

BALEAP Annual General Meeting
27 March 2020
AGENDA
Venue: ZOOM Meeting
13.00-14.00

EXECUTIVE COMMITTEE ATTENDANCE: Sarah Brewer (Chair), Lia Blaj-Ward (Treasurer), Maxine Gillway (Outgoing Chair), Bella Reichard (Web Officer), John Wrigglesworth (Research and Publications Officer), Kerry Tavakoli (Events Officer), Conrad Heyns (BAS Chair), John Slaght (Testing Officer), Anneli Williams (Ordinary Member), Lisa Hanson (Ordinary Member), Yvonne Cavanagh (Administrator), Ania Rolinska, Steven Herron

APOLOGIES: Gary Riley Jones, Clare Poulson, Jane Bottomley

No.	Item	Detail	Who/When
1.	WELCOME	<p>The Chair welcomed newly elected Executive committee members Steven Herron and Ania Rolinska.</p> <p>She thanked several members who would be stepping down from their roles on the Executive Committee. First and foremost, she thanked Maxine Gillway, the Outgoing Chair, for her enormous input into developing the BALEAP community and for her support in the last year.</p> <p>Another major contribution had been made by Lia Blaj Ward who had been Treasurer for two terms and who had given valuable input in a variety of areas.</p> <p>John Wrigglesworth was also leaving the Committee and Sarah thanked him for his great input, again in a variety of roles.</p> <p>Thanks were also due to Clare Poulson, who had stepped down, for her commitment and efforts over the years.</p> <p>Last but not least, Jane Bottomley had been an active and important Ordinary Member of the team.</p> <p>The Chair recognised all of the above as having benefited the BALEAP community substantially.</p>	
	Apologies	Apologies had been received from Gary Riley-Jones, Clare Poulson and Jane Bottomley.	

	Declaration of conflict of interest	None	
2.	Approval of minutes of AGM 13 Apr 2019 in Leeds.	Proposed by Maxine Gillway and seconded by John Slaght as accurate.	
3.	MATTERS ARISING		
	Matters arising from AGM 2019	There were none.	
4.	Executive Committee Elections	<p>The election results this year were as follows:</p> <p>Bella Reichard (previously Web Officer) was confirmed as Treasurer.</p> <p>Steven Herron was confirmed as the Research and Publications Officer role.</p> <p>Anna Rolinska was confirmed as Web Officer.</p> <p>Lisa Hanson (previously Ordinary Member) was confirmed as Information and Publicity Officer.</p> <p>There is therefore a vacant space for an Ordinary Member.</p> <p>There will be a call for nominations during the year for an Ordinary member and also for a newly created SIGs Officer role. The latter is being developed and should be advertised later in the year.</p>	
5.	Honorary Member appointments	<p>The Chair asked that Olly Twist's nomination as Honorary member should be ratified at this meeting. Olly had supported BALEAP for many years in his role as Marketing Representative with Garnet Education.</p> <p>In addition, the Committee proposed Maggie Ward Goodbody as an Honorary Member in recognition of many years of work for BALEAP.</p> <p>The above was proposed by Sarah Brewer and seconded by Conrad Heyns.</p> <p>A question was raised by Andy Gillett, a current Honorary member about whether Honorary members should receive copies of JEAP. The Chair said this would be taken forward for discussion. Andy will check for historical documentation on this.</p>	SB/AG
6.	Chair's Report	The Annual report for 2018-2019, including the accounts had been uploaded to the website.	

		<p>The accuracy of the report was agreed and proposed by Bella Reichard and seconded by John Slaght.</p> <p>There had been a number of successes this year and in particular: The establishment of the SIGs has gone very well. There had been significant developments and it was now time to elect a SIG Officer to liaise and co-ordinate SIG business going forward.</p> <p>On the international front, BALEAP had its first contribution to BALEAP/JEAP news from an overseas member.</p> <p>There had also been continuing collaboration with Chinese colleagues to organise a CEAPA-BALEAP conference.</p> <p>Going forward, we were looking at investigating the possibility of the digital publication of BALEAP Conference Proceedings to ensure greater visibility of publications of EAP practitioners.</p> <p>Finally, we were keen to support EAP Practitioners through the COVID-19 pandemic in any way possible.</p>	<p>KT</p> <p>SH</p> <p>SB</p>
	SIG Liaison Officer	<p>The Chair talked through the draft job description for a SIGs Officer.</p> <p>There was a significant workload attached to the management of the SIGs and it would be necessary to scope out the job role further with a view to a call for nominations later this year.</p> <p>Proposer: Anneli Williams Seconder: Kerry Tavakoli</p>	SB
7.	Treasurer	<p>The accounts had been uploaded to the website and Lia Blaj-Ward asked for comments or feedback on these. There were no questions and the accounts were therefore approved.</p> <p>BALEAP is in a healthy financial position due to careful management of running costs by the Executive Committee, with Administrator input (there had been no increase in membership fees or event fees this year).</p> <p>There had also been the highly successful Collaborative Practice funding https://www.baleap.org/news/recipients-of-2019-baleap-collaborative-practice-funding-pilot</p>	

		<p>-<u>projects</u> (see also @baleap on Twitter for updates).</p> <p>Looking Forward: There would be a further strategic allocation of designated funds to new projects to benefit our members' professional development, our students' learning experience and our (EAP) colleagues' practice worldwide (2020 theme - Narratives of innovation and resilience: Supporting student learning experiences in challenging times). Details would be made available soon.</p>	LBW
8.	Officer Reports	The Officers each in turn highlighted main successes and actions looking forward.	
	Web Officer	<p>The Web Officer had created new storage on Google drive and provided a supporting role for the new SIGs in terms of web presence, e-mail addresses and creating a peer support group.</p> <p>The new Web Officer, Ania Rolinska, will continue to work with the SIGs going forward, ensuring representation on the BALEAP website. She will also provide regular updates on e.g. events, web pages etc.</p> <p>There were no questions.</p>	AR
	Events Officer	<p>Key successes this year had been the organisation of a joint event with CEAPA in China, which had had to be postponed but would be held at a later date.</p> <p>There was also to have been a PIM in Luxembourg, now postponed, but which it was hoped would be held in 2021.</p> <p>2019-2020 had seen a marked increase in webinars and they were proving popular.</p> <p>Finally, the Northumbria PIM scheduled for this March would take place at a later date.</p>	KT
	BALEAP Accreditation Scheme Officer	<p>It had been recognised that revisions were required for BALEAP Accreditation assessments to facilitate working with a range of institutions.</p> <p>A working group had therefore been set up and was in the process of revising the accreditation assessment process to adapt to this. The 42 criteria had been reduced to 20 and will be trialled going forward.</p> <p>A significant achievement this year had been a second overseas accreditation of Nazarbayev University in Kazakhstan.</p>	

		<p>However, a significant decision had just been made to postpone further accreditation visits due to take place in the summer of 2020, due to the coronavirus pandemic and all remaining visits are now being re-scheduled to next year.</p> <p>Additionally, some BAS Assessors would be leaving the group and new Assessors would be required to be trained for next year's visits.</p> <p>A further success this year had been the invitation to give a BAS presentation at an Equals Conference, forging further links between the two organisations.</p> <p>Looking forward, 2021 would be a busy year for accreditations and there would be continued work on developing the scheme.</p>	
	Research and Publications Officer	<p>The main successes this year had included the awarding of a dissertation award to Indrit Bulku for an MA dissertation completed at Lancaster University.</p> <p>A second was the good progress being made on the Leeds Conference Proceedings. There were 28 papers in the copy editing stage. Michelle Evans, Alex Ding and Bee Bond were carrying out the editing work and Chloe Courtenay is Proceedings Administrator.</p> <p>There had been a number of book reviews this year. The Book Review Editor Chris Foggin had retired from the role, however, and we would be looking for a replacement.</p> <p>Going forward, there were a number of plans:</p> <ul style="list-style-type: none"> ● A Research and Publications SIG ● Discussion board and/or blog on website ● Research awards ● PhD Dissertation Award ● New ResTES series discussions 	SH
	Testing	<p>The most significant successes this year had included two road shows in Ireland in June 2019 in University College Dublin and the University of Cork.</p> <p>These had helped to cement the relationship with EAP Ireland, thanks to the organisers, Jessica Garska (Dublin) and Julie Butters (Cork).</p> <p>We would welcome any interest from institutions in hosting a road show.</p> <p>The BALEAP Testing Guidelines had been revised and extended and were now available</p>	

		<p>on the BALEAP website. Looking forward, we would welcome feedback on the Guidelines and suggestions members might have as they are a work in progress.</p> <p>Collating and further research into online testing and assessment had now become a major need.</p>	
9.	Ordinary Member Voice	<p>Anneli Williams spoke to the activities of Ordinary Members.</p> <p>The Ordinary Members had assisted in the setting up of the SIGs including writing Role Descriptions and SIG Guidelines.</p> <p>Work had also been carried out to canvass members' views on BALEAP values to incorporate this into the Committee's work. This had led to decisions to vary which days events would be held to accommodate different groups.</p> <p>Work was also underway to draft a statement of BALEAP's core values to display on the website.</p> <p>More would be done on this later in the year.</p>	AW
10.	AOB	<p>The TEAP Officer and Information and Publicity Officer reports are missing at the moment due to ill health. These will be provided in due course.</p> <p>The Chair thanked the Web Officer for the technical support she had provided for a successful meeting.</p>	
	Date/location of next AGM	BALEAP Biennial Conference, University of Glasgow, April 2021.	