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 59
11 September 2024: 10:00-11:30, Durham, in the lobby of Hotel Indigo

Minutes

- **Approval of EC minutes No 58 / Update on action points (See minutes no 58)**

Update from President

a. **CercleS Conference in Durham: Message by Mark Critchley to national presidents (CC maling list), email sent on 14 August 2024:**

Last minute updates by the conference organisers (optional)
There is no time between the sessions for changeover to other room. Sabina asked Mark to send instructions to the presenters asking them to shorten their presentations.

Tom and Marta to handle the payment to AULC for 10 000 euro towards a reduced registration fee.

EC Conference Calendar
- Calendar of meetings / special meetings of EC members
- Schedule: Options for handover meeting with new EC
- Editorial meeting: 15:00 to 16:15. Kasia, Carmen, Gillian, Libor, Julia, Anne and Sabina will attend.
- The General Meeting time is short and is just a time for reporting briefly. Each office will have 10 minutes.
- COIL meeting – we will use only one slot.

Gifts for Conference Organisers
- Check gifts and organise their handing over – at the closing ceremony. We should take our gifts to Sabina's room (331).

b. **CC meeting** → on Teams in folder **2024 - CC meeting of 11 September**
- We go through the slides of the election process with election officer Regina Mügge
- Update attendees – also on slides
- Scroll through slides, timeline - 15 minutes for each office.

c. **GM** → on Teams in folder **2024 - GM meeting of 13 September**
- Update attendees – also on slides
- Check polling / Voting process – The one person per institution who may vote will collect a slip of paper before the meeting. The Google form will help us see who of the online participants should vote. Zaan to check the results on Google forms.
- Scroll through slides, timeline (10 minutes per office)
- Attendance list, handing out voting slips, Zoom chat and minutes: distribution of roles
- Hosting of meeting
- Zaan to share Google form with Tom and Mia.
- The appointment of the auditors will happen after the budget presentation (and not under AOB)

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d. Handover to new EC: Review of issues below

Finances (Crédit mutuel)

a. *Postscriptum*: The hotel costs were paid by mistake by two separate cards. The second card - apart form Sabina's CercleS card - was Zaan's personal card. She will claim from CercleS. the amount for the payment of one room charged to her card.
b. *Postscriptum*: Sabina agreed with Tom to keep her card until being told to destoy it. She handed over to him her contract with Crédit Mutuel.
c. A copy of the new president's passport will be required to get a new CercleS card from Crédit mutuel.
d. Tom to organise the accounts of the new deputy treasurer, the GS and the President.

Website

e. Access: Zaan to check with Mr. Dumonceau new accounts of EC if needed and to maintain accounts of individuals cooperating with CercleS. She will transorm Sabina's second account (bluewin email address) into a personal account so that Sabina will receive the newsletter in the future.

Handover meeting with new president

Sabina to have first meeting with Julia while handing over CercleS documents:
- Documents (print) to be brought by Sabina to Durham
- Documents to be handed over to the new President in Durham on a USB drive

Editorial Board meeting

- LLHE: Carmen to present her suggestions for the new editorial board
- Editorial meeting: Thursday, 12 September, 15:00 to 16:15. Kasia, Carmen, Gillian, Libor, Julia, Anne and Sabina will attend.

Ritual

Handing over ritual and gifts for closing ceremony meeting

Postscriptum:
- The current EC and the EC elect to agree that the current EC will be in charge of everyday business until 30 September 2024.
- Sabina to have a second handover meeting on 19 September 2024 with Julia to discuss: a) urgent measures to be taken until the end of the month, b) Agreements to be renewed wih partners and contract with assistant, c) the duties linked to the presidents's role and d) the management of meetings.

Update from Vice-President:

- LLHE editorial meeting will be on Thursday from 15:00-16:15 in room TLC124.
- Speech and Gift to Gillian (by Sabina and Carmen)

Update from Secretary General/assistant:

a. Membership management:

Total: 413 → **387** members (from NAs); **23** Associate Members; **3** Honorary members. **==> 413**
Website subscribers: 1071 all incl. admin (on 08.09.2024)

Application for Associate Membership from the TU Sofia in Bulgaria.
We approve their membership. Zaan to inform the TU Sofia that their membership application was approved and contact Mr Dumonceau to add TU Sofia to the list of LCs on the website. Zaan to also add their details to the website.

b. Scholarship reporting file

There is a document with all the scholarships (travel subsidies, FG scholarhips) summarised on Teams: Documents > General > "Details of scholarships and subsidies awarded in 2024". It is updated regularly.
So far, we have paid for 8 FG subsidies and 26 travel subsidies (9 Sept).

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Update from Treasurer:

a. Payments of members, 2024:

All debit notes/invoices have been sent out.

National Associations: Has AULC paid? Have ACLES and RANACLES paid 2nd instalment? Marta says they have. AULC has not paid at all. Zaan will follow this up with Mark.

Associate members: All have paid except Institut des langues vivantes (ILV) – UCLouvain (they do not wish to renew membership), and Fac of Letters, Babeş-Bolyai, Romania (who should still pay for this year, but will not renew membership in 2025).

Mia will write to ILV to indicate that according to the Statutes of 2020 the membership fee for 2024 is still payable.

AOB

Action points:

→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Mia** will write to ILV to indicate that according to the Statutes of 2020 the membership fee for 2024 is still payable.
→ **Zaan** to follow up 2024 CercleS membership fee for AULC with Mark
→ **Zaan** to settle Sabina's second website account
→ **Zaan** to inform the TU Sofia that their membership application was approved
→ **Zaan** to contact Mr Dumonceau to add TU Sofia to the list of LCs on the website
→ **Zaan** to add new Associate Member details to the website