



16 CercleS Executive Committee Meeting
15 June 2026: 16:00-18:00 CET / 17:00 Finnish time, via Zoom

Minutes

Approval of EC minutes of 4 May 2026

Update from President

a. Feedback from the Teacher Training Week

It was very well organised, the participants were a very active group, and lots of networking took place. The emphasis on training for Language Centre teachers was very much appreciated. Julia reiterates that we should also consider a winter training week. The participants are not the same people who attend CercleS conferences, so the target group is different.

b. Alessandra Fazio has the floor for information about the conference

Abstract selection is done, programme is being finalised, and will hopefully be published by the end of this week.

Registered 377 persons, paid already = 277 (by the end of May), Speakers 168, posters 30-40. Seven parallel session of 1h15m each. Posters have been divided into conference topics – will be digital on PADLET. There will be a system of voting for the most plurilingual poster. The organisers have prepared a template to send to the poster presenters. They have also a slide template for the conference, which presenters can use if they want. The agency is dealing with all the invoices. Early bird registration is over and from 1 June is regular registration. We need to remind members to keep checking the conference website. Speakers: Carmen Argondizzo will open on Thu. Fri morning Mike Major (Pearson), Neus Figueras (Fri early afternoon). Francesca Romana (Sat morning), Nick Saville (Sat closing). There will be one room dedicated to workshops. All rooms/parallel sessions will be divided according to topic. There will also be a room for other representatives from Oxford University Press, for example. Zaan to send a reminder to CC to indicate attendance at lunch and walk. So far 12 people have applied for the Erasmus mobility funding for the Conference. Regarding FGs: there will be 9 FGs. Zaan to promote the FG meetings in the e-bulletin, and add a link for people to register to attend the FG meetings.

c. Invitation and agenda of the GM

Ruth and Tom to contact the auditors. Reports for GM to be 2 years. Agenda to be sent out on 26 June. Deadline for reports on 24 June.

d. Voting procedure at the GM

We will use Google forms with a QR code for online and in-person voting

e. Agenda of the CC meeting

Julia will give feedback on the survey of the LC needs. Libor will follow up on the CercleS Quality Mark activities. There should also be a discussion on the LLHE. Julia would like to include the final categories of the training programmes. Amendments to the Statutes. Julia would like to suggest a second Teacher Training Week. Libor asks whether the summer TTW will always be linked to Ranacles. Will the TTW always be linked to a NA? Could it mean that an existing training opportunity in an association be opened more widely? It would also be possible for an Associate Member to host.

Presidency

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f. E-bulletin contents

TTW, Profile the FGs who are meeting in Rome. Conference reminder, travel subsidies, Reports by the portfolios.

Update from Vice-President

Changes in the Statutes (proposal in this meeting folder on the Drive)

The changes will be only relevant to the electronic format of conducting meetings and

LLHE Special edition - EMI in HE (request by the FG EMI coordinators). Carmen and Julia will meet tomorrow (Tuesday 16 June) to discuss this. Libor asks if we should focus on ENGLISH as MI or if we should perhaps be more global. He asks if it should really be focused on ENGLISH or whether the principles of people teaching and learning through a foreign language are not transferrable and the strategies are in fact the same. Do we as CercleS want to have a whole edition of LLHE focused on English? LC teachers are not EMI teachers. We teach the language. But we do not teach Chemistry in the medium of English. Julia will raise this in the discussion with Carmen.

Update from Secretary General / assistant

- a. Updates on members
Subscribers to the website (15.6): 1372
- b. Focus Groups:
 - i. Coordinator Role Rotation: Discussion whether coordinators should serve for a defined period (question received from FG Associate Members)
There is no term for FG coordinators. As long as they are happy and the FG members are happy, they can continue. They can discuss this in Rome.
 - ii. Possible "registration" for FG meetings via Google form in newsletter?
- c. Webinars: someone to please start the ADAPT webinar on Wed 17 June (16:45). Zaan will open the meeting.
- d. E-bulletin:
 - i. Deadline for contributions on Wed 17 Jun end of the day
 - ii. Content: TTW, Reports (also for GM), Promote FG meetings?

Update from Treasurer

- a. Membership fees 2026 unpaid? (So that Zaan can send a reminder before the deadline of 26 June)
- b. Scholarship allocation agreements
 - i. Application received: Solomiia Kurylo (AM: UCU)
Ruth feels that we should allocate these first-come-first-served. Zaan to contact Solomiia.
- c. Financial subsidies for FG (number received, number accepted)
 - i. FG EMI (for 609 euro, submitted 9 June)
 - ii. FG ADAPT (for 304.50 euro, to submit 16 June)
- d. Subsidies for travel (number received, number accepted)
 - i. Travel subsidies received and *sent* for processing: 14
 - ii. Travel subsidies received and *to send* for processing: 1

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dans l'Enseignement Supérieur

European Confederation of Language Centres in
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Julia still does not have access to the bank account and Credit Mutuel is not even answering. She asks whether we should change bank. Tom suggests changing branch as the current one is near nobody.

AOB

Next EC meeting: Monday, 29 June 16:00-17:00 CET via Zoom (those who can)
Wednesday, 9 September 10:00-12:00 - Meeting room 207 - Rectorate Palazzo H -
Piazza Lauro de Bosis, 15 - Roma

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