



CercleS

General Meeting

Friday, 13 September 2024

17:00-18:00 BST / 18:00-19:00 CET

Durham University / Zoom



Format of meeting and technical details:

Will be recorded for purposes of minutes, then deleted

Hybrid format

Panelists (visible onsite and on video): Executive Committee

Sabina Schaffner (President)

Carmen Argondizzo (Vice-President)

Anne Chateau (Secretary General, Zoom co-host)

Mia Panisse (Deputy Secretary General)

Marta Estella Clota (Treasurer)

Tom Grainger (Deputy Treasurer)

Zaan Bester (Assistant, Zoom co-host)

For any questions or problems, please write in chat function – Anne will check



Format of meeting and technical details:

Participants

Delegates for members onsite:

institutional members: 59 (out of 387) associate members: 7 (out of 23)

Votes according to Statutes of 2020:

- One vote per institutional / associate member (no voting rights for full nor honorary members)
- Full members may not vote for other full members by proxy
- Decisions by the General Meeting shall be taken by simple majority of votes cast of the members present and entitled to vote excluding abstentions, blank or invalid votes, which thus shall not be added to negative votes for the calculation of the majority.



Format of meeting and technical details:

Voting both onsite and via Zoom: **via Google forms**

- Voting with computer or smartphone
- If browser asks you to log into your Google account, **no need to register with Google**
- Try another browser or copy the link and paste it into your browser (instead of clicking on the link)
- If you have difficulty voting, please ask a colleague to help. In the worst-case scenario, we'll count your hands.

URL for voting: bit.ly/CercleSGM1 (the capitals are important)

QR code on the next slide



QR code for voting:

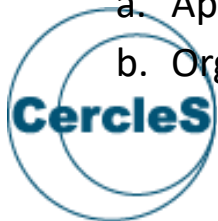


URL for voting:

bit.ly/CercleSGM1



1. Welcome and approval of agenda
2. Approval of minutes of General meeting of 16 September 2022 at ISCAP, Porto / via Zoom
3. Reports October 2022-August 2024: presentation and approval
 - a. President's report
 - b. Secretary General's report
 - c. Vice President's (LLHE Editor's-in-chief's) report
 - d. Treasurer's report and auditors' approval of accounts
4. Outcomes of the Election of the new Executive Committee by the Coordinating Committee on 11 September 2024
 - a. Report by the election officer, Dr. Regina Mügge
 - b. Ratification of the election of the President
5. AOB
 - a. Appointment of auditors for approval of accounts 2026
 - b. Organisation and venue of the CercleS Conference 2026



1. Welcome and approval of agenda

- All those who **approve** the agenda, please vote now (question 5)
- All those who **want to add an issue to the agenda**, speak up (onsite), or write into the chat (on Zoom).



QR code for voting:



URL for voting:

bit.ly/CercleSGM2



2. Approval of GM minutes of meetings

Approval of GM minutes of meetings of 16 September 2022 at ISCAP Porto / via Zoom

- All those who **approve** the minutes, please vote now (question 6)
- All those who **do not approve** the minutes, please vote now (question 6)
- All those who **abstain from voting**, please vote now (question 6)



QR code for voting:



URL for voting:

bit.ly/CercleSGM3



3. Reports

a. President's Report: Agreements

1. AGREEMENTS WITH DE GRUYTER ([Journal Language Learning in Higher Education, LLHE](#))

Two agreements since 2021 still in place

- The graduated pricing model applied in the **Company agreement** signed in June 2021 has been maintained: whereas we used to pay 45 euro per member, since 2023 we pay 30 euro per member (significant impact on the annual budget)
- The **Editorial Agreement**, has also been maintained with the existing General Terms and Conditions, which define the publication of 2 issues per year, the main language being English, while the use of other languages can be decided by the editors and CercleS.
- The Editors-in-Chief, Carmen Argondizzo and Gillian Mansfield, may appoint Assistant Editors and members on a Scientific Board) acting as blind reviewers.
- A new agreement will have to be signed in October 2024 to allow for a change of Editor-in-Chief.



3. Reports

a. President's Report: Agreements

2. MEMORANDA OF COOPERATION WITH ECML AND ELC:

To enhance CercleS' visibility and development, the memoranda of cooperation with partner institutions signed by the current president in April 2020 are still in place or were renewed in August 2022.

2a. MEMORANDUM OF COOPERATION WITH the European Centre for Modern Languages ([ECML](#))

- CercleS is part of the ECML Professional Network Forum ([PNF](#)), formed by international associations and institutions that share common values and have overlapping expertise in the field of language education and assessment.
- Nicola Kraml (VUS) and Libor Štěpánek (CASALC CZ) were appointed as CercleS delegates in 2022. Libor Štěpánek attended the ECML colloquia in December 2022 and December 2023 as the CercleS ECML representative. His [reports](#) are still accessible on the CercleS website.
- The CEFR Companion Volume implementation toolbox [project](#) (2020-2022/2023) outcomes were presented by Johann Fischer, project coordinator, at the ECML colloquium in December 2023. Part of the project [team](#) were Laurent Rouveyrol, Barbara Sawicka and Julia Zabala-Delgado – all colleagues from CercleS institutional members.

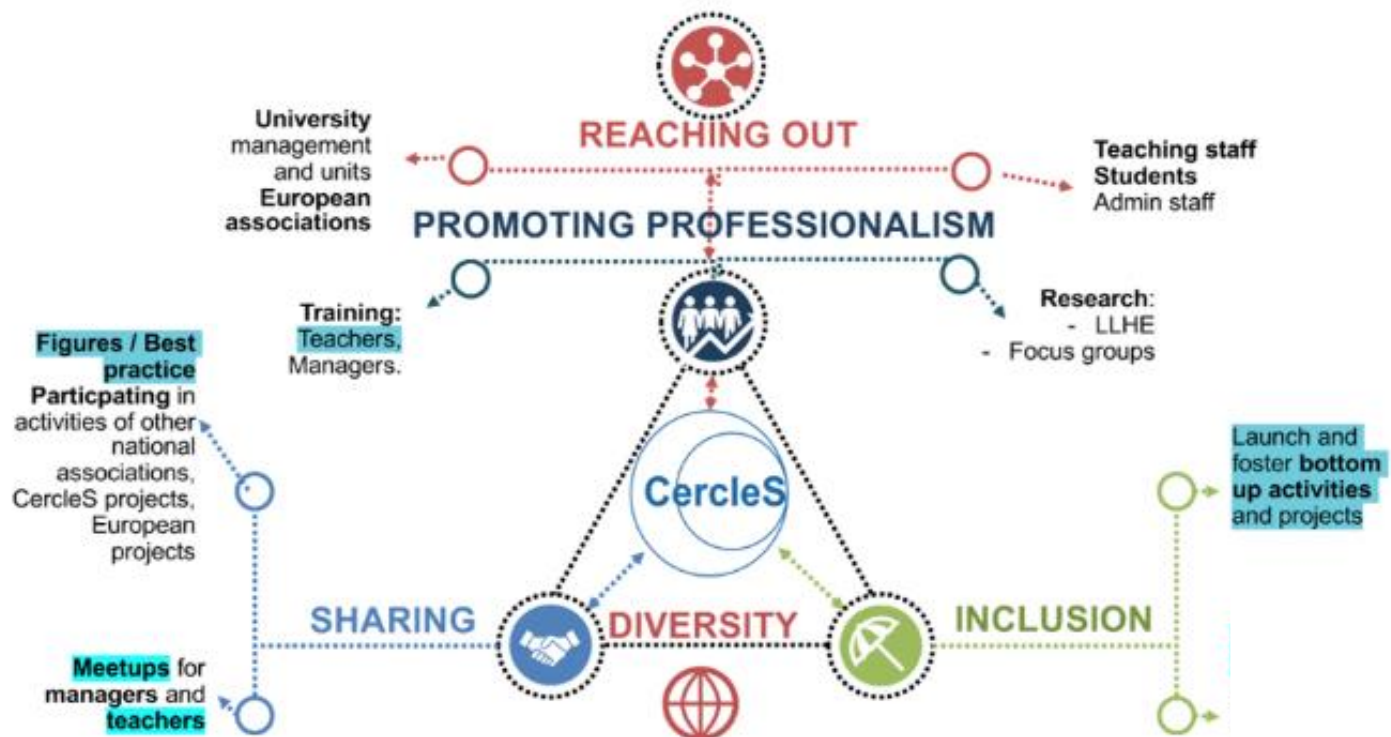


3. Reports

a. President's Report:

3. STRATEGIC GOALS 2022-2024:

Outcomes of the Round Table at the 2022 CercleS Conference in Porto guided the Executive Committee's **strategic discussions** with national representatives at the subsequent Coordination Committee meetings in 2023:



3. Reports

a. President's Report:

3. STRATEGIC GOALS 2022-2024:

- Based on the opportunities and taking advantage of the strengths, a **key strategic objective to be pursued in 2023 and 2024** was to **reach out to teachers** as members of the CercleS community and to involve them in CercleS activities.
- To be achieved by
 - **promoting activities and international projects** (e.g. prizes),
 - continuing to organise **teachers' meetups**,
 - creating a **section dedicated to teaching on the CercleS website**,
 - maintaining **various communication channels including** the website, newsletter and emails,
 - promoting subsidies to cover registration fees and travel costs to CercleS conferences and National Association conferences, and
 - organising a **teacher training staff week** in one of the CercleS LCs co-sponsored by CercleS.



3. Reports

a. President's Report:

4. COORDINATING COMMITTEE MEETINGS: held twice per year

In 2023

- 12 May 2023: via Zoom; 13 October 2023: via Zoom / in person at the University of Zurich

In 2024

- 17 May 2024: via Zoom; 11 September 2024: in person at Durham University

Both the agendas and the minutes of the Coordinating Committee meetings are accessible in the [members' area](#) of the CercleS website.

Executive summary

Regular points on the CC meeting agenda were

- reports given by the different members of the Executive Committee about the work carried out in their offices (cooperation and projects, CercleS activities and research, membership management and communication, LLHE editorial work and De Gruyter's annual reports, financial transactions and management) in the months preceding the meetings.
- Moreover, at the meetings, the 2023 and the 2024 budgets as well as the final accounts of 2022 and 2023 were presented, discussed and approved by the members of the CC.



3. Reports

a. President's Report:

4. COORDINATING COMMITTEE MEETINGS:

Meeting of 12 May 2023

- Presentation by Mark Critchley of a **survey** to be launched in September 2023, intending to provide an **overview of the research activities carried out in LCs** with the goal to inform CercleS member institutions about how a research-enhanced teaching & learning culture can contribute positively to the LCs' mission.
- Discussion on strategic expectations towards CercleS for the period of **May 2023 – August 2024**.

Meeting of 13 October 2023

- Follow-up of the strategic discussion of the May meeting
- Information about a proposal for a 3-year project "Boost your language teaching skills as facilitator, coach and evaluator", which was submitted on 31 August 2023 at the ECML.
- Overview on the XVIII CercleS Conference to be held at Durham University, Durham, 12-14 September 2024, by Mark Critchley, President of AULC
- Measures of support for language centres in Ukraine
- Update on the survey project on research activities at CercleS language centres



3. Reports

a. President's Report:

4. COORDINATING COMMITTEE MEETINGS:

Meeting of 17 May 2024

- Presentation by the President of outline of a CercleS Teacher Training project “Boost your language teaching skills”, based on the ECML project idea which could not be followed up.
- Information by Tom Grainger about the international Teacher Training Week planned to take place at the Université de Lorraine in Nancy on 11-14 June dedicated to language teaching and Artificial Intelligence, organised jointly by RANACLES and CercleS.
- Discussion chaired by the Vice-President of planned changes regarding the editorial board of the LLHE and presentation of selected issues from the annual report on LLHE by De Gruyter.
- Updated information on the XVIII CercleS Conference and on the survey project, the results being planned to be presented for the first time at the CercleS Conference in Durham.

Meeting of 11 September 2024

- Project application of the CercleS Teacher Training project “Boost your language teaching skills” and its first edition by the President.
- Last-minute information about the XVIII CercleS Conference by Mark Critchley.
- Election of the new CercleS Executive to be in office from September 2024 to September 2028 under the supervision of the election officer, Dr Regina Mügge.



3. Reports

a. President's Report:

5. LEADERSHIP EXCHANGE AND TRAINING:

- The format of regular **leadership meetups** started in October 2020, and was maintained between October 2022 and June 2024, and LC managers met on 18 Oct 2022, 15 Nov 2022, 31 Jan 2023, 18 Apr 2023, 22 May 2023, 20 Jun 2024, 19 Sep 2023, 12 Dec 2023, 20 Feb 2024, 26 Mar 2024, 26 Apr 2024, 14 May 2024, and 25 Jun 2024.
- Due to their confidential character, the meetups are not recorded. Most of the meetings, chaired by Mark Critchley in his capacity as coordinator of the Focus Group Management & Leadership and hosted by Tom Grainger, were dedicated to a specific topic.
- The first edition of the **CercleS Training in Leadership & Management**, [Aspire to Inspire](#), ran from 19 October 2020 to 17 February 2021. Although the second edition planned for October 2022 to February 2023 was cancelled due to lack of enrolments, [online Leadership training and workshops](#) taught by Libor Štěpánek and Sabina Schaffner have been planned. At the XVIII CercleS Conference, Libor Štěpánek and Sabina Schaffner will offer a Leadership Communication workshop.



3. Reports

a. President's Report:

6. RESEARCH:

Outcomes of the [CercleS survey on the “Impact of the COVID-19 pandemic on Language Teaching in Higher Education”](#)

- At the CercleS Conference in Porto, both the [Policy Paper](#) and the [Guide for LC managers](#) were presented and promoted at workshops and via a Poster presentation.
- While the Policy Paper can be used for discussion with university management, the Guide for LC managers is aimed at strategic and pedagogical discussions of LC management with its unit heads and teaching staff regarding the choice of modes of delivery.

Survey on Research practice and culture in European universities' language centres

- The CercleS working group, coordinated by Mark Critchley and with the participation of Sabina Schaffner and Irmgard Wanner, finalised the design of the questionnaire by April 2023.
- After a pilot phase, the survey was launched in October 2023.
- Between November 2023 and May 2024, the working group analysed the results of the survey (99 responses from non-institutional members' managers of all national associations and 3 associate members), and
- prepared both a presentation for the XVIII CercleS conference and an article to be published in LLHE.



3. Reports

a. President's Report:

7. COOPERATION WITH CERCLES XVIII CONFERENCE ORGANISERS:

- In December 2023, the CercleS President and the AULC President signed an **agreement concerning the XVIII CercleS 2024 Conference** at Durham University from 12 to 14 September 2024.
- The agreement set out the following: AULC budget responsibility, conference fees, venue, conference languages, CercleS Executive Committee representation on the conference scientific committee, and reporting and exchanges between the conference organisers and the Executive Committee.
- The conference organisers sent **reports** on the conference organisation process in February, April, May and August 2024. In addition to the reports, regular email exchanges and online meetings ensured smooth communication between the Executive Committee and the conference organisers.

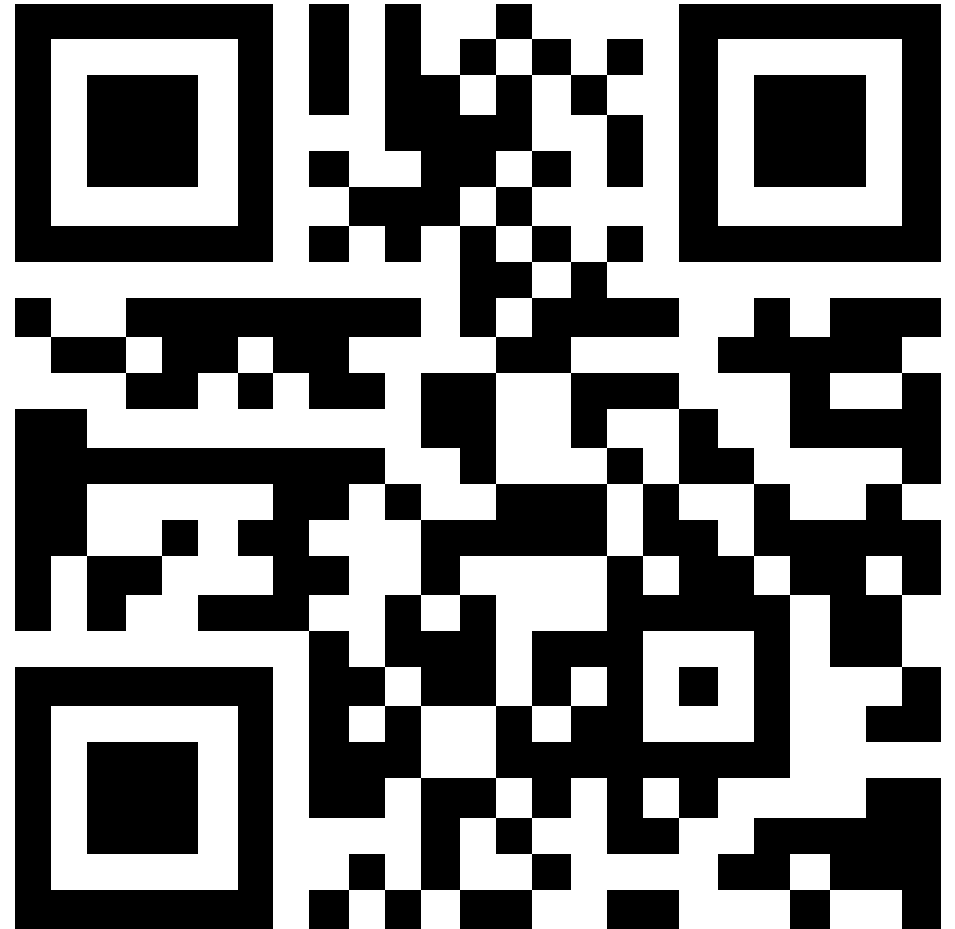


3a. Approval of President's report

- All those who **approve** the President's report, please vote now (question 7)
- All those who **do not approve** the President's report, please vote now (question 7)
- All those who **abstain from voting**, please vote now (question 7)



QR code for voting:



URL for voting:

bit.ly/CercleSGM4



3. Reports

b. Secretary General's Report:

1. COMMUNICATION WITH MEMBERS

Website (www.cercles.org)

- 2 main types of content:
 - "Static" content: pages that don't need to be changed regularly
 - "Dynamic" content: pages created and/or updated regularly (e.g. [News](#), [Events](#))
- Cost
Annual maintenance (in 2023): €894.00
- Languages and structures: 3 languages (for the static pages): English, German, and French
- Number of subscriptions: 1071 on 7 Sept



3. Reports

b. Secretary General's Report:

1. COMMUNICATION WITH MEMBERS

E-bulletins

- December 2022 (Issue 9): Focus on the reflections of the 2022 Conference
- June 2023 (Issue 10): Focus on teachers as a key target group / Teachers' Meetups
- December 2023 (Issue 11): Focus on CercleS 2024 events (first teacher training week & conference)
- Aug. 2024 (Issue 12): Focus on reflections from the outgoing EC and feedback from the teacher training week

Newsletters = monthly since March 2022

Mailbox

- Membership management
- Individual correspondence

Documents

Moreover, all members have access to the agenda and the minutes of all meetings of the CC and EC meetings in the [Members' Only](#) area of the CercleS website.



3. Reports

b. Secretary General's Report:

2. MEMBERSHIP

- 2022: 362 institutional members (Language Centres) from 13 National Associations, and 23 associate members - total number of members: 385
- 2023: 365 institutional members, 23 associate members, and 3 Honorary members - total number of members: 391
- **2024: 387 institutional members, and 23 associate members, 3 Honorary members - total number of members: 413**

- **Number of website subscribers** (all subscriptions, including members' staff's individual accounts): **1071**
- No applications for full membership (national associations) 2024 to be approved by the General Meeting



3. Reports

b. Secretary General's Report:

3. WEBINARS AND WORKSHOPS

2022-2024

- **Dec 2022:** Webinar on LLHE issues 12.1 & 12.2 (2022): interviews with authors of some of the articles
- **June 2023:** Seminar: *Who uses machine translation and how? Lessons learnt in academia* by S. Cotelli Kureth (Univ. de Neuchâtel) & N. Molle & G. Nassau (Univ de Lorraine)
- **June 2023:** Workshop: *Machine translation and AI in the language classroom*
Coordinators: S. Cotelli Kureth (Univ. de Neuchâtel) & E. Steel (Berner Fachhochschule).
- **Sept. 2023:** *The European Language Portfolio: origins, history, failure, success and possible future* by Prof. D. Little
- **Oct 2023:** LLHE webinar about in Issue 13.1 (May 2023)
- **Nov 2023:** Policy paper applied, best practices on COIL formats, 3 input sessions
- **Nov 2023:** CercleS, Unitar (United Nations Institute for Training and Research) and TU Dublin: Round table on Language education for sustainability



3. Reports

b. Secretary General's Report:

3. WEBINARS AND WORKSHOPS

- **April 2024:** AI webinar (Using AI in the language classroom) M. Demchyshyn (Ukrainian Catholic University, Lviv, Ukraine) & C. Zanca (Head of the University Language Centre Università degli Studi di Siena, Italy)
- **May 2024:** LLHE webinar about issue 13.2 (Oct 2023)

The recordings of some of these talks can be found on our [YouTube channel](#).

Moreover, **since 14 February 2023**, following some ideas raised during the round table at Porto conference regular **teachers' meetups** have been organised in:

2023: March, April, June, October, November, and December, and

2024: January, March and May



3. Reports

b. Secretary General's Report:

4. FOCUS GROUPS COORDINATION

- There are 10 Focus Groups; however, not all are active.
- New Focus Group: FG Internationalisation and Language Policy created in Sept. 2022 (emanation from the Language Policy group) & New coordinator for FG for Associate members
- Regular messages sent to FG coordinators to obtain feedback about their activities, what they are planning for the year (included in the newsletters sent in March & April 2024), and about the FG session during the CercleS Conference in Durham (6 FG present)
- List of all FGs, their areas of focus and their coordinators (and contact details) on our [website](#).
CercleS website → What we do → Focus groups
- Minutes of the meetings of the FG in the members' area of the website → Focus groups
- FG Autonomy webinars on CercleS [YouTube channel](#).



3. Reports

b. Secretary General's Report:

5. SCHOLARSHIPS 2023-2024

- **Travel subsidy for Durham conference for teachers, academics, researchers**
→ 26 applications received and approved as on 9 Sept.
- **Support to Focus Groups:**
To cover the supplementary night's accommodation in Durham for FG members.
→ 8 applications received and approved as on 9 Sept.



3b. Approval of Secretary General's report

- All those who **approve** the Secretary General's report, please vote now (question 8)
- All those who **do not approve** the Secretary General's report, please vote now (question 8)
- All those who **abstain from voting**, please vote now (question 8)



QR code for voting:



URL for voting:

bit.ly/CercleSGM5



3. Reports

c. Vice-President's (LLHE Editor-in-chief's) Report:

UPDATE ON THE LLHE JOURNAL

May 2024

LLHE Issue 14.1 (May 2024) *Worldwide voices of experience in language education* is online with **13 Research Articles**

September 2024

LLHE Issue 14.2 (October 2024) has been forwarded to De Gruyter for production
10 Research Articles and 1 Activity Report

Topics:

Shared leadership strategies for languages education; Students' academic writing of research proposals; U.S. students learning Czech in study abroad; Focus on form, forms, or meaning in grammar instruction; Enhancing speaking abilities; Translanguaging in content assessment: Voices, experiences and practices of EMI university students; Delivering a pilot institution-wide Language Programme (IWLP) at an Irish university; Utilizing peer evaluation as a collaborative learning tool: Fostering autonomy satisfaction in English presentation classes.



3. Reports

c. Vice-President's (LLHE Editor-in-chief's) Report:

UPDATE ON THE LLHE JOURNAL Issues since the last GM (Sept 2022)

12.2 (Oct 2022) 12 RAs, 2 ARs, **Special Section:** Research on sustainable development literacy and affective learning and teaching actions - Guest Editors: Odette Gabauden and Pilar Molina

13.1 (May 2023) 15 RAs, 3 ARs: The fascinating world of language teaching and learning varieties, Issue dedicated to the XVII CercleS Conference (ReCles and The Porto Accounting and Business School, Portugal), Sept 2022

13.2 (Oct 2023) 12 RAs, 3 ARs: The variety of realities of language learning and teaching in Higher Education throughout the world. A step forward to sharing ideas, Issue dedicated to the XVII CercleS Conference (ReCles and The Porto Accounting and Business School, Portugal), Sept 2022

14.1 (May 2024) 13 RAs, Worldwide voices of experience in language education

14.2 (Oct 2024) 10 RA and 1 AR

Total: 52 RAs and 9 ARs



3. Reports

c. Vice-President's (LLHE Editor-in-chief's) Report:

UPDATE ON THE LLHE JOURNAL

Call for Papers to be published as an invitation to the presenters who will participate in the **XVIII CercleS Conference, Durham University, 12-14 September 2024.**

Issues 15.1 and 15.2 (2025) are planned to publish submitted and accepted papers from the Conference.



3. Reports

c. Vice-President's (LLHE Editor-in-chief's) Report:

LLHE WEBINARS

The LLHE Webinars hosted many LLHE authors, from all over the world, who joined online to take part in short interviews dedicated to the topics covered in their papers. Both authors and interviewers offered contributions related to different cultural and academic backgrounds. They discussed the content of the articles with the aim to envisage future challenges that University Language Centres will have to face in the ever-evolving world of language education. You can find the recording of the Webinars on the CercleS [YouTube channel](#).

Webinars since the last GM:

LLHE Webinar n°3 - 8 December 2022 - dedicated to Issues 12.1/12.2 (2022)

LLHE Webinar n°4 - 26 October 2023 - dedicated to Issue 13.1 (2023)

LLHE Webinar n°5 - 30 May 2024 - dedicated to Issue 13.2 (2023)



3. Reports

c. Vice-President's (LLHE Editor-in-chief's) Report:

INFORMATION FROM DE GRUYTER

2023 **Journal Impact Factor** for LLHE = 0.7

LLHE now ranked as 520/756 in the Education and Educational Research category - quartile 3
Improvement from 2022 JIF – good news!

SCOPUS journal metrics for 2023:

2023 **CiteScore** for LLHE = 1.0, also representing an increase from the previous year

LLHE is now a **Class A journal**



3. Reports

c. Vice-President's (LLHE Editor-in-chief's) Report:

PROPOSED CHANGES TO THE LLHE EDITORIAL BOARD

Current format

- Editors-in-chief
- Assistant Editors
- Scientific Board
- Technical Assistants

Proposal for a new format

- Editors-in-chief
- Editorial Board
- Advisory Board

→ *Expected Strengths*

- better balance in terms of reviewing commitment by all components of the Editorial Board
- continuing information about the editorial work received by the CercleS Executive Committee



3c. Approval of Vice-President's report

- All those who **approve** the Vice-President's report, please vote now (question 9)
- All those who **do not approve** the Vice-President's report, please vote now (question 9)
- All those who **abstain from voting**, please vote now (question 9)



QR code for voting:



URL for voting:

bit.ly/CercleSGM6



3. Reports

d. Treasurer's Report:

FINAL STATEMENTS

- 2022
- 2023

The bank account shows (on 4 September 2024) 133,934.17 EUR



3d. Treasurer's Reports: CercleS budget 2022, accounting basis

Balance January 2022: 106.229,4							
Income				Expenditure			
	Budget	November	December		Budget	November	Statement Decem
Income				FIXED COSTS			
Membership fees	38.900,00	45.065,87		Personnel costs	5.800,00	5.475,00	
Institutional members (3)	37.200,00	43.390,87		Assistant to General Secret	5.800,00	5.475,00	
Associate members (17)	1.700,00	1.675,00					
Journal LLHE	2.150,00	2.705,16		Journal LLHE	15.045,00	13.405,00	
Editorial and admin work	1.500,00	1.500,00		Subscription 2021		13.405,00	
Royalty statement	650,00	1.205,16		Subscription 2022 (30€/member)	13.545,00	0,00	
				Editorial work + copy editing	1.500		
				Bank fees and payment charges	100,00	233,06	
					100,00	233,06	
				Web maintenance	600,00	1.165,00	
				Plug-in		350,00	
				E 50 per month	600,00	815,00	
				Total fixed costs	21.545,00	20.278,06	
				VARIABLE COSTS			
				Travel expenses (transport, accom., meals)	5.000,00	5.569,27	
				Hotel EC Porto		4.309,20	
				Travel ASG		590,00	
				Gifts to organisers		251,07	
				Parking		250,00	
				ECML colloquium (train + accommodation LS)		169,00	
				CC meeting	0,00		
				Contribution to conferences/activities	10.000,00	6.330,00	
				Scholarships: travel, fees (1)		600,00	
				Scholarships: fees (5)		5.000,00	
				Scholarships: cultural programme (2)		140,00	
				Conference Honorary members		140,00	
				Contribution to CercleS Conference		450,00	
				Contribution to Focus Groups (acco	1000	3.000,00	
				Contribution to CercleS 2022 Confer	5000	5.000,00	5.000,00
				Extraordinary/Unexpected expenses*	1.000,00	242,88	
				Total variable costs	19.000,00	17.142,15	
Total income	41.050,00	47.771,03	0,00	Total expenses	40.545,00	37.420,21	0,00
Total expenses							
Balance							116.580,21

3d. Treasurer's Reports: CercleS budget 2023, accounting basis

Balance January 2023:		116.580,22			
Income				Expenditure	
	Budget	December		Budget	December
			FIXED COSTS		
Membership fees	39.800,00	39.667,94	Personnel costs	6.000,00	4.410,00
Institutional members (3)	37.500,00	37.867,94	Assistant to General Secretariat	6.000,00	4.410,00
Associate members (23)	2.300,00	1.800,00			
Journal LLHE	2.150,00	3.192,42	Journal LLHE	12.750,00	13.260,00
Editorial and admin work	1.500,00	1.500,00	Subscription 2022		12.510,00
Royalty statement	650,00	1.692,42	Subscription 2023 (30€/member)	11.250,00	
			Editorial work + copy editing	1.500	750,00
			Bank fees and payment charges	250,00	221,51
				250,00	221,51
			Web maintenance	600,00	894,00
			Hosting and domain		195,00
			E 50 per month	600,00	699,00
			Zoom license	167,88	167,88
				167,88	167,88
			Total fixed costs	19.767,88	18.953,39
			VARIABLE COSTS		
			Travel expenses (transport, accom., meals)	3.000,00	7.001,92
			CC meeting	4.000,00	
			Scholarships and contribution to co	5.000,00	3.891,07
				1000	
			Contribution to Focus Groups (acco	3.000,00	
				1000	
			CercleS projects	3.000,00	
			Extraordinary/Unexpected expenses	1.000,00	81,36
			Total variable costs	19.000,00	10.974,35
Total income	41.950,00	42.860,36	Total expenses	38.767,88	29.927,74
Total income + surplus		159.440,58			
Balance					129.512,84

3d. Treasurer's Reports: Auditor Report 1: Stefanie Neuner-Anfindsen

Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur
European Confederation of Language Centres in Higher Education
Europäischer Verband der Hochschulsprachenzentren

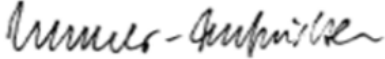
The objective of this audit is to ensure accuracy and compliance of the report on the costs incurred by CercleS during the period from January 2022 to December 2023.

Auditor: Stefanie Neuner-Anfindsen

Date: 19.08.2024

Choose one option from the list below (cell A13):

Disclaimer of opinion Satisfactory opinion: I believe that the report of expenses provides reasonable assurance that the budget has been handled properly.

Satisfactory opinion	I believe that the report of expenses provides reasonable assurance that the budget has been handled properly.						
							

3d. Treasurer's Reports: Auditor Report 2: Nicola Kraml

Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur
European Confederation of Language Centres in Higher Education
Europäischer Verband der Hochschulsprachenzentren


The objective of this audit is to ensure accuracy and compliance of the report on the costs incurred by CercleS during the period from January 2022 to December 2023.

Auditor:

Nicola Kraml

Date:

August 27, 2024

Satisfactory opinion	I believe that the report of expenses provides reasonable assurance that the budget has been handled properly.
	

3d. Treasurer's Reports: budget August 2024, accounting basis

Balance January 2024:		129,512.84					
Income				Expenditure			
	Budget	August	December		Budget	August	December
Membership fees	39,800.00	33,700.00		FIXED COSTS			
Institutional members (375)	37,500.00	31,900.00		Personnel costs	6,000.00	3,307.50	
Associate members (23)	2,300.00	1,800.00		Assistant to General Secretariat	6,000.00	3,307.50	
Journal LLHE	3,000.00	2,782.30		Journal LLHE	13,530.00	12,120.00	
Editorial and admin work	1,500.00	1,500.00		Subscription 2024 (30€/member)	12,030.00	12,120.00	
Royalty statement	1,500.00	1,282.30		Editorial work + copy editing	1,500		
				Bank fees and payment charges	250.00	285.47 €	
					250.00	285.47 €	
				Web maintenance	660.00	236.00	
				Hosting and domain			
				E 55 per month	660.00	236.00	
				Zoom license	176.27	179.88	
					176.274	179.88	
				Total fixed costs	20,616.27		
				VARIABLE COSTS			
				Contributions to conferences and projects	40,500.00	8,370.49	
				Contribution to conferences	20,000.00	3,052.49	
				Sponsoring of Cercles Conferenc fee	10,000.00	1,467.49	
				Sponsoring of Cercles travel fees (100xp)	10,000.00	1,585.00	
				CercleS projects	9,500.00	5,318.00	
				Prize for CercleS projects (500 per project)	2,500.00		
				Contribution to ECML project work (2000 per p)	4,000.00		
				Contribution to Focus Group meetings (1000/meeting)	3,000.00	318.00	
				Contribution to nat assoc contrib to professionalisation (3000 per p)	6,000.00		
				Contribution to Teacher Training Week	5,000.00	5,000.00	
				Scholarships		1,500.00	
				B Llopis (Budapest)		500.00	
				A Baran		500.00	
				K Borodin		500.00	
				Travel expenses (travel, accommodation, meals)	4,000.00	4,942.31	
				Extraordinary/Unexpected expenses	1,000.00	234.00	
				Plugin license		234.00	
				Total variable costs	45,500.00		
Total income	42,800.00	36,482.30		Total expenses	66,116.27	31,175.65	
Total income + surplus							
Balance							

3d. Treasurer's Reports: budget August 2024, accrual basis

Balance January 2024:		129,512.84					
Income				Expenditure			
	Budget	August	December		Budget	August	December
Membership fees				Personnel costs			
Institutional members (375)	39,800.00	33,700.00		Assistant to General Secretariat	6,000.00	3,007.50	
Associate members (23)	37,500.00	31,900.00			6,000.00	3,007.50	
	2,300.00	1,800.00					
Journal LLHE				Journal LLHE			
Editorial and admin work	3,000.00	2,782.30		Subscription 2024 (30€/member)	13,530.00	12,120.00	
Royalty statement	1,500.00	1,500.00		Editorial work + copy editing	12,030.00	12,120.00	
	1,500.00	1,282.30			1,500		
				Bank fees and payment charges	250.00	285.47 €	
					250.00	285.47 €	
				Web maintenance	660.00	236.00	
				Hosting and domain	660.00	236.00	
				E 55 per month			
				Zoom license	176.27	179.88	
					176.274	179.88	
				Total fixed costs	20,616.27		
				VARIABLE COSTS			
				Contributions to conferences and projects	40,500.00	8,370.49	
				Contribution to conferences	20,000.00	3,052.49	
				Sponsoring of Cercles Conferenc fee	10,000.00	1,467.49	
				Sponsoring of Cercles travel fees (100xp)	10,000.00	1,585.00	
				CercleS projects	9,500.00	5,318.00	
				Prize for CercleS projects (500 per project)	2,500.00		
				Contribution to ECML project work (2000 per p)	4,000.00		
				Contribution to Focus Group meetings (1000/meeting)	3,000.00	318.00	
				Contribution to nat assoc contrib to professionalisation (3000 per p)	6,000.00		
				Contribution to Teacher Training Week	5,000.00	5,000.00	
				Scholarships		1,500.00	
				B Llopis (Budapest)		500.00	
				A Baran		500.00	
				K Borodin		500.00	
				Travel expenses (travel, accommodation, meals)	4,000.00	4,942.31	
				Extraordinary/Unexpected expenses	1,000.00	234.00	
				Plug-in license		234.00	
				Total variable costs	45,500.00		
Total income	42,800.00	36,482.30		Total expenses	66,116.27	30,875.65	
Total income + surplus							
Balance							

3. Reports

d. Treasurer's Report:

Appointment of auditors for approval of accounts



3d. Approval of Treasurer's report

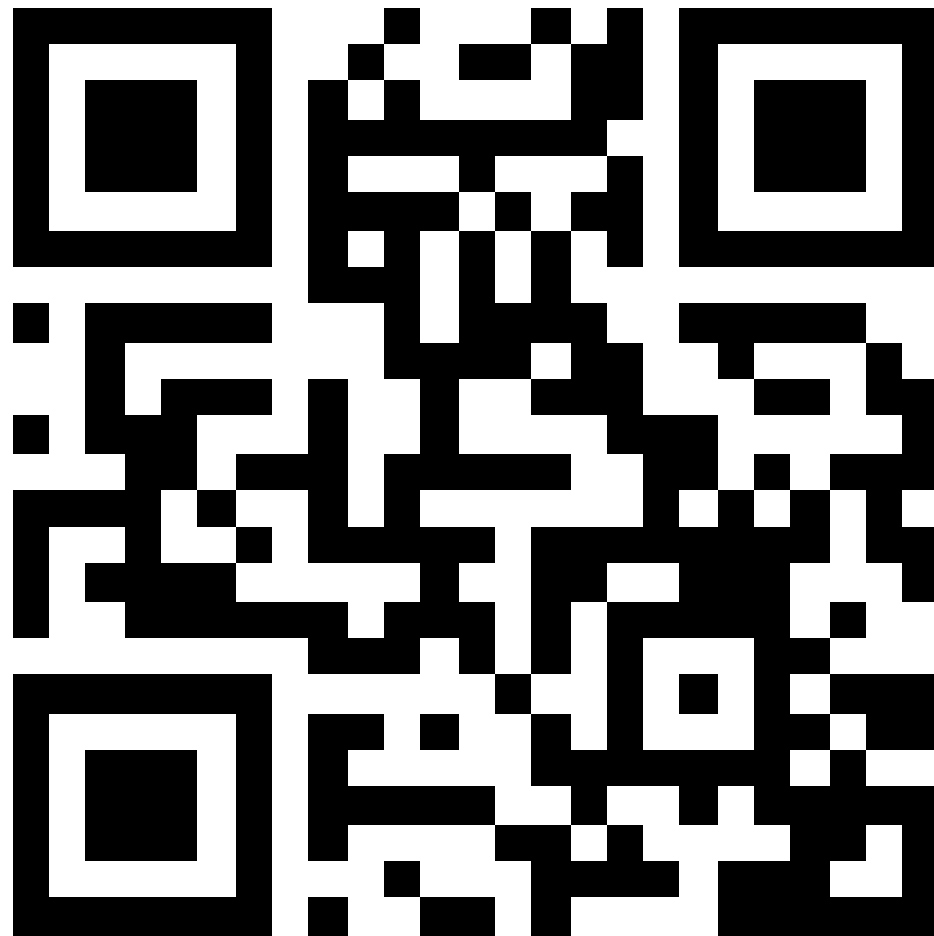
- All those who **approve** the Treasurer's report, please vote now (question 10)
- All those who **do not approve** the Treasurer's report, please vote now (question 10)
- All those who **abstain from voting**, please vote now (question 10)



QR code for voting:

URL for voting:

bit.ly/CercleSGM7



4. Outcomes of the Election of the new Executive Committee by the Coordinating Committee on 11 September 2024

- a. Report by the election officer, Dr. Regina Mügge
- b. Ratification of the election of the President
- c. Announcement of handover of the Executive Committee offices to the new members of the EC



4. Outcomes of the Election of the new Executive Committee by the Coordinating Committee on 11 September 2024

Office	Candidates	Votes obtained	Possible votes	Votes required
President	Julia Zabala, ACLES	21	22	15
Secretary General	Mia Panisse, FINELC	22	22	12
Treasurer	Tom Grainger, RANACLES	22	22	12
Vice-President	Libor Štěpánek, CASALC CZ	22	22	15
Deputy Secretary General	Alessandra Fazio, AICLU	21	22	12
Deputy Treasurer	Ruth Tobias, AKS Cesare Zanca AICLU	21 1	22	12

4. Outcomes of the Election of the new Executive Committee by the Coordinating Committee on 11 September 2024

b. Ratification of the election of the President

- All those who **approve** the election of the new President, please vote now (question 11)
- All those who **do not approve** the election of the new President, please vote now (question 11)
- All those who **abstain from voting**, please vote now (question 11)



QR code for voting:



URL for voting:

bit.ly/CercleSGM8





4. Outcomes of the Election of the new Executive Committee by the Coordinating Committee on 11 September 2024

c. Handover ritual of the Executive Committee offices to the new members to take place at the Conference closing ceremony



5. Any other business (AOB)

a. Date, venue and organisation of CercleS Conference 2026

- RANACLES will be submitting a proposal for the XVIV CercleS Conference: Paris 2026




5. Any other business (AOB)

Date of next General Meeting:

At the XVIV CercleS Conference in 2026 (hybrid)

Date and time to be announced





Thank you
for your participation!

The Executive Committee

