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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Der Präsident

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CercleS Executive Committee Meeting No 59
11 September 2024: 10:00-11:30, Durham, in the lobby of Hotel Indigo

Agenda

- **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)

EC Conference Calendar
- Calendar of meetings / special meetings of EC members
- Schedule: Options for handover meeting with new EC
-

Gifts for Conference Organisers
- Check gifts and organise their handing over

b. **CC meeting** → on Teams in folder **2024 - CC meeting of 11 September**
- Update attendees – also on slides
- Scroll through slides, timeline

c. **GM** → on Teams in folder **2024 - GM meeting of 13 September**
- Update attendees – also on slides
- Check polling / Voting process
- Scroll through slides, timeline
- Attendance list, handing out voting slips, Zoom chat and minutes: distrubution of roles
- Hosting of meeting

d. **Handover to new EC: Review of issues below**

Documents
a. Documents (print) to be brought by Sabina to Durham
b. E-documents to be handed over to the new President in Durham on a USB-drive

Finances (Credit mutuel)
c. Sabina's credit card to be deleted after the payments in Durham
d. Sabina to give her card to Tom after paying for the hotel, and he will destroy it
e. A copy of the new president's passport will be required to get a new card
f. Tom to organise accounts of the new deputy treasurer the GS and the President

Website
g. Access: Zaan to check with Mr. Dumonceau new accounts of EC if needed and to maintain accounts of individuals cooperating with CercleS

Partnerships

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Agreements: with partners like ECML and European Language Council - Sabina to explain necessary renewals if wanted (new ECML delegates needed, for example)

Meetings at Durham: time to be decided

h. LLHE: Carmen to present her suggestions for the new editorial board
i. Agreements / contract with assistant: Sabina to explain necessary renewals if wanted
j. Teams: Mia and Tom to present Teams as a tool for cooperation
k. All to present experience with daily works and cooperation mode

Ritual

l. Handing over ritual and gifts for closing ceremony meeting

Update from Vice-President:

-
- Speech and Gift to Gillian

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)

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).

Update from Treasurer:

a. Payments of members, 2024:
All debit notes/invoices have been sent out. Some payments have already been received.
National Associations: Has AULC paid? Have ACLES and RANACLES paid 2nd instalment?
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).

AOB

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