

## ELTABB Annual General Meeting 2020 – Minutes

**Date/Time:** Saturday, February 29<sup>th</sup>, 2020

**Location:** GLS Sprachenzentrum, Kastanienallee 82, 10435 Berlin

Meeting opened by Sarah Brown, Chair at 14:43pm

27 members present

Agenda Item	Notes
<b>1. Welcome</b>	
Sarah Brown	The AGM - how it works - the agenda
<b>2. 2019 Board Reports</b>	
<b>Presentation of 2019 Board</b>	<i>PowerPoint slides with Board member names &amp; photos</i>
<b>Chair's report</b> <b>Recognition/thanking of Board members stepping down</b> <i>Sarah Brown</i> <i>Vicky Allan (Scholarship)</i>	The 2019 Board introduction: <ul style="list-style-type: none"> <li>4 staying on Board: Breanna Alexander (Recording Secretary/Assistant Events Coordinator), Sarah Brown (Chair), Annie Heringer (Vice Chair &amp; Events Coordinator)</li> <li>3 Board members stepping down: Jin Choi (Communications Coordinator), Brigid Thurgood (Treasurer &amp; Membership Coordinator), Georgine Kalil (Professional Development Coordinator), and Ken Powell (Social Media Coordinator/Web Admin)</li> </ul> Looking back at 2019: <ul style="list-style-type: none"> <li>Successful transition year with a new board</li> <li>Steady membership/income</li> <li>Full year of events</li> <li>25th Anniversary Celebration</li> <li>Online ELTABB Journal</li> <li>Pilot Scholarship Program</li> <li>CELTA visits/Expolingua presence</li> </ul> ELTABB 25 <sup>th</sup> Anniversary: <ul style="list-style-type: none"> <li>Nov. 2019, 55 members came together to celebrate at the Berlin Aquarium</li> </ul>



#### ELTABB Scholarship Program:

#### ELTABB Scholarship recipients:

- Galina Khinchuk - Evan Frendo's Corpus Analysis Tools workshop
- Golpar Bahar - PhD Dissertation Proofreading
- Robert Nisbet - IATEFL BESIG
- Brandon Ezzell - Hugh Dellar's Better Outcomes workshop

Scholarships ranged from €50 - €250

So far ALL applicants have received funding.

#### The Scholarship Program Continues:

#### Deadlines 2020:

- 1st Quarter - 15.03.20
- 2nd Quarter - 30.06.20
- 3rd Quarter - 15.09.20
- 4th Quarter - 30.11.20

#### Looking forward at 2020:

- Evolving Board structure
- Automation of Membership intake project

#### ELTABB Board 2020 – Roles

- The four signing officers will remain the same except the Treasurer and Membership Coordinator are separate.
- Outreach/ Job Board
- Journal Coordinator
- ELTABBER of the Month

#### ELTABB Journal:

- Launched at the last AGM and growing ever since

	<ul style="list-style-type: none"> <li>• Provides valuable and inspirational ELT content</li> <li>• Broad range of topics from teaching methods to adventure stories about teaching abroad.</li> </ul> <p>Needs volunteers in these areas:</p> <ul style="list-style-type: none"> <li>• Writing</li> <li>• Editing</li> <li>• Photography</li> <li>• Layout</li> <li>• Contacting writers</li> <li>• Interviewing members</li> <li>• Contacting advertisers</li> </ul> <p>Contact Sandra at <a href="mailto:journaleditor@eltabb.com">journaleditor@eltabb.com</a> if you would like to contribute!</p> <p>Automation Project:</p> <p>2020 is the year when we will upgrade our membership processes from manual to online services</p> <ul style="list-style-type: none"> <li>• Advantages: more accuracy, easier handover, members have control over their own data/payments, less risk for ELTABB</li> <li>• Unknowns: service(s) to be used, exact costs, setup work</li> </ul>
<b>Membership Coordinator's report</b> <i>Prepared by Brigid Thurgood,</i>	<b>Membership Stats (as at Feb 29, 2019):</b> <ul style="list-style-type: none"> <li>• 193 current members</li> <li>• 3 corporate memberships</li> <li>• 20 new members added in 2019</li> <li>• 37 cancelled in 2019</li> </ul>
<b>Social Media Coordinator/Web Admin's report</b> <i>Prepared by Ken Powell (presented by Sarah Brown)</i>	<b>Social Media Coordinator/ Web Admin 2020:</b> <p>ELTABB was again quite active in the social media space in 2019 across all our platforms; Facebook, Twitter and Meetup. We also created a LinkedIn page in 2019.  <a href="https://www.linkedin.com/company/eltabb">https://www.linkedin.com/company/eltabb</a>)</p>



**Events Coordinator's report**

Annie Heringer

Breanna Alexander (Assistant  
Events Coordinator/Recording  
Secretary)

Introduction of the Events Team: Breanna Alexander, Stephanie Anderson, Mike Budden, Brandon Ezzell, Halyna Khinchuk, and Thomas Samain.

Since the last AGM we've had...

- 10 Workshops
- 12 Stammtisches  
(incl. Christmas market!)
- 2 Wine tastings
- 2 Staff Rooms
- 1 BESIG Online Symposium

We've welcomed 10 English experts from Germany, the UK, Hungary and Bulgaria

Thank you to participating institutions/venues

2019 Stammtische:

- March - BRLO
- April - The Castle Pub Friedrichshain
- May - Brauhaus Spandau
- June - Restaurant Café Bleibtreu
- July - The Harp
- August - Löwenbräu am Gendarmenmarkt
- September - The Castle Pub Mitte
- October (BESIG/ELTABB) -
- Griechische Restaurant Athen (Adlershof)
- October (post-workshop) - Schwarzes Cafe
- November - Two Fellas (Pankow)
- December - Weihnachtsmarkt Spandau

2020 Stammtische

- January - Cafe Berio
- February – 2nd Annual Wine Tasting

Upcoming:

- February 29th - BrewDog
- March 28th (post-workshop)  
- Nolas am Weinbergweg



	<p>Coming up later this year we have...</p> <ul style="list-style-type: none"> <li>• March 14th Staff Room at die Neue Schule</li> <li>• March 28th Red Tape Workshop at Expath</li> <li>• April 25th Leo Selivan at Berlin School of English</li> <li>• May 16th Nick Munby at TU Zems</li> <li>• June 13th Claire Hart at Cornelsen</li> </ul> <p>Thank you to all and request for your feedback.</p> <p>Other event announcements:</p> <p>-FTBE:</p> <p>Evan Frendo: Setting the FTBE study group up again. Contact him or Mandy Welfare for more details.</p> <p>-Sherri Williams: ELTAU would like to set up a training for online teaching/training. ELTAU asked us if we could contribute somehow. Asking for interest or can lend some time or individually contribute somehow.</p> <p>Action: post on the Ning with contact info.</p> <p>-Jobs Board: Price will go down.</p>
<b>3. Election of AGM Facilitator</b>	
	<p><b>Mike Budden</b> was elected Facilitator of the AGM 2020. Proposed: <b>Sarah Brown</b> Seconded: <b>Stephanie Anderson</b> Carried: unanimously</p>
<b>4. Approval of last year's AGM minutes</b>	
	<p>Proposed: <b>Vicky Allan</b> Seconded: <b>Gillian Weyandt</b> Carried: Unanimously</p>
<b>5. Auditor's report</b>	
<i>Mike Budden</i>	<p>The audit was carried out on February 14<sup>th</sup> 2020, by <b>Jean Richter</b> and <b>Mike Budden</b></p>
<b>5. Treasurer's report</b>	
<i>Brigid Thurgood</i>	<ul style="list-style-type: none"> <li>• *Handed out Treasurer's Report which has the Membership Report, Financial Report, and ELTABB Budget 2020</li> </ul>



	<u>See treasurer's report attached</u>
<b>6. Budget 2020</b>	
<i>Brigid Thurgood</i>	After discussion of the proposed budget by the membership present, a change in the events budget was agreed upon. Proposed by: Evan Frendo Seconded by: Mandy Welfare Carried: Unanimously
<b>7. Approval of accounts</b>	
	Proposed: <b>Mandy Welfare</b> Seconded: <b>Joseph Given</b> Carried: Unanimously
<b>8. Approval of budget</b>	
	Proposed: <b>Sherri Williams</b> Seconded: <b>Catherine Lejtenyi</b> Carried: Unanimously
<b>9. Dismissal of the Board</b>	
	Proposed: <b>Steph Anderson</b> Seconded: <b>Ryan O'Shea</b> Carried: Unanimously
<b>10. Election of new 2020 Board</b>	
<b>Election of the Chair</b>	<b>Sarah Brown</b> was nominated by <b>Evan Frendo</b> Seconded: <b>Catherine Lejtenyi</b> Carried: Unanimously
<b>Election of the Vice Chair / Events Coordinator</b>	<b>Annie Heringer</b> was nominated by <b>Sarah Brown</b> Seconded: <b>Mandy Welfare</b> Carried: Unanimously
<b>Election of the Recording Secretary / Assistant Events Coordinator</b>	<b>Breanna Alexander</b> was nominated by <b>Brigid Thurgood</b> Seconded: <b>Georgine Kalil</b> Carried: Unanimously
<b>Election of the Treasurer</b>	<b>Ryan O'Shea</b> was nominated by <b>Sherri Williams</b> Seconded: <b>Chris Chandler</b> Carried: Unanimously
<b>Election of the Membership Coordinator</b>	<b>Stephanie Anderson</b> was nominated by <b>Vicky Allan</b> Seconded: <b>Evan Frendo</b> Carried: Unanimously
<b>Election of the Outreach/Job Board</b>	<b>Yuliya Shtaltovna</b> was nominated by <b>Halyna Khinchuk</b> Seconded: <b>Stephanie Anderson</b> Carried: Unanimously
<b>Election of the Journal Coordinator</b>	<b>Sandra Roggenkamp</b> was nominated by <b>Stephanie Anderson</b> Seconded: <b>Georgine Kalil</b> Carried: Unanimously
<b>Election of the Auditors</b>	<b>Vicky Allan</b> was nominated by <b>Sarah Brown</b> Seconded: <b>Mandy Welfare</b> Carried: Unanimously



	<b>Thomas Samain</b> was nominated by <b>Brigid Thurgood</b> Seconded: <b>Sherri Williams</b> Carried: Unanimously
<b>11. Other Business</b>	
<b>Questions from members</b>	
About ELTABB Scholarship Program:  Question: Stephanie Anderson – can non-ELTABB members use it to pay for membership fee? YS: or for publications? Answer SB: No, also the Board voted to only paid workshops, and conferences  Sherri Williams: Can apply ahead of time, a quarter before your planned conference? SB: Yes  <b>SB:</b> This program will be available in the coming year. The board will discuss these questions again.	

Meeting adjourned at 16:41

Minutes prepared by: Breanna Alexander, ELTABB Recording Secretary 2019

Berlin, 25.06.2020  
*B.L. [Signature]*