



The global forum for
EAP professionals

Annual General Meeting

8th April, 2017, 12.45–13.30

University of Bristol, CELFS, Richmond Building
Anson Rooms (small)

MINUTES

1. Welcome

1.1 Apologies received from LBW and SCH.

1.2 No conflict of interest was declared.

1.3 The minutes of AGM 19.03.2016 were declared a true and correct record.

Proposer: JK. Seconder: KT.

2. Matters arising from AGM minutes 19.03.2016

2.1 MG confirmed that she had begun negotiations for an e-version of JEAP.

3. Executive Committee elections

3.1 Results of elections (electronic voting February 2017) were confirmed by MG. There were 115 responses from those eligible to vote (a 32% response rate). MG noted that it was the first time BALEAP had used an online voting system and she was pleased with the response. While some had expressed disappointment with the relatively 'low' percentage response rate, it was nevertheless higher than the number of members attending the AGM and thus more representative of the membership than previous elections. MG confirmed that online voting will continue.

3.2 New members of Executive Committee were confirmed in post:

BAS Chair: Olwyn Alexander (re-elected, unopposed). OA will continue in role for 2 years.

Treasurer: Lia Blaj-Ward (re-elected, unopposed).

Research and Publications Officer: John Wrigglesworth (re-elected).

Information and Publicity Officer: Clare Poulson (re-elected).

Ordinary Members: David Read and Jane Bottomley elected.

MG congratulated the new Exec members and emphasised the voluntary nature of all the Exec roles.

3.3 Thanks to outgoing members

MG thanked the outgoing Executive members, KT and SCH, and gave special thanks to DS, the outgoing Deputy Chair.

4. Chair's report

4.1 Presentation of the Annual Report, August 2015–July 2016

MG stated that all reports are available on the BALEAP website and that for the sake of brevity at the AGM, Exec members would only be answering questions.

4.2 Change in BALEAP administrator, January 2017

MG highlighted the change in administrator from Dovetail to YC; a change that took place at the end of December 2016/beginning of January 2017. MG commented that she was very pleased with the work YC is doing.

4.3 Results of members' survey

CP reported on the recent members' survey, to which 131 members had responded. CP stated that the purpose of the survey was to involve members more and to canvas members with regard to the benefits of membership and ask what activities BALEAP could offer members in the future. The results of the survey, CP noted, showed:

Events – Although PIMs and conferences were regarded as very popular, the AGM is less so; *Communications* – The new website and distribution list are very popular, the results for JEAP were more mixed. *BAS & TEAP* – Overall feedback was positive, though some queries were raised by international members; *Executive Roles* – The feedback suggested that the membership were generally happy, but would like more information on Exec roles, and more rotation. There were also queries about the role of institutional reps; *Value for money* – Institutional members gave a clear indication that BALEAP is value for money. However, there was mixed feedback from individual members; *Future Activities* – Special Interest Groups were a popular suggestion, as was possible collaboration with other organisations; The question over Political Voice provoked a very mixed response.

CP stated that the results of the survey will be analysed further and presented to the next Executive Strategy Meeting which will consider and implement some of the ideas that arose from the survey into the Key Objectives. CP concluded her report with a plea to the membership to always feel free to contact the Exec and be more involved.

4.4 Key objectives for April 2017–April 2019

MG reiterated how the results of the members' survey will be incorporated into the next 2-year plan, which will also include forthcoming PIMs, the 2019 Biennial, the ResTES events, and the Assessment Roadshows. There will be a Budget Meeting at the end of May/early June 2017 during which the Exec will also discuss how any surplus from the Bristol Biennial can be used to subsidise the cost of the ResTES and other events over the next 2 years. MG stated that this was the first time BALEAP had attempted to create a 2-year plan. She added that BALEAP was required to present an Annual Report (August 2015–July 2016) to Companies House, and this report is currently available on the BALEAP website. The Annual Report was declared a true and correct record. Proposer: OA. Seconder: BR.

4.5 Proposed by-laws

MG explained that in BALEAP's Articles of Association, by-laws can be introduced or amended at any time to help with the procedures of business. Three areas had been identified: succession planning; quorum; and reasonable expenses.

4.5.a Succession planning

In response to members' concerns over the rotation of roles and avoiding an Exec member holding the same role for many years, MG explained that one of the

proposed changes involves succession planning. Currently there are two Chair roles, BALEAP Chair and BAS Chair, and a TEAP Officer.

4.5.a.i BALEAP Chair

MG explained that the BALEAP Chair is currently a 5-year role, i.e., as Deputy Chair for 1 year, Chair for 3 years, and then Deputy Chair again for a further year (elected by the wider membership, as with most Executive roles). The proposal is that the name 'Deputy Chair' be changed to 'Incoming Chair', the title of 'Chair' to remain the same, but the final year of the 5-year term to be referred to as 'Outgoing Chair' to reflect the varying function of the role.

The Motion was passed.

4.5.a.ii BAS Chair

MG noted that the current BAS Chair, OA, has been re-elected for a further 2 years, which is currently the maximum term for this role i.e., an initial 3-year term plus a 2-year extension (a maximum of 5 years in total). There is currently no succession planning for this role. The BAS Chair is proposed by the active cohort of BAS Assessors and must be from amongst the assessors. The BAS Chair is then elected by the wider membership, with one or more of the proposed Assessors put out to the vote. The proposal, for the purposes of succession planning, is that there should be an overlap of 1 year between the incoming and outgoing BAS Chair, as with the BALEAP Chair, to pass on critical knowledge. Thus, the incoming BAS Chair will be elected one year prior to undertaking the role so that they can shadow the outgoing Chair. Also as part of the proposal, the length of the second term of the BAS Chair will be extended to 3 years to bring it in line with other Exec roles.

DS asked for clarification regarding the length of the BAS Chair's term of office. MG explained that instead of an initial 3-year term with a 2-year extension, the term of office will be extended to an initial 3-year term with a 3-year extension, i.e., the extension should be the same length as the initial term, but that there will be an overlap with the incoming/outgoing roles. DS noted that although it was quite common in similar organisations to have an incoming/outgoing Chair, it was less common for other roles and expressed concern that there might be a danger of creating an inflated Exec. MG explained that the increase in size would only be in the first year when the incoming BAS Chair took up their role and that such a succession was necessary for such a 'high stakes' role and that transfer of knowledge was critical.

The Motion was passed.

4.5.a.iii TEAP Officer

MG stated that currently the TEAP Officer is nominated from and elected by the wider membership and may stand for a further 3-year term (as with any Exec role). The proposal is that the TEAP Officer be nominated from within the pool of TEAP Scheme Fellows and Senior Fellows, and then elected by the wider membership, and that for the purposes of succession there should be an overlap of 1 year between the incoming and outgoing TEAP Officer, as with the BAS Chair.

One member asked for clarification on the roles of BAS Chair and TEAP Officer. MG explained the difference between these roles. CM asked whether a new role was being created. MG clarified that it was not.

The Motion was passed.

4.5.b Quorum

MG explained that the Articles of Association allow for a change in quorum, which currently stands at two-thirds. The proposal is that this be changed to 0.5 + 1, as currently it is sometimes difficult to achieve quorum.

The Motion was passed.

4.5.c Reasonable expenses

MG outlined the current situation with regard to expenses. The proposal is that BALEAP should follow The Charity Commission's guidelines and that the Treasurer will be responsible for providing a benchmark to new members.

The Motion was passed.

5. Treasurer's report

5.1 The accounts were presented and approved. Proposer: JS. Seconder: CP.

5.2 The re-appointment of the accountant was approved: Proposer: DS. Seconder: JK.

6. Officer reports

6.1 Web Officer (BR)

DS congratulated BR on the new website. BR commented that the back end of the website has been changed and is much improved.

6.2 Events Officer (SB)

SB was congratulated on doing an excellent job.

6.3 TEAP Officer (JK)

JK commented that there is growing interest in TEAP from overseas and that BALEAP is responding to that interest. JB, JW and GRJ were awarded their Senior Fellowship, TEAP Mentor and Assessor certificates.

6.3.a Payment of TEAP Assessors. MG confirmed that TEAP Assessors will now be paid on a self-employed basis.

6.4 BAS Chair (OA)

6.5 Research and Publications (JW)

6.5.a Award for best MA Dissertation on EAP

6.6 Information and Publicity (CP)

6.7 Testing Officer (JS)

6.8 Ordinary Member report on liaison with other organisations (GRJ). GRJ reported briefly on his discussions with ALDinHE and his attendance at the forthcoming ALDinHE Annual Conference in Hull.

7. AOB

8. Date and venue of next AGM: April 2018 (date/place to be confirmed).