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 2020 Meeting No 34
12 September 2022: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 34/ Update on action points (See minutes no 34)**

Planned action

→ **Anne** to send minutes to EC done
→ **Sabina** to send agenda and minutes to Zaan for upload done
→ **Zaan** to contact Libor about the CercleS banners done
→ **All** to please send flight arrival information to Zaan done
→ **Zaan** to send out the invitation to the CC meeting on 25 August done
→ **Zaan** to send out invitation to the GM by 25 August 2022 done
→ **Sabina** to ask conference organisers that Regina Mügge's name is removed from the programme done
→ **Carmen** to change the information on the Teams document and send it to the conference organisers by 26 August Zaan done
→ **Zaan** to remove Regina Mügge's details from the FG page of the website in EN, FR, GE done
→ **Marta**: please add reports of auditors
→ **Marta** to check and confirm payment of any membership fees between 25 Aug and 15 Sept before the GM
→ **All**: Deadline for completion of slides for CC meeting: 8 September – upload to Teams GM folder done
→ **All**: Deadline for completion of slides for GM: 11 September – upload to Teams GM folder
→ Zaan to edit CC meeting slides by 11 September Zaan done
→ **Zaan** to edit GM slides by 14 September
→ **Zaan** to include in next newsletter: training workshops, LLHE November save the date, online talks
→ **Zaan** to follow up with organising committee about the costs. Will meet with Marta when ready. done

- **Update from President**

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

b. **Coordination Committee Meeting of 14 September 2022**
⇒ Questions regarding slides? Missing slides? Download in USB and sharing at CC meeting
⇒ Date of next CC meeting? to be added on last slide

⇒ Discuss agenda and responsibilities

c. **General Assembly of 16 September 2022**
⇒ Questions regarding slides? Sarah Breslin promised short video anniversary message, form Maria Teresa Zanola already received, to shown at GM put on Teams

- *⇒ Date of next GM? (Conference* Date: 12 – 14 September 2024 (CC meeting: 11 September 2024; **General Meeting: 13 September 2024)**
⇒ Approach potential auditors before meeting
⇒ Discuss agenda and responsibilities, especially points 4 and 6 (see also: Final report on members to be voted on (exclusion) at GM;
⇒ auditor's report in an unreadable format: summarise auditors' report on slide: Marta or Tom

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Nota bene: Please take into account the valuable comment of the auditors and prepare figures with the explanations asked for the next audit of September 2022

Deadline for completion of slides: 11 September; Zaan to edit by 14 September

⇒ Minutes: responsibilities and deadline; minutes have to be signed:

Statutes 04.09.2020, 2020, § 5.7:

The resolutions of the Ordinary and Extraordinary General Meeting shall be recorded in writing in minutes signed by the President and the Secretary General of the Association and recorded in the register "Resolutions of General Meetings".

d. CercleS Conference

Lunch for CC members at 12:30 local time. ⇒GS: update Manuel about number

Round Table

Preparation meeting on 5 September, 17:00-18:00 CET; participants: see file on Teams. We have all the speakers and all the roles involved (including the translators).

Stand for LLHE (also visible during Poster session and with video by Katarzyna Grzegorzek)

Anniversary Party: Procedure (include also announcement of next Conference Venue: by whom? And GM?)

Dinner starts at 8pm. Welcome drink and start with a welcome by Sabina (prepared) and Manuel. Introduce honorary members and give short background (prepared). Break between main meal and dessert. Cutting the cake and have small handover ceremony between Manuel and Mark (for 2024 Conference).

Management of Opening greetings

The opening greetings should not be too long. Manuel, Sabina (prepared), possibly a colleague from the Research Centre, the Mayor, and representative of the Rector. Maximum 3-5 minutes per person.

Moderators for Keynote speakers

The keynote speakers will be introduced by the following persons:

- Joseph Hopkins (Thursday, 15 September 2022 14:30 - 15:30) – Sabina Schaffner: done
- Tobie van Dyk & Kris van de Poel (Friday, 16 September 2022 09:00 - 10:00) – Ana Gonçalves
- Manuel Célio Conceição Saturday, 17 September 2022 09:00 - 10:00 – Anne Chateau

Bill to CercleS

To be compiled by conference organisers and contact with Marta bill to CercleS:

Zaan attended the meeting for Marta sent report.

Marta to follow-up.

Gift to conference organisers

To be brought to Porto

o Update from Vice President

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

a. The Company Contract and the Editors' contract with De Gruyter will be renewed. (Gillian has been agreed to stay as co-editor-in-chief. Changes in the editorial board will be communicated at the CC meeting.)

o Update from Secretary General / assistant

a. Membership issues? ==> application for new Associate Member ship (see form): Evie Tops - ULB Langues (Brussels)

b. Registrations to GM: numbers on site and numbers via Zoom; reminder email draft

c. Next newsletter to be sent out: suggestions of date and topics

d. ???

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o Update from Treasurer

a. Report on payments of 2022 and 2023 fees

b. Final report on members to be voted on (exclusion) at GM

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c. Auditors' report – to be uploaded in the GM invitation email folder
d. Bank account: Tom has full rights, Marta and Tom to organize tasks

- **AOB**
  - Next EC Meeting: XX 16:00 via Teams
  - Upcoming meetings**?**
  -

- **Planned action**

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

- **Topics of next EC meeting:**

- **Update from President**

b. Outlook in upcoming webinars 2022 / 2023

- Check and adapt list on Teams, → define Hosts and chairs