

**Annual General Meeting**

8th April, 2017, 12.45-13.30

University of Bristol, CELFS, Richmond Building

Anson Rooms (small)

**AGENDA**

1. Welcome [MG]

1.1. Apologies

1.2. Declaration of any conflict of interest

1.3. Minutes of AGM 19.3.2016 to be declared a true and correct record

2. Matters arising from AGM minutes 19.3.2016 [MG]

 2.1 update on JEAP negotiations for e-version

3. Executive Committee Elections [MG]

3.1 Results of elections confirmed (electronic voting February 2017)

 115 responses of voting rights (32% response rate) - more representative

3.2 New members of executive committee confirmed in post

BAS Chair – Olwyn Alexander – unopposed

 Treasurer – Lia Blaj Ward – unopposed

 Research and Publications Officer – John Wrigglesworth re-elected

 Information and Publicity Officer – Clare Poulson re-elected

 Ordinary members – David Read & Jane Bottomley elected

3.3 Thanks to outgoing members

4. Chair’s report [MG]

4.1 Presentation of the annual report August 2015 – July 2016

4.2 Change in BALEAP administrator January 2017

4.3 Results of members survey (CP)

4.3 Key objectives for April 2017- April 2019

4.5 Proposed bye laws

* 1. Succession planning
	2. Quorum
	3. Reasonable expenses

6. Treasurer’s report [LBW]

4.1. Presentation of accounts for approval

4.2 Re-appointment of the accountant

7. Officer Reports

6.1 Web Officer (BR)

6.2 Events Officer (SB)

6.3 TEAP Officer (JK)

* 1. Payment of TEAP assessors

6.4 BAS Chair (OA)

6.5 Research and Publications (JW)

 a. Award for best MA Dissertation on EAP

6.6 Information and Publicity (CP)

6.7 Testing Officer Report (JS)

6.8 Ordinary member report on liaison with other organisations (GRJ)

8. AOB

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