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 36
4 October 2022: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 35/ Update on action points (See minutes no 35)**

- **Planning of EC activities October (September) - December 2022**

Month	Tasks / Activities					
	President	**Vice-President**	**Secretary General Deputy SG**	**Assistant**	**Treasurer**	**Deputy Treasurer**
September	Prepare agenda EC meetings	Call for Papers for 2021/2022 LLHE Special Issue (12.2) ends.	Call for autumn e-bulletin / newsletter Special emails concerning new website accounts	Minutes of EC meeting Minutes of CC meeting *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list		
October	Prepare agenda EC meetings	LLHE 12.2 should be published: Meeting Editorial Board	The status of members (NAs and associate) The status of focus groups (template sent out)	Minutes of EC meeting *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list	Check the bank statements, and update the budget accordingly Claim the membership fees that have not been paid	
November	Prepare agenda EC meetings Ask KG of De Gruyter for LHHE annual report Prepare edotorial (in e-bulletin)			Minutes of EC meeting Compile e-bulletin and edit all contributions *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list	Prepare the budget for the next year	
December	Prepare Christmas message		Autumn e-bulletin out	Minutes of EC meeting *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list	Check the bank statements, and update the budget accordingly	

- **Update from President**

  a. **Feedback of Leadership meetup of 27 September**

  b. **Outlook in upcoming webinars 2022 / 2023**
  - Meeting with Ukrainian LCs on our list in order to discuss further support
  - Webinar on Policy Paper ==> When? With colleagues from editorial committee

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- Leadership meetup run by Leadership &Management Focus Group? ==> discussion
- Check and adapt list on Teams, → define Hosts and chairs ==> all at EC meeting

⇒ *dates to be added from slides pf CC meeting and GM*

a. **Coordination Committee Meeting of 14 September 2022**

⇒ *Follow-up:*

a) Call for project by Laurent and Mark,

b) Contact with Libor regarding support for Ukrainian teachers work in in the Czech Republic and Slovakia,

c) Contact with Mark about follow-up of two initiatives

c. CercleS Conference

- Follow-up on outcomes of Round Table (further discussion, actions...) ==> see recording, document key messages and Mentimeter in Conference folder on Teams
- Discussion and feedback; lessons learnt; discussion of evaluation outcomes with Conference organisers: ==> at next EC meeting
- Follow up on Workshop on Policy Paper?

- **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. Planned changes in the editorial board
b. Authors to be invited to the December LLHE webinar
c. .....

- **Update from Secretary General / assistant**

a. Email to be sent to excludes AM
b. Do all honorary members have a CercleS website account? ==> the 3 honorary members + the 18 Ukrainian colleagues do have one.
c. CercleS banner left in Porto; should be sent to Durham before next CercleS Conference
d. First newsletter to be sent on 5 October: ==> add information about follow-up on Round Table
e. Second newsletter to be sent out after the Conference: suggestions of date and topics
f. Regular updates regarding enrollments for Leadership training
g. Focus and timeline for next e-bulletin

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- **Update from Treasurer**

a. Payments to the Conference Organisers

- **AOB**
  - Upcoming meetings?
    1. 11., 16:15-17:45 / 2.11., 16:00-17:30
    29. 11., 16:15-17:45 / 30.11., 16:00-17:30
    14. 12., 16:00-17:30 / 20.12., 16:00-17_30

- **Planned action**

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