

## BALEAP ANNUAL GENERAL MEETING

Date: March 24TH 2018

Time: 12.00-13.00

Place: University of Reading

### AGENDA

#### 1. Welcome

Apologies – Lia Blaj-Ward (Treasurer), Clare Poulson (Information Officer), Gary Riley-Jones (TEAP Officer)

Declaration of conflict of interests

*No conflicts of interest*

*Minutes of AGM 8/4/2017 to be declared true and accurate record*

*Jenny proposes , Bella seconds*

#### 2. Matters Arising from AGM 8/4/2017

*No matters arising*

### INFORMATION:

#### 3. Executive Committee Elections

*150 votes cast, greater proportion than before, first time using electronic voting*

*Results of elections confirmed*

*Incoming Chair/Chair - Sarah Brewer*

*5 year tenure*

*BAS Chair - Conrad Heyns*

*Working with Olwyn for one year, then serve for three years.*

*TEAP Officer - Gary Riley-Jones*

*Has been working with Jenny since confirmation to get used to role*

*Testing Officer - John Slaght*

*Re-elected for a further three years*

*Events Officer – Kerry Tavakoli*

*Kerry served as Ordinary Member before*

*Ordinary Member - Anneli Williams*

*Introductions from incoming members present*

*Thanks to all those who took part and put themselves forward*

*Sarah Brewer, thanks for work as Events officer*

*Olwyn Alexander, thanks for work as BAS chair, reorganising and revising the BAS accreditation handbook*

*Jenny Kemp thanks as TEAP officer, helped progress through events/CPD work/lots of work behind the scenes/Chairing the ratification meetings etc.*

*Farewells and thanks to outgoing members*

QUESTIONS ARISING FROM REPORTS (published in advance):

4. Chair's report (MG)

*No questions about the Chair's report*

*Presentation of the annual report August 2016 – July 2017*

*Olwyn proposes we approve presentation of annual report, Bella seconds*

5. Treasurer's report (LBW)

*Good surplus,*

*We would like to know what projects members would like to be involved in, suggestions for use of the money. Money needs to be spent on the membership, obligation as a charity.*

*£56,167 surplus, thanks to Bristol.*

*Some funds needed for emergencies, conference in Leeds*

*Bella approves the accounts, Jane seconds.*

*Need to reappoint accountant, Barry Buels, given advice on new data protection laws, e.g. about permission to contact members. Maxine proposes reappointing, Olwyn seconds*

*Presentation of accounts for approval*

*Re-appointment of accountant*

6. Officer reports

TEAP (JK)

*no questions on TEAP report,*

*Certificates presented:*

*4 associate fellows: Lucy Atkinson, Jo Kukushka, Simon Matthews received certificates*

*3 new fellows: certificate presented to Simon Williams*

*2 new senior fellows: certificate presented to Elizabeth Allen*

*\*Congratulations to all of them.*

*Presentation of TEAP Fellowship certificates*

*(chair) call for people to take part in working group to look at criteria. Scheme needs to stay fresh and Gary will send out call.*

Research and Publicity (JW)

*no questions on research and publications report*

*Announcement of MA dissertation award winner*

*announcement: Dissertation award – all universities requested to send in distinction level dissertations based on summaries. Reduced to 3, 1 is chosen as winner. Prize is speak at conference (ideally Leeds), £250 to help with travel/accommodation. Winner is Anna Murawska, Edinburgh University, will go on website if agreed. Will be award in 2019 as well.*

*Question: possibility of award for Phd in EAP (proposed by Mary Davis)  
Will be added to Exec agenda for June*

*Request for books to review on website, no responses  
Chris Foggin has £250 to buy books for review on the website*

#### Information and Publicity (CP)

*Launch of new logo  
Bella showed on computer, designed to making printing, display better, will be on certificates*

#### Web (BR)

#### Events (SB)

SB commented on the success not only of PIMs but also local/regional EAP events such as EAP in the North, EAP in the SW and EAP in the SE. The Events Officer is always willing to give advice about running these.

#### BAS (OA)

*query about jointly run on overseas campuses, Olwyn – could be accredited but would need visit, cannot be automatically linked to home countries accreditation  
Liverpool (Jia tong)/Bangkok.*

#### Testing (JS)

*Gradually changing content of roadshow, one holding in May in Glasgow and Coventry and June will be different from previous ones.  
About to confirm testing roadshows in Luxembourg and Ireland*

#### DISCUSSION:

##### 7. Special Interest Group structure and ideas for development

*Bella working on this initiative based on members survey. Will be SIG tab on website: testing and assessment, research and scholarship, leadership and management. John Slaght is contact person for testing and assessment group, John W research and scholarship contact point, some information on website in those two areas (ResTes, Roadshows).*

*Going forward, SIG pages are designed to work for BALEAP members. Sarah/Jane and additional people required to help design the web space to meet needs of membership. Interest from people wanting to move into management, working group need, a call will be put out for members.*

*Further ahead, SIGs might have own budget, this year the focus is on development of the SIG pages on the webpage.*

*Call to suggest ideas to put on SIG pages. Suggestions:*

*Melinda Whong/Liz Wilding: way to link up people/mentoring, find people outside own institution,*

*Iwona Pringle: suggestion for closed/smaller mailing list/forum*

*Melinda Whong pointed people to AULC network as a possible contact point/place to find out more information*

*Meet the exec webinar planned for beginning of May, not many sign ups, may change this to focus on SIG groups.*

#### 8. AOB

*Melinda Whong: Call coming out next month for April 2019 conference in Leeds on Innovation*

*Date and venue of next AGM – during 2019 conference in Leeds*