



The 2009 Annual General Meeting of IATEFL

City Hall, Cardiff

2nd April 2009

Minutes

Marion Williams, President of IATEFL, welcomed everyone to the meeting, stating that it would be her last one as IATEFL's president. She introduced everyone on the stage. Herbert Puchta, incoming President, Gavin Dudeney, Secretary, Amos Paran, Treasurer, Adrian Tennant, Chair of Membership Committee, Sandie Mourao, SIG representative, Sara Hannam, Associates Representative and Glenda Smart, Executive Officer taking the minutes

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Minutes of 2008 AGM

The minutes of the last meeting had been posted to all members, along with a copy of the agenda. The proposed changes to the Memorandum and Articles had been sent to all members and had been available to view on our website, within the 21 days statutory requirements. Papers available at the meeting were the agenda, the previous minutes and a summary of accounts. There were copies of the full accounts and the old and new Memorandum and Articles available to view.

Marion explained that the reason we have to hold an AGM was to present the accounts, to allow a rotation of trustees and also to appoint the auditors. We also use the opportunity to give an update on events and to be available for questions. Only IATEFL members can vote, and we have been told by our solicitors that we do not need a proposer or seconder, but just need a show of hands. Items will be approved when we have 75% of those voting in favour. There will be no Any Other Business, as this is not allowed.

The minutes of the 2008 AGM

All were in favour of these being accepted as a true version and they were signed

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Matters Arising

There were none

3 & 4

Treasurer's report and the presentation of accounts

Marion introduced Amos Paran, IATEFL's Treasurer, explaining that he had taken over this role when there was an unstable economic climate.

The Treasurer's report is in the Conference Programme, and if in the future, there are any particular questions Amos invited people to email him. Amos pointed out that he was not a book keeper and that IATEFL has a full time member of staff, Emma Dexter

	<p>our Finance Officer, who worked along side the Executive Officer, in consultation with the Treasurer. Additionally many items are discussed with the President and the Coordinating Committee. We have two main different types of funds, restricted and unrestricted. Examples of restricted funds are the SIG funds and the WMS funds, these must be used for specific purposes. Unrestricted funds can be used for a variety of purposes. The good news from the last financial year, ending August 2008, is that we had a surplus of £50581, compared with £75229 from the previous year. The main reason for this difference is the drop in value of our investments. The majority of expenditure was on salaries, office expenses and the website. However this reflects the fact that we have an extra member of staff and we have overhauled our website and database. The total amount of funds at the end of the financial year was £844,373. Other things to note is that there have been many more events causing an increase in income and expenditure and also the Exeter conference included accommodation costs for delegates, which is reflected in the difference between Exeter and Aberdeen venue costs. We have had a major drop in donations, due to the Hornby Trust's withdrawal from the Wider Membership Scheme. Of course our investment income will have declined greatly for next year's figures. However, looking forward we have ensured that we have spread our risks as much as is feasible, with five new accounts and we have managed to find some good deals which we hope are also safe.</p> <p>We have always had a good surplus from conference and these savings have given us almost a year of operating costs, in case of a disaster one year. This means that if we continue to have good surpluses from the conference we can begin to spend money. This will be done in various ways, investment in staff, additional benefits for members, development of marketing and sponsorship, and scholarships. Budgeting is important in all areas, which we are stringent about. Thank you to Glenda Smart, Emma Dexter and Marion Williams for their help and support</p> <p>Questions from the floor</p> <p>Eryl Griffiths - The differing costs of conference venues – is this taken in to account when organising the future conferences?</p> <p>Marion Williams – Glenda is very good at getting good deals with the venues and we often get a special rate, but we always factor the venue costs in to our budgets.</p>
5	<p>Re-engagment of auditors – Larkings.</p> <p>Marion explained that we had used Larkings for many years, they give a very good price and offer additional training for our finance staff if needed.</p> <p>There was a majority show of hands for the re-engagement of Larkings</p>
6	<p>President and executive committee reports</p> <p>All reports are in the Conference Programme on page 184.</p> <p>All the committees have been very productive, and membership numbers are steady</p>

with a slight increase in the current year, which we are very pleased about. Some of the new things our committees have achieved are as follows. Our newsletter, Voices, will be printed in full colour soon, with an option of an eco-friendly on-line version in due course. We have created a new PowerPoint, which will run at the end of the meeting, to be used to promote IATEFL as well as a new brochure and a E-Bulletin to inform our members of new things. Our Marketing and Sponsorship Committee has a new Chair, Caroline Okerika and there are great plans for the next year. The Wider Membership Individual Scheme was launched in 2007 and this fund depends on donations from individuals to match the money already donated by our scheme founders. This fund pays for memberships for individuals living in countries which do not have a Teaching Association which they can join. We currently have 31 members through this scheme and some of their quotes can be read on the IATEFL exhibition stand. We plan to take this scheme further so please donate if you can. The Scholarship Working Party have been very active and we are pleased to announce that we have 13 scholars this year, and have some new scholarships planned for Harrogate, including an on-line one. Watch our website for details.

Marion said thank you to the Head Office for their patience and good nature throughout the year, especially to Glenda,

Cardiff On-line

Gavin Dudeney explained that this was the third year of a collaboration between the British Council and IATEFL to provide an on-line conference. It is expected that around 20000 people will have visited the site over the year, as well as it being available to view in British Council centres around the world. IATEFL would like to thank the British Council for supporting this scheme.

Special Interest Groups

Sandie Mourao stated that the SIGs had been very busy this year, with increases in membership, more publications and many events. This year at conference we ran a forum for the SIG newsletter editors as a training opportunity. YLSIG has changed its name to YLTSIG and another SIG may possibly change its name too. Sandie conveyed her thanks to everyone on the Coordinating Committee and to Glenda Smart too. She was handing the role over to Colin Mackenzie and wished him luck for the future.

Associates

Sara Hannam explained that although the Associates had had an election for a new representative which was won by Ana Falcao, Ana had had to withdraw due to poor health. The post would now be taken by the runner up, Les Kirkham, who she thanked for stepping in at this late stage. We have attracted more associates this year, from UK, Russia, and the Sudan, which enables us to be more international. New projects and increasing the number of articles from Associates in Voices has helped to highlight the Associates. Sara wanted to thank her colleagues and head office for the amazing

	experience she had had as Associate Representative
	<p>Comments from the Floor</p> <p>Sandra Lucietto wondered if there was a need to set up a new SIG for CLIL. Sandra was thanked for this suggestion which would need to be discussed with the SIG representative and then the other SIGs.</p> <p>Eryl Griffiths had a comment from a member who was unable to attend. He felt that there should be a larger representation at the AGM for those unable to attend – this has been put on the next Coordinating Committee agenda.</p>
7	<p>Memorandum and Articles</p> <p>Special Resolution – drafted by our Solicitors</p> <p>We are governed by our Memorandum and the Articles detail how we achieve this. Even if the law changes we have to continue to our original Memorandum and Articles. Because there have been new Charity and Companies Acts, allowing more freedom to companies we decided that it was the right time to update our Memorandum and Articles to reflect what we do, fit our actual aims and describe our committee structure accurately. We wanted plain English and to drop the use of Chairman, which is replaced by President. We have reduced the number of words and unnecessary phrases. These changes have been approved by the Charity Commission.</p> <p>Comments</p> <p>Peter Grundy thought that the Memorandum and Articles had been rewritten in 1992. He asked if the voting had changed, which it hasn't. Susan Barduhn congratulated Marion for achieving this huge task.</p> <p>All those voting were in favour of accepting these changes</p>
8	<p>Thanks to out-going Trustees</p> <p>Sandie Mourao welcomed Colin Mackenzie, Sara Hannam welcomed Les Kirkham and Adrian Tennant was standing unopposed for a second term as Membership Chair. Marion was stepping down as President, but will be Vice-President for another year. Herbert Puchta, the incoming President, thanked Marion for helping to make the organisation more professional and for putting in much time and energy in to changing the Memorandum and Articles, even when Marion had personal challenges of her own. Herbert stated that Marion had smoothed his transition from Vice-President to President and that he was very grateful to Marion for all she had achieved. Herbert said that he was honoured to take on this new role and the challenges that it might bring.</p>
	Date of next meeting

	9 th April 2010 – time to be confirmed.
	<p>Number of attendees – 77</p> <p>Refreshments for attendees provided by the sponsorship of the AGM by</p>