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