

CercleS

General Meeting

Friday, 16 September 2022, 17:30-18:30

Porto / Zoom



Celebrating

**30 YEARS OF
LANGUAGES
CENTRE STAGE**

Format of meeting and technical details:

Will be recorded for purposes of minutes, then deleted

Hybrid format

Panelists (visible on site and on video): Executive Committee

Sabina Schaffner (President, Host)

Carmen Argondizzo (Vice-President)

Anne Chateau (Secretary General)

Mia Panisse (Deputy Secretary General)

Marta Estella Clota (Treasurer)

Tom Grainger (Deputy Treasurer)

Zaan Bester (Assistant, Co-Host)

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



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Format of meeting and technical details:

Participants

Delegates for members on site:

institutional members: 44 (out of 375) associate members: 2 (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

Votes cast by the delegates registered:

- On site: by polling card
- On Zoom: by raising hands



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1. Welcome and approval of agenda
2.
 - a) Approval of GM minutes of Ordinary meeting of 5 September 2020 via Zoom
 - b) Approval of GM minutes of Extraordinary meeting of 9 September 2020 at Masaryk University / via Zoom
3. Reports October 2020-August 2022: 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
 - e. Appointment of auditors for approval of accounts
4. Membership issues 2022
 - a. CercleS subscriptions 2021 and 2022
 - b. Nomination of (extraordinary) honorary members in 2022 by the Executive Committee
 - c. Applications for full membership 2022 to be approved by the General Meeting
 - d. Exclusion of associate members to be approved by the General Meeting
5. Planned activities and publications 2022-2023
 - a. LLHE: planned future publications
 - b. Webinars and workshops



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1. Welcome and approval of agenda

- All those who **approve** the agenda, show their ballot (on site), or raise their hand (on Zoom).
- All those who **want to add an issue to the agenda**, speak up (on site), or write into the chat (on Zoom).



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2. Approval of GM minutes of meetings

a) Approval of GM minutes of meetings of 5 September 2020 via Zoom

- All those who **approve** the minutes, show their ballot (on site), or raise their hand (on Zoom).
- All those who **do not approve** the minutes, show their ballot (on site), or raise their hand (on Zoom).
- All those who **abstain from voting**, show their ballot (on site), or raise their hand (on Zoom).

b) Approval of GM minutes of meetings of 9 September 2020 at Masaryk University / via Zoom

- All those who **approve** the minutes, show their ballot (on site), or raise their hand (on Zoom).
- All those who **do not approve** the minutes, show their ballot (on site), or raise their hand (on Zoom).
- All those who **abstain from voting**, show their ballot (on site), or raise their hand (on Zoom).



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3. Reports

a. President's Report: Agreements

1A. COMPANY CONTRACT WITH DE GRUYTER 2020-2022 automatically renewed in June 2022

graduated pricing model: 300 members: 37.50 Euro

30% discount on all book publications of the Publishers

Reduction of the subscription for 2021 from 45 Euros to 25 Euros per member as a result of access problems with the online version of our journal

1B. EDITORS' CONTRACT WITH DE GRUYTER 2020-2022 renewed in August 2022

Editors-in-chief: Carmen Argondizzo, Gillian Mansfield

Can appoint assistant editors, responsible for quality of editing and keeping of deadlines

Issues: 2 per year

Languages: principal language - English

Other languages: to be decided by editors and CercleS



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3. Reports

President's Report: Agreements

2. MEMORANDA OF COOPERATION WITH ECML AND ELC:

At the [CercleS Conference held from 10 to 12 September 2020 at Masaryk University in Brno](#), both Sarah Breslin, Executive Director of ECML and Maria Teresa Zanola, President of CEL/ELC, took part in the hybrid keynote panel “Corona experience focusing on political aspects of the distance and dual/hybrid mode language teaching and learning at universities and language-focused institutions”, together with Anne Chateau, Secretary General of CercleS and Sabina Schaffner, CercleS President.



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3. Reports

President's Report: Agreements

2. MEMORANDA OF COOPERATION WITH ECML AND ELC:

2A. Memorandum of cooperation signed with the European Centre for Modern Languages of the Council of Europe (ECML) in April 2020; will last until at least 2023.

CercleS delegates since spring 2020: Manuel Moreira da Silva (ReCLES) and Libor Štěpánek (CASALC CZ)

- In spring 2021, Libor participated in the ECML workshop "[Mediation in teaching, learning and assessment](#)". Libor and Manuel also participated in the ECML colloquium "[The future of Language Education in the light of Covid](#)" on 14 Dec 2021 and in the ECML Professional Network Forum held on 15 Dec 2021 (Libor's report is still available on CercleS website – see *News*).
- Sabina Schaffner contributed to [that initiative](#) as a member of the working group, which had designed a survey about the impact of the Covid pandemic on language education, organised jointly with the Professional Network Forum and the European Commission. (Survey, webinar, two think-tanks on outcomes and future action between Feb 2021 and Oct 2021.)
- Johann Fischer: manager of the [CEFR Companion Volume implementation toolbox](#) project since June 2020 together with his [team](#), Laurent Rouveyrol, Barbara Sawicka and Julia Zabala-Delgado – all colleagues from CercleS institutional members (workshops linked to the project for ECML and CercleS).



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3. Reports

President's Report: Agreements

2. MEMORANDA OF COOPERATION WITH ECML AND ELC:

**2B. Memorandum of cooperation signed with the European Language Council (ELC) in June 2020;
renewed in August 2022**



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3. Reports

a. President's Report:

3. COORDINATING COMMITTEE MEETINGS: held twice per year (agendas and the minute of the meetings are available in the members' area of the CercleS website)

- 28 May 2021: Zoom; 9-10 October 2021: Nancy / Zoom;
- 20 May 2022: Zoom; 14 September 2022: Porto

Executive summary

Regular points on the CC meeting's agenda: reports given by the different members of the Executive Committee about the work carried out in their in the months preceding the meetings; presentation, discussion and approval of budgets and final accounts of 2020, and the following specific items:

- Meeting of **28 May 2021**: presentation and discussion of the main outcomes of [the CercleS Survey on the impact of the Covid-19 pandemic on Language Teaching in HE](#); CercleS 30th anniversary activities; planned activities of 2021-2022.

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3. Reports

a. President's Report:

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- Meeting of **9 and 10 October 2021**: exchange on teaching and managing experience under Covid; further discussion of anniversary initiatives; CercleS webinars; presentation by Manuel Moreira da Silva; President of ReCLes, on the XVII CercleS Conference at ISCAP, Porto; presentation of the new CercleS website.
- Meeting of **20 May 2022**: presentation of drafts of Policy Paper for the discussion with University Management, and a Guide for LC managers, promoted at this CercleS Conference; reports by Mark Critchley on the Internationalisation initiative and the Working Group on CercleS training; report by Manuel Moreira da Silva on the CercleS Conference programme; information about cooperation and support of Ukrainian Language Centres in Higher Education.



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3. Reports

a. President's Report:

4. RESEARCH: [CercleS Survey on the impact of the Covid-19 pandemic on Language Teaching in HE](#)

- Purpose: identify the conditions and forms of delivery of language teaching and learning in Higher Education during the COVID-19 pandemic; to define quality criteria of the different formats of language teaching and learning, and to inform future planning of CercleS training and development events.
- **Working group:** Sabina Schaffner (coordinator), Nebojša Radić - University of Cambridge (AULC), Isabella Stefanutti - University of Bath (AULC), Katarína Zamborova - Ekonomická Univerzita v Bratislave (CASALC SK), Ruth Tobias - Freie Universität Berlin (AKS): survey design - questionnaires for teaching and management staff; analysis of the results from both questionnaires; presentations outcomes at a **webinar** at the end of June 2021 (recording of the webinar available on our [YouTube channel](#)).

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3. Reports

a. President's Report:

continued from previous slide

- **Workshops** on the pedagogical implications for future language teaching in Higher Education (15 Oct 2021) and on a future Policy Statement based on the survey outcomes (19 Nov 2021).
- Drafting and editing of **two final documents** based on the outcomes of the CercleS Survey and both workshops by Mark Critchley, Sabina Schaffner, Isabella Stefanutti, Ruth Tobias.
- The **Policy Paper** to be used for discussion with university management; the **Guide for LC managers** aimed at strategic and pedagogical discussions of LC management with its unit heads and teaching staff regarding the choice of modes of delivery. Both documents promoted, shared and discussed at the CercleS Conference in Porto:
 - **Policy Paper:** Workshop by Isabella Stefanutti and Ruth Tobias
 - **Guide for LC managers:** Poster presentation, accessible via conference web

Results also to be consulted when planning further CercleS training activities and international cooperation projects.



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3. Reports

a. President's Report: CercleS Conference 2022

5. COOPERATION WITH CERCLES XVII CONFERENCE ORGANISERS IN PORTO (ReCLes)

- The conference organisers sent reports about the conference organisation process in February, April, May, July and August 2022.
- Regular exchange by e-mail assured smooth communication between the Executive Committee and the conference organisers.



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3. Reports

a. President's Report:

6. LEADERSHIP EXCHANGE AND TRAINING

○ Monthly leadership meetups

Due to their confidential character, meetups are not recorded. In most cases, topics are chosen by the colleagues attending. Some meetups are organised around an issue such as “Coming back to office after the pandemic”, “Supporting Ukrainian students and colleagues” or “Peer coaching”. Most meetings were hosted by Tom Grainger and chaired by different members of the Executive Committee.

○ CercleS Training in Leadership & Management, [Aspire to Inspire](#):

- first edition: October 2020 - February 2021
- second edition planned for October 2022 - February 2023, cancelled due to lack of enrollments

○ [Online Leadership trainings and workshop](#)

- planned between October and December 2022; taught by Libor Štěpánek and Sabina Schaffner



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3a. Approval of President's report

- All those who **approve** the President's report, show their ballot (on site), or raise their hand (on Zoom).
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3. Reports

b. Secretary General's Report

1. COMMUNICATION WITH MEMBERS

New website (www.cercles.org)

- Project principles
 - Designed to be more user friendly; fully responsive (mobile and tablet compatible)
 - 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](#))
- Project management and costs
 - total cost: €15 060.00; annual maintenance: €50.00/Month
- Languages and structures: 3 languages (for the static pages): English, German, and French
- Number of subscriptions: 728 on September 10



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3. Reports

b. Secretary General's Report

1. COMMUNICATION WITH MEMBERS

E-bulletins

- December 2020 (Issue 5): Focus on Associate Members
- June 2021 (Issue 6): Focus on Past presidents of CercleS' memories and insights
- December 2021 (Issue 7): Focus on Focus Groups
- June 2022 (Issue 8): Focus on Ukraine

Newsletters (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.



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3. Reports

b. Secretary General's Report

2. MEMBERSHIP

- **2020:** 362 institutional members (Language Centres) from 13 National Associations, and 23 associate members - total number of members: 385
- **2021:** 365 institutional members, and 23 associate members - total number of members: 388
- **2022:** 375 institutional members, and 23 associate members - total number of members: 398
- **number of subscribers to the new website** (all subscriptions, including members' staff's individual accounts: **728**



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3. Reports

b. Secretary General's Report

2. MEMBERSHIP

Honorary members

- Following Article 3.3 of the Statutes, and as part of the 30th anniversary celebrations, the Executive Committee asked members to nominate candidates for honorary membership of CercleS. Our first ever honorary members were nominated for their sustainable merits regarding the CercleS community and contribution to its development. Their names were announced to all our members in February 2022 (<https://cercles.org/2022/02/01/announcing-first-ever-honorary-members-of-cercles/>).
- To express in a practical way the CercleS community's wish to help Ukrainian colleagues, temporary honorary membership (for 2022) was also given to **18 Ukrainian colleagues**, as a chance to cooperate and consider future regular membership in 2023, either as a national association (which does not currently exist) or as Associate Members.



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3. Reports

b. Secretary General's Report

3. WEBINARS AND WORKSHOPS

2020-2021

- **Nov 2020:** Outcomes of the ACLES survey on "The Internationalization of Spanish Universities: Impact on Foreign Language Teaching and Accreditation" - Cristina Pérez-Guillot
- **Jan 2021:** CercleS 2020 Conference: Responsible Risk-Taking - Libor Štěpánek
- **Apr 2021:** Webinar Celebrating CercleS 30 years – LLHE special issue: interviews with authors of some of the articles
- **Sep 2021:** Presentation of "The Bridge" - Jane Wingren
- **Nov 2021:** "Computer-based language assessment" - Julia Zebala-Delgado



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3. Reports

b. Secretary General's Report

3. WEBINARS AND WORKSHOPS

2022

- **Jan 2022:** CEFR Companion Volume implementation toolbox (VITbox) - Johann Fischer and colleagues; followed by 2 workshops (Feb 23 & March 9)
- **May 2022:** Webinar about issue 11.1 (2021) of LLHE: interviews with authors of some of the articles.
- **June 2022:** Dr. Mariana Burak (Head of the Bachelor's Program in Philology, Teacher of Ukrainian language as foreign at School of Ukrainian Language and Culture, Ukrainian Catholic University, Lviv) and Dr. Olena Synchak (Academic Director), explained the specific historical context and linguistic features of Ukrainian language.
- **June 2022:** DIAL4U: Digital pedagogy to develop Autonomy, mediate and certify Lifewide and Lifelong Language Learning for (European) Universities - Annick Rivens Mompean and colleagues.

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



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3. Reports

b. Secretary General's Report

4. FOCUS GROUPS COORDINATION

- There are 11 Focus Groups; however, not all are active.
- Meeting in July 2021 with the coordinators of all the FGs to discuss their needs and the (possible) ways for CercleS to help them, also in order to adjust their texts on the new website.
- New coordinators for FG on Autonomy, FG for Associate members, and FG for Language Policy FG (which is shifting focus to also include Internationalisation).
- Regular messages sent to FG coordinators (for example to prepare e-bulletin of December 2021 (Issue 7), or the FG session during Porto conference)
- There is a list of all FGs, their areas of focus and their coordinators (and contact details) on our [website](#). CercleS website → What we do → Focus groups



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3. Reports

b. Secretary General's Report

5. SCHOLARSHIPS 2020-2022

- **Scholarship for Porto conference for teachers, academics, researchers**

Only one application was received, which was accepted.

- **Support to Ukrainian colleagues:** 5 scholarships to attend the CercleS Conference in Porto were given to colleagues from Kyiv National Linguistic University, Kyiv National University of Trade and Economics, and Ukrainian Catholic University: School of Ukrainian Language and Culture.



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3b. Approval of Secretary General's report

- All those who **approve** the Secretary General's report, show their ballot (on site), or raise their hand (on Zoom).
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3. Reports

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

UPDATE ON THE LLHE JOURNAL

LLHE, the Journal of CercleS, deals with the most relevant aspects of language acquisition within the university context.

Aims:

1. disseminate the best results of research activities carried out at University Language Centres and Higher Education Departments;
2. give the opportunity to share ideas among professionals involved in language studies;
3. help increase the quality of language learning and teaching and learning actions offered by the higher education language community throughout the European context and beyond.



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

UPDATE ON THE LLHE JOURNAL

The LLHE Journal is indexed in ESCI and in Scopus.

Most frequently discussed topics:

the outcomes of research on language teaching, blended learning, autonomous learning, language assessment, professional development, quality assurance and university language policy, anxiety in language learning.



3. Reports

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

UPDATE ON THE LLHE JOURNAL

LLHE publications: 2020-2022

Previous Issues:

10.2 (2020) 14 Articles, 2 Activity Reports

11.1 (2021) 14 Articles, 3 Activity Reports

11.2 (2021) 13 Articles, 2 Activity Reports

12.1 (2022) 15 Articles, 1 Activity Report

Total of 56 articles, 8 activity reports



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

UPDATE ON THE LLHE JOURNAL

12.2 (October 2022)

Special Section: Sustainable development literacy in Language Learning and Teaching (8 Articles); Embed sustainability in the curriculum: transform the world; Ethics, Dialogue and English as a Lingua Franca for ESD in Higher Education; Data-driven and research-based learning approaches to environmental education in university contexts: Two case studies in Italy and Germany; On a journey towards Education for Sustainable Development in the foreign language curriculum.

1 Regular section: 6 Articles



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3. Reports

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

UPDATE ON THE LLHE JOURNAL

Call for Papers for contributions arising from the XVII CercleS International Conference, which will be held in Porto (PT), on 15-17 September 2022.

Submission of articles from 30 September to 27 November 2022

13.1 and 13.2 (2023)

LLHE Webinars

- Nr 1: 16 April 2021 - Enhancing the role of European Language Centres: past achievements and future perspectives: Interviews with the authors
- Nr 2: 4 May 2022 - Interview with the authors, based on articles published in Issues 11.1/11.2
- Nr 3: 7 December 2022 - Interviews with the authors, based on articles published in Issues 12.1/12.2



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3b. Approval of Vice-President's report

- All those who **approve** the Vice-President's report, show their ballot (on site), or raise their hand (on Zoom).
- All those who **do not approve** the Vice-President's report, show their ballot (on site), or raise their hand (on Zoom).
- All those who **abstain from voting**, show their ballot (on site), or raise their hand (on Zoom).



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3. Reports

d. Treasurer' Report: Final statements

- 2020
- 2021

Comments:

Surplus in 2020: 13 512.73 EUR

Surplus in 2021: 4 603.48 EUR

The bank account shows (on 15 August 2022) 119 843.75 EUR.



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3. Reports

CercleS Budget 2020 (Dec 31) Accounting basis

Balance January 1st	88'113.19					
Income				Expenditure		
	Budget	July	December		Budget	July Statement December
Membership fees	37'600.00	19'282.99	42'551.09	FIXED COSTS		
Institutional members (2020)	35'500.00	19'082.99	36'283.00	Personnel costs	3'500.00	1'130.00 2'160.00
Associate members (2020)	2'100.00	200.00	1'600.00	Assistant to General Secret	2'000.00	920.00 1'950.00
Membership fees (2019)			4'668.09	Webpage assistant	1'500.00	210.00 210.00
Journal LLHE	2'100.00	2'151.35	2'151.35	Journal LLHE	24'020.00	9'360.00 22'835.00
Editorial and admin work	1'500.00	1'500.00	1'500.00	Subscription 2019	9'360.00	9'360.00 9'360.00
Royalty statement	600.00	651.35	651.35	Subscription 2020	13'160.00	13'475.00
				Editorial work + copy editing	1'500	
Aspire to Inspire			5'880.00	Bank fees and payment charges	200.00	20.38 55.91
					200.00	20.38 55.91
				Web and email	145.00	144.70
				Archive: web items		25.00
				Anu Net hosting + e-mail	145.00	119.70
				Total fixed costs	27'865.00	10'510.38 25'195.61
				VARIABLE COSTS		
				Travel expenses (transport, accom., meals)	6'500.00	1'058.76
				Meals Frankfurt Oder		187.20
				Accommodation Frankfurt Oder		346.00
				Bmo Conference		525.56
				Extra CC and GAM meetings	4'000.00	411.45 411.45
				CercleS scholarships (Conference training) ####	1'080.00	
				Contribution to conferences/activities [3] ####	1'500.00	
				Contribution to CercleS Conference	1'000.00	808.28
				Contribution to Focus Groups (accomodatic) ####	3'000.00	
				Development / redesigning CercleS website	7000	
				Opening a new bank account (translation)	177.00	177.00 177.00
				New Statutes (legal advice)	2'500.00	7'760.63 7'760.63
				Extraordinary/Unexpected expenses	750.00	157.98 157.98
				Total variable costs	27'507.00	8'507.06 10'374.10
Total income	39'700.00	21'434.34	50'582.44	Total expenses	55'372.00	19'017.44 35'569.71
Total income + surplus	138'695.63					103'125.92
Balance						



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CercleS Budget 2021, accounting basis

Balance January 2021	101 625,92						
Income				Expenditure			
	Budget	July	December		Budget	July	December
				FIXED COSTS			
Membership fees	39 500,00	31 691,11	33 191,11	Personnel costs	4 000,00	1 810,00	3 540,00
Institutional members (372)	37 200,00	30 091,11	31 391,11	Assistant to General Secret	3 500,00	1 345,00	2 895,00
Associate members (23)	2 300,00	1 600,00	1 800,00	Webpage assistant	500,00	465,00	645,00
Journal LLHE	2 150,00	2 227,04	2 227,04	Journal LLHE	15 325,00	750,00	750,00
Editorial and admin work	1 500,00	1 500,00	1 500,00	Subscription 2021 (35€/member)	13 825,00		
Royalty statement	650,00	727,04	727,04	Editorial work + copy editing	1 500	750,00	750,00
Aspire to Inspire fees (2020)		980,00	980,00	Bank fees and payment charges	100,00	109,23	160,4
					100,00	109,23	160,4
				Web and email	500,00	119,70	119,70
				Web hosting + e-mail	500,00	119,70	119,70
				Total fixed costs	19 925,00	2 788,93	4 570,10
				VARIABLE COSTS			
				Travel expenses (transport, accom., meals)	5 000,00		
				CC meeting	4 000,00		1 290,92
				Contribution to conferences/activities [1000	5 000,00	3 024,00
				Contribution to Focus Groups (accomod	1000	3 000,00	3 024,00
				Development / redesigning CercleS website	15 060,00	4 518,00	15 960,00
				Aspire to Inspire (2020 edition)		6 860,00	6 860,00
				Extraordinary/Unexpected expenses	1 000,00		89,65
				Total variable costs	33 060,00	14 402,00	27 224,57
Total income	41 650,00	34 898,15	36 398,15	Total expenses	52 985,00	17 190,93	31 794,67
Total income + surplus	143 275,92	136 524,07	138 024,07				
Balance							106 229,40



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3. Reports

d. Treasurer' Report: Auditors' report (Ruth Tobias and Ana Medeiros)

The objective of this audit is to audit the report on the costs incurred by CercleS during the period from 1st January 2021 to 31st December 2021.

Auditor: Ana de Medeiros Ruth Tobias

Date: 23.08.22 05.09.2022

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

satisfactory opinion with qualifications

satisfactory opinion with qualifications

Disclaimer of opinion I was unable to perform the audit as planned because [text to be filled]

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

Unsatisfactory opinion I believe that the report of expenses does not provide reasonable assurance that the budget has been handled properly.

Satisfactory opinion with qualifications I believe that the report of expenses provides reasonable assurance that the budget has been handled properly, except for the following issues: [text to be filled]

Signatures:





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3. Reports

d. Treasurer' Report: Auditors' report (Ruth Tobias and Ana Medeiros)

General comments:

- 1) The administrators who are paid for doing a variety of things are clearly identified however their 'salaries' are indicated as reimbursements of expenses and this is odd and could potentially lead to issues related to taxation. Unless there is a good reason for this method to be used, it would be best to identify their pay as salaries.
- 2) We do not have access to the 'income' generated by the Aspire to Inspire conference so can't really see how this balances the cost which is part of this year's audit. Ideally, cost and income would be reported in the same financial year and be part of the same audit.
- 3) Bank statements are clear but what is not clear is how the various items listed are part of overall amounts reported in the budget provided. Some of the categories are quite clear (e.g. reimbursements) and others are not. Can we suggest an 'account book' where the expenses were classified by the categories mentioned in the general budget. It is also not clear why statements are not provided in a consistent manner – for example every month or every two months rather than randomly.



3. Reports

d. Treasurer' Report: Auditors' report (Ruth Tobias and Ana Medeiros)

General comments:

- 4) Financial support for the annual conference is we are confident fine but it is too vague – there is no clear indication of how the moneys were used by the host or how they were awarded – against invoices or general request, etc.
- 5) The way the figures for the Journal are presented are also not clear – There seems to be a large budget but only expenses of 750 in one column but in another column there are editorial costs of 1500 which are then not reported as expenses.
- 6) Income from memberships is down but there is no note to explain if this is normal and they will pay later or if this signifies an actual drop in memberships that will impact future budgets.



3. Reports

d. Treasurer' Report: Budget 2022

Income				Expenditure			
	Budget	May	December		Budget	May	Statement December
Balance January 2023:				FIXED COSTS			
Membership fees	39 800,00	0,00		Personnel costs	6 000,00	0,00	
Institutional members (375)	37 500,00			Assistant to General Secretariat	6 000,00		
Associate members (23)	2 300,00						
Journal LLHE	2 150,00	0,00		Journal LLHE	15 430,00		
Editorial and admin work	1 500,00			Subscription 2023 (35€/member)	13 930,00		
Royalty statement	650,00			Editorial work + copy editing	1 500		
				Bank fees and payment charges	250,00		
					250,00		
				Web maintenance	600,00	0,00	
				E 50 per month	600,00		
				Total fixed costs	22 280,00	0,00	
				VARIABLE COSTS			
				Travel expenses (transport, accommodation, meals)	3 000,00		
				CC meeting	4 000,00		
				Scholarships and contribution to conferences/activities [5]	1000 5 000,00		
				Contribution to Focus Groups (accommodation) [3]	1000 3 000,00		
				Extraordinary/Unexpected expenses	1 000,00		
				Total variable costs	16 000,00	0,00	
Total income	41 950,00	0,00	0,00	Total expenses	38 280,00	0,00	0,00
Total income + surplus							
Balance							



Coordinating Committee Meeting 14 September 2022
CercleS.org | Executive Committee

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3. Reports

e. Treasurer' Report: Appointment of auditors for approval of accounts



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3b. Approval of Treasurer's report

- All those who **approve** the Treasurer's report, show their ballot (on site), or raise their hand (on Zoom).
- All those who **do not approve** the Treasurer's report, show their ballot (on site), or raise their hand (on Zoom).
- All those who **abstain from voting**, show their ballot (on site), or raise their hand (on Zoom).



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4. Membership issues 2022

a. CercleS subscriptions 2021 and 2022

b. Nomination of (extraordinary) honorary members in 2022

In coherence with our policy of solidarity with the Ukrainian people and Ukrainian colleagues in language teaching and learning in Higher Education, the EC decided to nominate 18 Ukrainian colleagues as (extraordinary) honorary members in 2022 (access to the members' area of the site)

c. No applications for full membership 2022 to be approved by the General Meeting

d. Exclusion of institutional / associate members to be approved by the General Meeting

Some associate members have not paid their membership fees for two or more consecutive years



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4. Membership issues 2022

CercleS Statutes (2020)

4.2.1 Exclusion

The exclusion of a full member, institutional, associate, honorary or benefactor member can only be pronounced by the Ordinary or Extraordinary General Meeting. An exclusion must be motivated by a sufficiently serious reason preventing the retention of the full member, institutional, associate, honorary or benefactor member within the Association. This is particularly the case when a full member or associate member fails to pay its annual subscription for two consecutive years. A full, institutional, associate, honorary or benefactor member whose exclusion is being considered must be heard by the Ordinary or Extraordinary General Meeting and be given the opportunity to state its position as to the reasons for its proposed exclusion.

5.6

A member of the Association does not have the right to vote, when the purpose of the resolution of the Ordinary or Extraordinary General Meeting is to conclude a legal act with her/him, or to initiate or terminate legal proceedings between her/him and the Association.



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4. Membership issues 2022

AM X

Did not pay: 2021, 2022

2021 we sent emails on 3/5, 14/6, 22/8 – no response

2022 we sent emails on 10/4, notice of exclusion on 17/8 – no response

AM Y

Did not pay: 2020, 2021, 2022

2021 we sent emails on 3/5, 14/6, 22/8 – no response

2022 we sent emails on 10/4, notice of exclusion on 17/8 – no response

AM Z

Did not pay: 2020, 2021, 2022

2021 we sent emails on 3/5, 14/6, 22/8 – no response

2022 we sent emails on 10/4, notice of exclusion on 17/8 – no response



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4. Exclusion of Associate Members

- All those who **approve** the exclusion of the three AMs, show their ballot (on site), or raise their hand (on Zoom).
- All those who **do not approve** the Treasurer's report the exclusion of the three AMs, show their ballot (on site), or raise their hand (on Zoom).
- All those who **abstain from voting**, show their ballot (on site), or raise their hand (on Zoom).



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5. Planned activities and publications 2022-2023

a. LLHE- planned future publications (cf. slide 31)

Call for Papers for contributions arising from the XVII CercleS International Conference, which will be held in Porto (PT), on 15-17 September 2022.

Submission of articles from 30 September to 27 November 2022

13.1 and 13.2 (2023)



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5. Planned activities and publications 2022-2023

b. Webinars and workshops:

- 27 Sept (17:00-18:00 CET): Leadership meetup: Peer coaching
- October: Peer Training / Workshop (date to be set) + Leadership meetup (date to be set)
- 18 Oct (17:00-18:00 CET): Leadership meetup
- 15 Nov (17:00-18:00 CET): Leadership meetup
- 7 Dec: Webinar on LLHE 12.1 edition/ Leadership meetup (date to be set)
- December: Peer Training / Workshop(date to be set) + Leadership meetup (date to be set)
- 13 Dec (17:00-18:00 CET): Leadership meetup: Christmas edition

2023

- January: VITbox project talk (date to be set) + Leadership meetup (date to be set)
- From February to June: monthly Leadership meetups (dates to be set)



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5. Planned activities and publications 2022-2023

[c. Online Leadership trainings and workshop](#) planned between October and December 2022

CercleS Certificate upon successful completion

The **Leadership Webinar: Essential Competences** deals with essential aspects of leadership in participants' individual contexts, and reflects on the role of personal values underpinning one's own leadership approach.

FEES

€260 (€220: CercleS members staff)

STRUCTURE AND WORKLOAD

Sessions on Zoom: 6 hours

21.10.2022 / 04.11.2022 at 09:00-12:00 CET

Individual or small group online tasks: 6 hours

Final tasks: 6 hours

Presentation and peer feedback: 1 hour; Expert feedback: hour

Total Leadership Training learning hours: 20 hours

Certification and feedback:

21.11.2022 at 17:00-18:00 CET



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5. Planned activities and publications 2022-2023

[c. Online Leadership trainings and workshop](#) planned between October and December 2022

CercleS Certificate upon successful completion

The **Leadership Communication Workshop** deals with the impact of communication (strategies) on one's own leadership approach.

FEES

€220 (€190: CercleS members staff)

STRUCTURE AND WORKLOAD

Sessions on Zoom: 6 hours

18.11.2022 at 09:00-12:00 and 14:00-17:00 CET

Individual or small group online tasks: 6 hours

Presentation of and peer feedback: 1 hour

Expert feedback: 1 hour

Total Leadership Training learning hours: 14 hours

Certification and feedback:

07.12.2022 at 17:00-18:00 CET



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5. Planned activities and publications 2022-2023

c. Online Leadership trainings and workshop planned between October and December 2022

CercleS Certificate upon successful completion

The **Conflict Management and Leadership Workshop** deals with the importance of conflict analysis and conflict management skills for leaders.

FEES

€220 (€190: CercleS members staff)

STRUCTURE AND WORKLOAD

Sessions on Zoom: 6 hours

02.12.2022 at 09:00-12:00 and 14:00-17:00 CET

Individual or small group online tasks: 6 hours

Presentation of and peer feedback: 1 hour

Expert feedback: 1 hour

Total Leadership Training learning hours: 14 hours

Certification and feedback:

19.12.2022 at 17:00-18:00 CET



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6. Any other business (AOB)

a. Date, venue and organisation of CercleS Conference 2024

- AULC / Centre for Foreign Language Study; School of Modern Languages and Cultures, Durham University, UK
- Date: 12 - 14 September 2024

b. Date of next General Meeting:

13 September 2024 (hybrid)



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Thank you
for your participation!

The Executive Committee



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