

BALEAP Annual General Meeting

University of Leeds

12 April 2019



The global forum for
EAP professionals

In Attendance: Maxine Gillway (Chair), Sarah Brewer (Incoming Chair), Lia Blaj Ward (Treasurer), Bella Reichard (Web Officer), John Wrigglesworth (Research and Publications Officer), Kerry Tavakoli (Events Officer), John Slaght (Testing Officer), Clare Poulson (Information and Publicity Officer), Conrad Heyns (Incoming Chair of BAS), Olwyn Alexander (Outgoing Chair of BAS), Gary Riley-Jones (TEAP Officer), Anneli Williams (Ordinary Member), Lisa Hanson (Ordinary Member), **Jane Bottomley?** Rachel Conway (Elsevier, JEAP Representative, Yvonne Cavanagh (Administrator) and BALEAP individual and institutional members.

1. Welcome [MG]

- 1.1. Apologies – there were no apologies
- 1.2. No conflict of interest was declared
- 1.3. The minutes of AGM 24.03.2018 were declared a true and accurate record
Proposer: Bella Reichard; Seconder: Anneli Williams

2. Matters arising from AGM 24.03.2018 [MG]

There were no matters arising

3. Executive Committee elections

- 3.1 New members of the Executive Committee were confirmed in post:
Web Officer: Bella Reichard (re-elected unopposed)
Ordinary Member: Lisa Hanson (elected)

The Chair welcomed the new Executive Member and thanked the Web Officer for her valuable input to date.

3.2 Proposed appointment of Honorary Member

Diane Schmitt, a previous Chair and retired institutional member, was proposed as a new Honorary Member of BALEAP by John Wrigglesworth and seconded by Kerry Tavakoli. The Chair thanked her for her excellent efforts and support in the past and welcomed her to continue to be involved in BALEAP events

4. Chair's report (MG)

4.1 Presentation of the annual report August 2017 – July 2018

The Annual Report is on the BALEAP website covering what has been achieved, forecasted activity and financial information.

Acceptance of Annual Report proposed: Clare Poulson, seconded: Lisa Hanson.

Maxine Gillway, in her last report as Chair noted the key highlights for this year were:

1. Success in going global. There had been events in Turkey (PCE in June), Luxembourg (Testing event), Ireland and Shanghai. There was also now a memorandum of understanding with Turkey amongst other notable developments. International membership had increased both for individuals and institutions and this had been reflected in discussions on the JISC list.

2. *JEAP* subscriptions were now available electronically and in hard copy for full Individual Members. This was a welcome change.

The Chair invited questions about the report but none were asked.

4.2 Handover to new chair

Sarah Brewer, Incoming Chair would be in this role for the coming three years, supported by Maxine. Sarah thanked Maxine for her support to date.

She noted that there were many opportunities this year and was keen to increase BALEAP's global reach, building on successes to date.

Key actions for the coming year:

1. Develop SIGS further, including the more recent Leadership and Management one.
2. Adopt a similar model to other organisations, providing seed money and encouraging proposals for SIGs.
3. Develop procedures and a handbook by the end of May in order to be in a position to invite proposals.

5. Treasurer's report (LBW)

5.1 Presentation of accounts for approval

The accounts were presented and approved. Proposer: John Wrigglesworth; Seconder: Kerry Tavakoli.

Lia Blaj Ward, Treasurer, reported on a very healthy financial position. As a result, membership and event fees would not be increased.

Three further items were highlighted:

1. The release of a pilot funding scheme linked to the 2019 strategic theme of Collaborative Practice (<https://www.baleap.org/news/funding-available-for-collaborative-practice>)
2. Allocation of funds to grow SIG activity to create and share good practice.
3. There would be a strategic allocation of designated funds for new projects agreed in consultation with the BALEAP membership, to benefit our members' professional development, our students' learning experience and our (EAP) colleagues' practice worldwide.

A member asked about the procedure to pay in euros for those working/living abroad. Lia advised this was an issue being looked at.

5.2 Re-appointment of accountant

5.2 The re-appointment of the accountant was approved. Proposer: John Slaght; Seconder: Conrad Heyns.

6 Officer reports

6.1 Web (BR)

Bella Reichard, Web Officer, reported on activity on the website.

Key actions this year:

1. The BALEAP branding had been updated on the website.
2. The website and all BALEAP systems had been revised to ensure they were GDPR compliant in line with new legislation.
3. Web views had increased by 30% this year in the UK and by 50% from overseas. The website had been getting interest on events, membership, TEAP courses etc, which was very positive.
4. Members were encouraged to contact Bella if they had courses to add or with any requests.

6.2 Events (KT)

Kerry Tavakoli, Events Officer, reported on the numerous events during the year.

1. Key successes had been the PIMs in Newcastle, Essex (in collaboration with ALDinHE) and Birmingham.
2. BALEAP had also held some further webinars.
3. PIMs were planned for Northampton in June 2019, Goldsmiths in November 2019 and Northumbria in March 2020.
4. Hosts are invited for 2021. Kent plans to hold a PIM in the November but there are other spaces available.
5. Attendance at PIMs has been very good and presenting at these events offers a good opportunity for members.
6. Internationally, there would be a PIM in Luxembourg in 2020 and a conference in China.

There were questions from the audience:

Q: Can we do a PIM in Hong Kong?

A: Yes, this could be considered.

Q: When is the China event?

A: This is still in the planning stages. It will be in an interim year, i.e. not replacing a BALEAP biennial conference.

Q: Why are the upcoming PIMs not normally advertised in advance?

A: The Web Officer advised that PIMs would be advertised for the coming year by the end of September. The new website can take orders for events simultaneously so this will be manageable going forward.

Q: Is there a topic set for the Goldsmiths event?

A: The detail is yet to be set but the theme will be technology.

Q: Is there a topic set for the Luxembourg event?

A: This is detailed on the Events Officer report on the website.

6.3 TEAP (GRJ)

Gary Riley-Jones, TEAP Officer, reported that:

1. 14 new Fellows and 1 Senior Fellow had been accredited from 2018 submissions (1 Senior Fellow, 3 Fellows, 10 Associate Fellows) and 1 upgrade to Senior Fellow, Mentor and Assessor).
2. The scheme was proving popular in the UK and abroad, including Holland, Luxembourg, Turkey, China and Mongolia.
3. A working group had been formed to review and revise the Criteria and the TEAP handbook and had held its first meeting.

The Chair invited 7 people to the stage to hand out TEAP certificates and congratulated the group on their achievements.

6.4 BAS(CH)

Conrad Heyns, Chair of BAS, reported that:

1. The first international accreditation had taken place of Xi'an Jiaotong-Liverpool University. Suzhou, China.
2. As a result of this accreditation, a working group is considering changes required to the reviewing criteria. The scheme may have to be adapted to accommodate differences in international provision.
3. Institutions in Kazakhstan and Turkey are also interested in accreditation going forward.
4. The Chair had also made links with Eaquals and the British Accreditation Council to consider joint projects and how to share good practice. Two Memoranda of Co-operation had been signed. This was a good opportunity to learn from one another.

6.5 Research and Publications (JW)

John Wrigglesworth, Research and Publications Officer, reported on key milestones:

1. The winner of the 2018 BALEAP Master's Dissertation Award was Caroline Fletcher. Title: Learner engagement with teacher-generated electronic formative feedback on EAP writing: A multiple case study of international foundation students.

There had been 20 entries this year all (all of which were distinction dissertations). John thanked the team for their assistance in judging the dissertations for the award.

2. Alex Ding and Bee Bond had run several successful ResTES events. The next one would be in June and would be a free event.

If any members had ideas for ResTES events they should send them to the Research and Publications Officer.

3. Conference Proceedings; John thanked Maxine Gillway for preparing the last Conference Proceedings volume which was available today. Thanks were also given to Jean McCutcheon, the Conference Proceedings Administrator. The next issue of Conference Proceedings would be prepared by Alex Ding, Bee Bond and Michelle Evans.

4. Looking forward, consideration was being given to further research awards, including a PhD dissertation award and the setting up of a discussion board and/or blog on the website.

6.6 Information and Publicity (CP)

Clare Poulson, Information and Publicity Officer, reported that:

1. There had been 250 jobs posted via BALEAP in the last year. This was an increase of 30%. There had been more full time posts and some Pre-sessional.

2. The new BALEAP identity had been applied to the website and to additional promotional materials.

3. Going forward, the plan was to build guidelines for the new brand identity and also work on building the membership numbers.

6.7 Testing (JS)

John Slaght, Testing Officer, reported that:

1. There had been six Testing Road Shows since the 2017 biennial conference. There had been an international Road Show in Luxembourg in November 2018. John thanked the hosts, including Katrien Deroey in Luxembourg, Bella Reichard in Newcastle and Melinda Whong, Bee Bond and Alex Ding at Leeds. He also thanked the Co-facilitators including Diane Schmitt.

2. There were plans for other Road Shows in Dublin and Cork in June 2019.

3. Anyone interested in hosting a future event should get in touch.

6.8 Ordinary member voice

Anneli Williams, Ordinary Member, reported on activity this year.

1. There had been a successful survey related to the Leadership and Management SIG this year and there was information on the website about this.

2. There was a growing network building up and a handbook was being developed to help set up and manage SIGs. SIGs were a good opportunity for members to get more involved with BALEAP work and she invited members to present ideas and views.

Sarah Brewer, Incoming Chair, closed the meeting.

1. Sarah introduced Rachel Conway, *JEAP* Representative from Elsevier. BALEAP is delighted to be working more closely with Rachel. BALEAP's 50th anniversary was coming up and this would coincide with the 20th anniversary of *JEAP*. There was a possibility of a joint event to celebrate. Rachel expressed her interest in increasing members' input to *JEAP* and also in getting ideas on how to develop the publication. Members were encouraged to offer suggestions.

2. There would be Committee roles coming up for election next year. Members were encouraged to approach Executive Committee members to ask about these. The elections would be for an Ordinary Member, Information and Publicity Officer, Research and Publications Officer and the Treasurer.
3. Sarah thanked Olwyn Alexander for her input and excellent work as BAS Chair. Olwyn has stepped down and Conrad Heyns is the new Chair.
4. Sarah also thanked everyone for their attendance and advised that the next AGM would be in March 2020 at Northumbria University.

7. AOB

There was no other business.

8. Date and venue of next AGM

28 March 2020, Northumbria University.