



**Tuesday 11th April, 6pm Wallace Lecture Theatre 0.13 (Main Building),
University of Cardiff 615-730pm**

Chair: Isabel Torres

Minutes: Sarah Wright (Association Secretary)

Committee: Katie Brown (Treasurer); Duncan Wheeler (Membership Secretary); Trevor Dadson (Ex-President and Chair of Trustees); Geoff West (Aclaiir); Mel Boland (Awards and Fellowships), Lesley Twomey (Mentoring); Chris Harris (Conference Secretary); Tom Whittaker (Postgraduate Officer)

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| 1. Apologies | Mike Thompson (Webmaster); Antonio Da Silva (Luso-Brazilian Officer); Sally Faulkner (DSS Officer) | |
| 2. Minutes of Northumbria AGM | <p>Prof Torres welcomed members to the meeting. She then thanked the local team for a fantastic conference.</p> <p>The minutes were confirmed as a true record.</p> | |
| 3. Presentation of eulogies | <p>Jeremy Lawrence presented a eulogy for Fred Hodcroft; Stephen Hart presented a eulogy for Donald Shaw (that had been written by Evi Fishburn); Katie Brown presented a eulogy for Sinead Wall (that had been written by María José Blanco and Gwen MacKeith);</p> | |

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| <p>4. Chair's Business</p> <p>a) REF consultation</p> <p>b) AMLUK</p> <p>c) Renewals on Executive Board</p> | <p>Isabel Torres read a eulogy for Professor James Whiston (that had been written by Ann Mackenzie). A two-minute silence was held in their memory.</p> <p>Professor Torres had collated responses following the Heads of Spanish meeting and a message through the distribution list to present a consolidated response to Hefce on the consultation on REF.</p> <p>The President had attended meetings of AMLUK. She clarified the context, membership and remit of this alliance. In future these meeting would take place at least once a year year and an annual conference was planned.</p> <p>Thea Pitman would replace Duncan Wheeler as Membership Secretary; Abigail Loxham would replace Sarah Wright as</p> | |
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| | <p>Association Secretary; Martin Vega would replace Mel Boland as Irish Rep responsible for Awards. The date for handover for these roles would be 31st July 2017. Kirsty Hooper would now take over from Mike Thompson as web-master (her term would run until 2020) Arantza Mayo would shadow Leslie Twomey for a year on mentoring and, if it continued, would take over the Dorothy Severin Sherman Award from Sally Faulkner whose term was also ending. Chris Harris had also announced his intention to step down as Conference Secretary and a replacement would be sought. Chris would continue to act in that role (possibly with some overlap with the newcomer) until December 31st 2017. If agreed at the AGM, the incoming President-elect would be Professor Claire Taylor. Claire would act for one year as President-elect; three years as President and two years as Chair of the Trustees. In 2018 at the Leeds conference the role of PG Officer would come up for renewal. The Autumn meeting of the AHGBI would take place in Leeds.</p> <p>Professor Claire Taylor was agreed as President-elect and the other roles were also confirmed.</p> | |
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| f | <p>The Auditors had drawn attention to the size of the board of Trustees. It was agreed that a 'leaner' Executive is now required, with some roles folded into one another to reduce the size of Exec. The following was agreed:</p> <ul style="list-style-type: none"> • A UCML rep was no longer needed since the President was now a member of AMLUK, an umbrella grouping including Presidents of all Associations of Modern Languages in the UK. • ABIL rep would not be replaced after Antonio da Silva's term as there is no reciprocal agreement and the role was created before ABIL came into being. • DSS award was to be folded into the Mentorship scheme. • Aclaiir – GW to ask Aclaiir whether they wished to send reports to our meetings. Aclaiir liaison would in the future, be rolled into PG duties (with an interregnum during 2017/18). <p>There would, therefore, be ten officers on Exec in the future: President, Past President and Chair of Trustees or President-elect; Association Secretary; Treasurer; Conference Secretary; Membership Secretary; PG Officer; Awards and Fellowships and Irish Rep; Mentoring; Webmaster.</p> <p>In order to reduce costs further, members of Exec were asked to pay attention to booking in advance to keep costs down. TD reminded KB that the Treasurer may question a cost that seems excessive. Rising costs were also due, however, to our expanding activities. The costs of mentoring might be reviewed in the future. It was agreed that Autumn meetings would be held at the host institution of the forthcoming conference to avoid paying extra for the Conference Secretary to travel to the host institution.</p> | |
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| | <p>There was a question from Nick Roberts regarding the approach to Embassies. IT reported that KB had drawn up a list of levels of contribution for us to send to contacts. She asked anyone with Embassy contacts to send them to Katie Brown. Katie will shortly be in contact with all members regarding this and other business.</p> | |
| 6) Secretary's Report | <p>A report is attached.</p> | |
| 7) Treasurer's Report | <p>A report is attached. The AHGBI had been a victim of fraud and one arrest had been made. Some of the funds had been recuperated already. The change to Gift Aid would mean that the losses were minimal. Members were encouraged to sign Gift Aid forms (only 76 members currently out of 386 members were paying Gift Aid). The renewal date for subscriptions would now be 1st May (to allow us to report to the Charities Commission).</p> | |
| 8) Membership Secretary | <p>A report is attached.</p> | |
| 9) Conference Secretary's Report | <p>A Report is attached. The dropout rate had been higher than usual, possibly due to interviews being held for a chair in Oxford at the same time. Unusually, we may not break even this time. CH confirmed that future conferences would include a panel of REAH members led by one of our members. Funds were still to come from Northumbria. Next year's conference would be held in Leeds.</p> | |
| 10) PG officer's Report | <p>A Report is attached. The PG Masterclass had been a workshop led by Professor Chris Perriam on 'Applying for your first post'.</p> | |

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| 11) Awards and Fellowships | A report is attached. The International Fellowships scheme would be advertised with a deadline for applications of 1 st June 2017. Two awards of £500 would be available for two of our members to attend a conference of one of the REAH partners. | |
| 12) Mentoring | Five people were currently being mentored. LT issued a call at the AGM for more to join the scheme. | |
| 13) Aclair | A report is attached | |
| 14) AOB | Aaron Kahn reported that Barry Ife had been awarded a knighthood for his services to education Warmest congratulations were extended. IT issued a call for conference venues for 2020 and beyond. | |

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