the technical side regarding sound and visuals for Zoom at the CC meeting. We can use the webinar link for the GM and the meetups link for the CC meeting.
12. **Registration to Focus Group meetings and COIL speed dating event**
15. **Closing ceremony**
    At the closing ceremony, there will be: a word of thanks from Mark Critchley, a word of thanks from Sabina, a word of thanks to the outgoing EC, handover to the new EC, thanks to the conference organisers, and prizes for the presenters and posters. We would also like to include a word of thanks to Gillian Mansfield for her work on the LLHE.
16. **LLHE Editorial Board meeting**
    To be scheduled on Thursday afternoon from 16:45-18:00. However, we don't know if Kasia from De Gruyter would have arrived by then. Carmen wil check with Kasia.
17. **Practicalities: Use of CercleS logo and banners**
    The organisers are welcome to contact Zaan about vector files of the CercleS logo. The CercleS banners are still in Porto (there was a problem with sending them to Durham in April). Zaan to follow up with Manuel and the Porto conference organisers.

**Other information:**

- Update on registration: 225 registrations have been received so far. Mark is encouraging presenters to present in a language other than English.
- The time for each presentation is 25 minutes: presentation time of 15-20 minutes, question time of 5-10 minutes. Sabina asks the conference organsiers to consider giving time to move from one venue to another (5 minutes).
- Moderators/chairs for the sessions will be approached soon, and instructions about time, etc. will be sent to presenters and moderators.

**Conference formats**

- For the programme, entries highlighted in grey are workshops. Those highlighted in 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.
  It has been the case that many authors are advising us that they prefer to present in English. Nonetheless, we are encouraging and persuading presenters to maximise use of languages other than English be it in presentation or via slides.
  In the email to the presenters of 20 June, the call for prizes was sent together with the following text:

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***Prizes for the most inspiring multilingual presentations***

*The title of the conference is Multilingualism & the Anglosphere, and in the spirit of the work that we all do, we are encouraging and supporting multilingual presentations. Interpreting will be available between English, French, German, Japanese and Spanish. Many presenters have already advised us of their preference to present in languages other than English. We do encourage multilingual presentations in a variety of forms. The CercleS Executive Committee has agreed with us as Conference organisers that we will offer a number of prizes for multilingual presentations and multilingual posters (in relation to the separate poster exhibition).* ***Details are in the attached document****. On this basis, we request that you notify us of your intentions so that we can plan accordingly (if you have already done so, you do not need to notify us again). For winners of prizes where there are multiple presenters, the prize value will remain unchanged – the value is per presentation.*

**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.
  In the email to the presenters of 20 June, We will issue separate information for (free) registration to Focus Group meetings and Teacher meet ups at the start of July.

**Venue**

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

**Timing**

- **General Meeting** Friday 13 Sept at 17:00-18:00
- The COIL speed-dating session is planned on the same timeslot as the Focus Group meetings: Wednesday, 11 June, 9:30-12:00.
- Teacher meetups to be held Thursday just before the opening ceremony at 12.
- We will introduce **short coffee breaks** on Friday afternoon and Saturday morning.

**Ongoing exhibitions**

- The timeslot for the poster exhibition is planned for Friday, 13 September, 16:15-17:00 before the General Meeting.
- We had already considered opening a 10th parallel session, and I will be sharing an updated main conference programme with presenters hopefully later today.
- 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.

**d. Agenda and documents CC meeting** → Draft on Teams in folder **2024 - CC meeting of 11 September**

- Agenda to be sent out, according to Statutes, at least 1 month before meeting.
- Preparation of slides by:
- Zaan will send out invitations to the CC meeting this week. This will include a formal invitation to attend in person to NA presidents and/or proxies. They are reminded that candidates for the new EC will introduce themselves in person or online, and that they will vote for the new EC. NA presidents are also reminded that they should find out if there are any possible hosts for the XIX CercleS conference in 2026.
- Zaan will send out a second email with the attachments mentioned in the agenda (update on budget 2024, application for Teacher Training project, e-buelletin) after the EC meeting of 22 August.

**e. Agenda and documents GM** → Draft on Teams in folder **2024 - GM meeting of 13 September**

- Agenda to be sent out, according to Statutes, at least 2 months before meeting.

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- Preparation of the reports by:
  → see previous reports of September 2020 in folder Invitation mail to be used as templates
- Zaan will send out invitations to the GM before 13 July. This will include a formal invitation to attend in person or online to all institutional and associate members, indicating that the documents will be sent at the end of August.

**Update from Vice-President:**

- Carmen and Gillian are currently working on the papers that they keep on receiving on a weekly basis (48 until now since the beginning of the year). The selected papers will be edited for the 14.2 (2024) issue.
- Carmen sent an email 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. She sent the email to 14 scientific board members on 30th June and invited them to give an answer by July 10. So far, only 4 have answered: Ana De Medeiros (AULC), Marco Cappellini (RANACLES), Stefanie Neuner-Anfindesen (SSH-CHESS), Catherine Chabert (AULC). They have all asked to continue. Cappellini and Neuner-Anfindesen have highlighted they will not be able to proofread papers in English. Carmen answered back to the three of them and suggested they could still stay on board and give more support for papers in French (Cappellini) and German (Neunen-Anfindesen), although LLHE receives very few in those languages. Chabert answered yesterday. She is willing to continue although she is dropping her academic post at the University of Cardiff). Carmen has not answered yet, but she will be happy to have Catherine on board since she's always been one of the most attentive reviewers. Carmen will also send a reminder to the **10** reviewers who have not answered yet!!!
- Kasia Grzegorek will be in Durham from the 12 to the 14 of September. The LLHE editorial board meeting has been scheduled on Thursday 16:45-18:00. → 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.
- Co-editor in chief: Gillian is sure that she wants to step down from the role. Anne is willing to discuss taking up this role.
- We will thank Gillian for her work as co-editor-in-chief at the closing ceremony (we should think of a gift).

**Update from Secretary General / assistant:**

a. **Membership management:**
Total: 404 → **378** members (from NAs); **23** Associate Members; **3** Honorary members. **==> 404**
Website subscribers: 1071 all incl. admin (on 9.07.2024)

Request for AM expected: Department of Foreign Languages, Faculty of Law Josip Juraj Strossmayer University in Osijek, Croatia → They will send it in September

**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.**

The issues b. and c. will be briefly discussed at the next EC meeting on 22 August:

b. **Scholarship reporting file**

c. **Possibility for AMs to pay the membership fee by credit card**
Feedback by Tom and Anne

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

- The personal statements of the candidates are in the members' area of the CercleS website, under **Executive Committee**.
- 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 sent them a mail. *An invitation will follow.*
- One candidate, David Best, withdrew his candidacy for the post of deputy SG. The NA president have already received a message about this info.

**e. Update Teachers' training week in June 2024**: CercleS/RANACLES teacher training session in Nancy: Very good feeback and testimonials have been received**.** It was a very positive and constructive event.
Report

a. Feedback by Tom and EC members
b. Form of report on e-bulletin and at CC meeting
c. Access to materials

## Update from Treasurer:

The issues a. and b. will be briefly discussed at the next EC meeting on 22 August:

**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. Contact with auditors** → Marta and Tom to prepare report and contact them.

## AOB

**a. Upcoming EC meetings**

**Thursday 22 August 16:00-17:30 CET**
- Preparation of handover to new EC
  Information about Election / practical preparation

**Action points:**
→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Zaan** to make slips of paper for the GM with the name of the university to hand out to participants present. (done)
→ **Zaan** to make ballots for the voting for the multilingual presentations (CercleS prizes). (done)
→ **Zaan** to make ballots for the voting for the multilingual posters (CercleS prizes). (done)
→ **Zaan** to draft a certificate that can be given to the CercleS prize winners at the conference and send it to EC. (done)
→ **Carmen** to check with Kasia about the editorial board meeting timeslot and to confirm with the EC and Mark.
→ **Marta and Tom** to contact the auditors and inform about the report
→ **Zaan** to follow up with the Porto conference organisers the transport of the CercleS banners to Durham. (done)
→ **Zaan** will send out invitations to the CC meeting this week. (done)
→ **Zaan** will send out invitations to the General Meeting this week. (done)
→ **Zaan** to send out a second email with the attachments mentioned in the agenda (update on budget 2024, application for Teacher Training project, e-bulletin) after the EC meeting of 22 August.
→ **All EC members** to send their e-bulletin reports, testimonials and contributions to Zaan by **Monday 19 August.**
→ **All EC members** to send their reports for the General Meeting to Zaan by **Monday 26 August.**