



## Minutes of the CercleS General Meeting on 16 September 2022 in Porto/via Zoom 17:00-17:50 (WEST)

### Meeting format

The meeting is held as a hybrid meeting, allowing both attendees in Porto and via Zoom.

### Registration process

Anyone was allowed to attend the meeting – online and in person – but only one person per institution was allowed to vote, as per the CercleS Statutes 2020. All participants that intended to vote (as delegate from their member institution) – online or in person – were asked to register before the meeting, and the registrations were checked manually against the current membership list. Only one representative from each institution registered, and they could all vote.

Those attending online were sent a link for the Zoom meeting. The names of those attending in person were recorded on a list, and at the entrance to the meeting venue, these persons were given a green card that could be used to cast a vote. Anyone else was allowed entrance to the venue but were not allowed to vote and did not receive a green card. For voting purposes, raised green cards were counted.

Online votes were counted by Tom Grainger and Anne Chateau. In-person votes were counted by Zaan Bester and Mia Panisse.

### Panelists

Members of the Executive Committee:

Sabina Schaffner (President), Anne Chateau (Secretary General), Marta Estella Clota (Treasurer), Carmen Argondizzo (Vice-President), Mia Panisse (Deputy Secretary General), Tom Grainger (Deputy Treasurer), Zaan Bester (assistant)

### Attendees

The following persons eligible to vote (with their associations and institutions) registered for the meeting:

Online: 11 registered, 7 and later 9 attended

In person: 35 registered, 29 attended (indicated in bold below)

**Total of delegates attending and entitled to vote: 38**

NA / AM	The name of your university/language centre	Voting person	
ACLES	Universidad de Murcia - Servicio de Idiomas	Juana Sanmartín Vélez	In person
ACLES	Centro de Lenguas UPM (Universidad Politécnica de Madrid)	Carmen Álvarez García	In person
ACLES	University of Barcelona	Adriana Peña	In person
ACLES	Modern Languages Institute - Nebrija University	Alicia de la Peña	Online
ACLES	Granada Centro de Lenguas Modernas	Jose M Martin Pasadas	Online
ACLES	Universidad de Navarra / Instituto de Idiomas	Coilin O Haodha	Online
AICLU	CLA - Università degli Studi di Siena	Cesare Zanca	In person
AICLU	University of Padova	Caroline Clark	Online
AKS	Carl von Ossietzky University Oldenburg	Maike Engelhardt	In person

#### Presidency

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
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#### General Secretariat

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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**

**University of Zurich UZH**

Language Center of UZH

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website: <http://www.cercles.org>

AKS	Berliner Hochschule für Technik (BHT)	Aleksandra Sudhershan	In person
AKS	Georg-August-Universität Göttingen / ZESS	Johann Fischer	In person
AKS	Zentrum für Fremdsprachenausbildung (ZFA)	Astrid Reich	In person
AKS	Freie Universität Berlin	Ruth Tobias	In person
AKS	Sprachenzentrum Technische Universität Darmstadt	Stefanie Nölle-Becker	Online
AULC	Durham University	Mark Critchley	In person
AULC	Cardiff University	Catherine Chabert	Online
AULC	King's College Language Centre	Ana de Medeiros	Online
AULC	University of Oxford Language Centre	Marion sadoux	Online
CASALC CZ	University of Pardubice	Zaan Bester	In person
CASALC CZ	Masaryk University Language Centre, CJV MU	Libor Stepanek	In person
FINELC	University of Vaasa/Language Centre Linginno	Nina Pilke	In person
FINELC	Tampere University	Taina Juurakko-Paavola	In person
FINELC	University of Lapland	Ville Jakkula	In person
NUT	University of Twente Language Centre	Katja Hunfeld	In person
RANACLES	Marseille Luminy (Aix-Marseille Université)	Tom Grainger	In person
RANACLES	Centre de Langues Yves Châlon	Carine Martin	In person
RANACLES	Bordeaux University	Youssef Benzoubair	In person
RANACLES	CLIL Centre de Langues Université de Lille	Annick Rivens	In person
ReCLES	Instituto Politécnico de Castelo Branco/CILCE	Margarida Morgado	In person
ReCLES	Instituto Politécnico da Guarda	María del Carmen Arau Ribeiro	In person
ReCLES	Estoril Higher Institute for Tourism and Hotel Studies	Ana Gonçalves	In person
ReCLES	CLiC-Centro de Línguas e Cultura do Politécnico de Lisboa	Antónia Estrela	In person
ReCLES	Centro de Línguas e Culturas (CLiC) do Instituto Politécnico de Portalegre	Margarida Coelho	Online
ReCLES	CILCE	Margarida Morgado	In person
SERMO	Poznan University of Technology, CLC	Liliana Szczuka-Dorna	In person
SSH-CHES-CSUS	Université de Neuchâtel	Sara Cotelli Kureth	In person
SSH-CHES-CSUS	University of Lausanne, CdL	Bente Lowin Kropf	In person
SSH-CHES-CSUS	Language Center of the University of Zurich and ETH Zurich	Sabina Schaffner	In person
SSH-CHES-CSUS	HEIG-VD, Yverdon-les-Bains	Elisabeth Paliot	In person
SSH-CHES-CSUS	Language Center of the University of Basel	Barbara Berzel	In person
SSH-CHES-CSUS	Universitaet Bern	Stefanie Neuner Anfindsen	In person
SSH-CHES-CSUS	Sprachenzentrum der Hochschule Luzern	Clarissa Zambiasi	Online
VUS	Language Center of the University of Vienna	Nicola Kraml	In person
Associate Member	KTH Royal Institute of of Technology/Lang and Communication	Ida Pinho	In person
Associate Member	The Foreign Languages Center University of Bucharest	Diana Ionita	Online

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## Voting rights (CercleS Statutes 2020)

### 5.6 Voting rights

Institutional members (Language Centre members of full members that have paid their subscription) and associate members have one (1) vote per member present, it being specified that full members as such, represented during the vote by institutional members, do not have their own voting rights. Honorary members and benefactor members do not have voting rights.

Proxy voting is not permitted.

A member of the Association does not have the right to vote, when the purpose of the resolution of the Ordinary or Extraordinary General Meeting is to conclude a legal act with her/him, or to initiate or terminate legal proceedings between her/him and the Association.

### 5.7 Resolutions

Resolutions of the Ordinary and Extraordinary General Meeting shall be passed by a simple majority of the votes cast by those members present and entitled to vote.

The majority shall be calculated based on the votes cast, excluding abstentions, blank or invalid votes, which thus shall not be added to negative votes for the calculation of the majority.

Voting shall be by show of hands, or by roll call, or by secret ballot, as decided by the President of the Association presiding over the meeting.

## 1. Welcome and agenda (GM slide 4)

The president welcomed the participants of the GM in Porto and online. The voting procedure for online and in-person participants were explained, as well as ways that participants could communicate with the EC and each other.

No points are added to the agenda.

Voting: 30 approved | 0 did not approve | 1 abstained | 7 did not vote [total: 38]

*The agenda is approved.*

## 2. Approval of minutes from the Ordinary General Meeting on 4 September 2020 via Zoom (required for approval: simple majority) (GM slide 6)

Voting: 25 approved | 0 did not approve | 6 abstained | 7 did not vote [total: 38]

*The minutes were approved.*

## Approval of minutes from the Extraordinary General Meeting on 9 September 2020 at Masaryk University, Brno / via Zoom (required for approval: simple majority) (GM slide 6)

Voting: 27 approved | 0 did not approve | 5 abstained | 6 did not vote [total: 38]

*The minutes were approved.*

## 3. Reports – presentation and approvals (required for approval: simple majority)

### a. President's report (presented by Sabina Schaffner) (GM slides 7-16)

Voting: 26 approved | 0 did not approve | 1 abstained | 11 did not vote [total: 38]

*The report was approved.*

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- b. Secretary General's report (presented by Anne Chateau) (*GM slides 18-25*)  
Voting: 27 approved | 0 did not approve | 1 abstained | 10 did not vote [total: 38]  
*The report was approved.*
- c. Editor-in-chief's report (presented by Carmen Argondizzo) (*GM slides 27-31*)  
Voting: 29 approved | 0 did not approve | 1 abstained | 8 did not vote [total: 38]  
*The report was approved.*
- d. Treasurer's report and approval of accounts (presented by Marta Estella Clota) (*GM slides 33-40*)  
Auditors' reports (by Ruth Tobias and Ana de Medeiros)  
Voting: 28 approved | 0 did not approve | 2 abstained | 8 did not vote [total: 38]  
*The report was approved.*

#### 4. Membership issues 2022

- a. CercleS subscriptions 2021 and 2022 (*GM slide 42*)  
A summary is given of current membership numbers.
- b. Nomination of (extraordinary and ordinary honorary) members in 2022 by the Executive Committee (*GM slide 42*)  
A summary is given of the ordinary membership given to David Little, Raija Elsinen and Isabella Stefanutti, as well as extraordinary membership to colleagues from Ukrainian language centres.
- c. Exclusion of associate members to be approved by the General Meeting (*GM slides 42-44*)  
Three Associate Members have not paid their membership fees for 2 consecutive years, which means that – according to the CercleS Statutes 2020 – the members of the GM should approve that they are excluded. It was communicated that exclusion is not permanent, and these AMs are welcome to join CercleS again at any stage.  
Voting: 26 approved | 0 did not approve | 4 abstained | 8 did not vote [total: 38]  
*The GM agree that the three Associate Members are excluded.*
- d. Appointment of auditors for approval of accounts 2024 (*GM slide 40*)  
*Stefanie Neuner Anfindsen and Nicola Kraml volunteer and are appointed as auditors.*

#### 5. Planned activities and publications 2022-2023

- a. LLHE- planned future publications (*GM slide 46*)  
Specific information is covered by Editor-in-chief's report.
- b. Webinars and workshops (*GM slides 47-50*)  
A summary is given of upcoming webinars and workshops, including the LLHE webinar in December, and three online leadership training modules.

#### 6. Any other business (*GM slide 51*)

- a. Date, venue and organisation of CercleS Conference 2024  
The XVIII CercleS Conference will be hosted by AULC / Centre for Foreign Language Study; School of Modern Languages and Cultures, Durham University, UK  
Date: 12-14 September 2024.  
No visas are needed for those from European countries, but a passport is required to travel to the UK.
- b. Date of next General Meeting: 13 September 2024 (hybrid)

The Executive Committee thanks all participants and adjourns the meeting.

Minutes: Zaan Bester

Secretary General:

*A. Chateau*

President:

*S. Schaffner*

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