Chair’s Report April 2016-2017

1. NEW BALEAP ADMINISTRATOR

On taking over as Chair in April 2016, my initial task was to oversee the cessation of business with Dovetail and the transition to a new administrator. The role was put out to tender and received two expressions of interest – one of which resulted in an appointment in December 2016. Dovetail chose not to tender. They continued to work with us during the transition until January 2017. The new administrator has settled into her role very quickly and efficiently and has set up helpful new procedures that will be beneficial to all members.

2. NEW ELECTRONIC MEMBERSHIP DATABASE

As Chair, I worked closely with new administrator and web officer to oversee transition of membership to the new web-based database. Although several membership payments were delayed this year due to this double transition between administrators and systems, I believe the whole system will run much more efficiently and effectively in the future.

3. FIRST ELECTRONIC ELECTIONS

In 2017, I set up the first electronic elections to the executive committee using Bristol Online Surveys. This allowed a greater proportion of the membership to vote and resulted in the election of two new ordinary members as well as the return of two serving officers. Two other serving officers were unopposed, so continue in role as treasurer and BAS Chair without a vote.

4. FIRST IN A SERIES OF WEBINARS

Another first for 2017 was the webinar on EAP in context that I helped to organise along with the Events Officer and a colleague from Sheffield University. My intention with these webinars is to make the BALEAP Community of Practice more easily accessible to overseas members.

5. FIRST TESTING ROADSHOW

I also worked with the Testing Officer to pilot the concept of the Testing Roadshow, by hosting a joint Bristol Bath event at Bristol. It is hoped that these events will be free to members if hosted in a range of different institutions that will cover expenses.

6. ELECTRONIC ACCESS TO JEAP

I began discussions with Elsevier in order to secure electronic access to JEAP for individual members who do not have access through an institution.

7. EXECUTIVE MEETINGS and NEW UPDATES

I have chaired executive meetings in Glasgow and Edinburgh before the respective PIMs. I also hosted an exec strategy away day in Bristol in order to work on the administrator role and bye-laws (to be approved at the AGM). I have continued to write quarterly BALEAP News articles for JEAP.

8. BRISTOL CONFERENCE ORGANISATION

The majority of my BALEAP time this year has been given to the organisation of the 15th BALEAP conference, which promises to be an interesting event with over 100 presentations on the theme of ‘Addressing the state of the union; working together=learning together’. We expect 365 participants from all over the world.

Maxine Gillway

April 2017