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

Le Président
The President
Der Präsident

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CercleS Executive Committee 2020 Meeting No 34
23 August 2022: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 32/ Update on action points (See minutes no 33)**

→ **Anne** to inform FG coordinators via email about plan for pre-conference meeting; done on 2022-06-29
→ **Anne** to contact Laurent Rouveyrol: about VITbox seminar in October or December; done: Laurent and the Vitbox team prefer January 2023
→ **Tom** to write a short abstract for the Language Policy and Internationalisation FG to send to Anne; done, abstract sent to organisers on July 4
→ **Sabina** to a) contact fishbowl participants informing about design of Round Table / prep meeting, and ask if they will come to conference and if they accept to participate; and to look for alternative candidates if necessary, b) inform all other speakers on Round Table and preparation meeting done
→ **Sabina** to ask David Little if he will be part of Roundtable (and if he will attend the conference dinner) done, confirmed
→ **Sabina** to inform Pavel Brebera about the conference scholarship outcome and copy Andrea and Libor done
→ **Zaan** to inform David, Isabella and Raija about their announcement as honorary members at the conference dinner and ask if they will attend the conference and the dinner. done
→ **Zaan** to mail the colleagues from Ukrainian Catholic University Department of Modern Foreign Languages to indicate there will not be an extension done
→ **Zaan** to contact the 3 colleagues from Ukranian Catholic University School of Ukrainian Language and Culture to ask if they want to attend the conference dinner and post-conference trip done
For General Assembly
→ **Zaan** to prepare updated Membership list for GA done
→ **Zaan** to send updated Membership list to conference organisers done
→ **All** to please add issues to the GM Agenda **by 13 August** (Agenda draft to be ready by 8 July)
→ **All** to please prepare reports for period of October 2020 until August 2022 **by 13 August**
→ **Marta**: please add reports of auditors
→ **Marta and Anne**: please add Information of members who did not pay 2 times: exclusion procedure
→ **Zaan or Anne** to send letter to NAs concerning applications for CercleS Conference 2024 (deadline??) Applications will be sent to members together with the invitation to the CC meeting of 14 September (Mark to be invited to resend AULC applications) done
→ **Zaan** to send a deadline to members regarding payment and notice of exclusion to those who have not paid done

- **Update from President**

a. **Agreements ECML** (valid until 2023, renewal planned**) and ELC** (renewal 2022-2024 planned)

b. **Activities and webinars 2022**
→ use first slide with information about policy
→ create Zoom link
→ define Hosts and chairs
→ *Webinar policy*
first slide and title, post on YouTube Channel – public – or in restricted area, approval of people

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involves publishing photos. *Example – VIT Box webinar.*

Outlook on upcoming webinars: August – December 2022

- See list on Teams
- Date of Vit box mediation talk
- Confirm date of LLHE webinar with Carmen
- Ask Mark about training?

c. Aspire to Inspire October 2022 cancelled: replaced by shorter online leadership workshops and trainings:

Offered by Libor and Sabina; needs promotion also on newsletter and at CercleS Conference

d. Cooperation with Ukrainian Language Centres

To be discussed at CC meeting; Interinstitutional cooperation

e. Coordination Committee Meeting of 14 September 2022

Invitation to be sent out by 24 or 26 August 2022!

⇒ *Documents on Teams (Form of attendance; Agenda; Reports; 2023 Budget; Applications (new members)*

⇒ *Anne and Sabina to check; Anne to edit*

Deadline for completion of slides: 8 September; Zaan to edit by 11 September

f. General Assembly of 16 September 2022

Invitation to be sent out by 25 or 26 August 2022!

Members' list

⇒ *Documents on Teams (Form of attendance; Agenda; Reports; 2023 Budget; Applications (new members)*

⇒ *Anne and Sabina to check; Anne to edit*

Zoom link,

Polling / voting

Deadline for completion of slides: 8 September; Zaan to edit by 11 September

According to Statutes of 04.09.2020

4.2.1 Exclusion

The exclusion of a full member, institutional, associate, honorary or benefactor member can only be pronounced by the Ordinary or Extraordinary General Meeting. An exclusion must be motivated by a sufficiently serious reason preventing the retention of the full member, institutional, associate, honorary or benefactor member within the Association. This is particularly the case when a full member or associate member fails to pay its annual subscription for two consecutive years. A full, institutional, associate, honorary or benefactor member whose exclusion is being considered must be heard by the Ordinary or Extraordinary General Meeting and be given the opportunity to state its position as to the reasons for its proposed exclusion.

Update from Vice President

Issue 12.2, we are gradually receiving feedback from the reviewers these days. So, we will soon have to send th

a. *Feedback by Kasia Grzegorzek concerning questions regarding amended Annual Report: t o be discussed at later EC meeting*

b. AOB: Kasia won't come to Porto. She will send a video which will be shown on a screen at a stand with LLHE hard copies. Sabina has written a letter of complaint about her not attending the conference.

c. The Company Contract and the Editors' contract with De Gruyter will be renewed. (Gillian has been invited to stay as co-editor-in-chief and hasn't given us her final decision yet.)

d. Update from Secretary General / assistant

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a. **Scholarships applications CercleS Conference overview**
b. Membership issues
c. Applications for CercleS Conference 2024 Applications to be uploaded on Teams
d. Update on FG page on website on GD Language Policy and Internationalisation: text from CercleS Conference website, but without Regina Mügge as one of the coordinators
e. Next newsletter to be sent out: suggestions of date and topics

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Update from Treasurer

a. Report on payments of 2022 and 2023 fees
b. Report on members to be voted on (exclusion) at GM
c. Auditrors' report – to be uploaded in the GM invitation email folder
d. Budget 2023

e. AOB

- Next EC Meeting: 12 September 16:00 via Teams
- Upcoming meetings**?**
-

CercleS 2022 Conference: 17:00-17:30, with Manuel

- Programme update (Manuel)
- Round Table: (update by Sabina): prep meeting on 5 September, 17:00-18:00 CET; participants: see file on Teams
- Registrations (on site and online)
- Physical and virtual space for CercleS documents to be uploaded
- Stand for LLHE (also visible during Poster session)
- Equipment for Focus Group rooms: Paper pads, beamer
- Anniversary Party: Procedure (include also announcement of next Conference Venue or at GM?)
- Management of Opening greetings
- Bill to CercleS
⇒ compile by conference organisers and contact with Marta bill to CercleS:
- conference dinners and boat trips of hall honorary members attending and the Ukrainian students invited by CASALC
- extra costs from ReCLes

- Call for papers: uploaded on Teams
-**Next report** due by 26 August 20222

- AOB

f. Planned action

→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→