



ELTABB Annual General Meeting 2025

Date and time: Saturday, 1 March 2025, 12:20 pm (Berlin time)

Location: Meeet Mitte, Chausseestraße 86, 10115 Berlin, Germany

Members present at commencement: 19

Agenda Item	NOTES
1. Welcome	
Sandra Roggenkamp (Chair)	Sandra welcomed everyone.
2. 2024 Board Reports	
Presentation of 2024 Board Sandra Roggenkamp (Chair)	<p>Sandra presented and acknowledged the current board members:</p> <ul style="list-style-type: none"> - Sandra Roggenkamp (Chair and Journal Editor) - Kit Flemons (Vice Chair and Journal & Newsletter Editor) - Jennifer Knaeble (Treasurer) - Michael Dollman (Recording Secretary) - Katherine Robinson (Non-Signatory Board Member – Events) <p>Sandra also gave special thanks to the following ELTABB members for their support throughout 2024: Mandy Welfare, Annie Heringer and Vicky Allan.</p>

Agenda Item	NOTES
<p>Chair's report Sandra Roggenkamp (Chair)</p>	<p>Sandra gave the Chair's report by presenting information about the 2024 Board and its and ELTABB's activities via a PowerPoint presentation.</p> <p>Some statistics from 2024 included:</p> <ul style="list-style-type: none"> - Membership: 5 new members, 23 cancellations, current member count is 158. - Social media: 3k followers on social media (+5.8%) - Editorial output: 12 newsletters and 8 Journal Articles. - Events: 14 events (a mix of online, in-person and hybrid); 5 Continuing Professional Development events; 6 Stammtisch events; 1 exhibition; the 30th anniversary dinner; a "bonus event" being the EAP Conference. Some upcoming events for 2025 were also mentioned. <p>To wrap up: "Here's to 2025!"</p>
3. Election of AGM Facilitator	
<p>Sandra Roggenkamp (Chair)</p>	<p>Mandy Welfare nominated Wiktoria Allan to be AGM Facilitator.</p> <p>Michael Dollman seconded this nomination.</p> <p>This nomination was passed by unanimous vote (19 yes votes).</p>
4. Approval of Minutes from last year's AGM (2024)	
<p>Facilitator</p>	<p>Leo Waters proposed that last year's Minutes from the Annual General Meeting (16 March 2024) be approved.</p> <p>Mandy Welfare seconded this proposal.</p> <p>This proposal was passed by majority vote (16 yes votes and 3 abstentions).</p>

Agenda Item	NOTES
5. Auditors' and Treasurer's report for 2024	
Jennifer Knaeble (Treasurer)	<p>Jennifer presented and went through the Auditors' and Treasurer's report for 2024.</p> <p>The Auditors' Report was conducted on 18 January 2025 and the auditors were Galina Khinchuk and Wiktorja Allan.</p> <p>The following financial overview was given for 2024 (a full breakdown is in the Treasurer's Report made available to members):</p> <ul style="list-style-type: none"> - Income – mostly from membership fees: EUR 7,015.90 (approximately EUR 100 less than 2023, and approximately 175 less than projected). - Expenses: EUR 7,256.49 (EUR 723.51 less than the projection of EUR 7980). - There was an overall loss for 2024 of EUR 240.59 (the projected loss had been EUR 790). - The balance as at 1 January 2024 was EUR 9,492.42 and as at 31 December 2024 was EUR 9,251.83. <p>There was some discussion about whether ELTABB could “invest” its reserves into an interest-earning bank savings account. Questions were raised about whether ELTABB could do this as a not-for-profit registered association, and what would be involved. The discussion concluding by noting that members were free to investigate this and report back if they wish – otherwise, no further action is to be taken.</p> <p>There was also some discussion about membership (especially decreasing numbers), including who / what corporate members are and why this has decreased, and ideas for increasing membership. It was noted that decreasing numbers was not a problem at this stage. Katherine Robinson said she would ask at IATEFAL about potential trends with other ELTAs. The Board is also to discuss CELTA outreach for potential new members and Ken Powell said he could help with this (by liaising with the Berlin School of English where a CELTA program is run).</p>
6. Approval of accounts	

Agenda Item	NOTES
Facilitator	<p>Sandra Roggenkamp proposed that the Statement of Account be approved.</p> <p>Katherine Robinson seconded this proposal.</p> <p>This proposal was passed by unanimous vote (19 yes votes).</p>
7. Presentation of Budget for 2025	
Jennifer Knaeble (Treasurer)	<p>Jennifer presented the proposed budget for 2025. In summary, she noted as follows (a full breakdown is in the proposed budget made available to members):</p> <ul style="list-style-type: none"> - Expected income: EUR 6,200 - Expected expenses: EUR 7,090 - Expected loss: EUR 890 <p>Projected reserves (i.e. closing balance) as at end of 2025 is EUR 8,361.83.</p> <p>There was some discussion about the expenses for IATEFL and it was noted that ELTABB receives a free ticket to send a member (usually a board member, but doesn't have to be), but assists this member to attend with travel and accommodation costs.</p> <p>There was a thanks and round of applause for Jennifer.</p>
8. Approval of budget for 2025	
Facilitator	<p>David Bowskill proposed that the 2025 Budget be approved.</p> <p>Mandy Welfare seconded this proposal.</p> <p>This proposal was passed by unanimous vote (19 yes votes).</p>
9. Dismissal of the Board	
Facilitator	<p>Ken Powell proposed that the current board be dismissed.</p> <p>Robert Nisbet seconded this proposal.</p> <p>This proposal was passed by unanimous vote (19 yes votes).</p>

Agenda Item	NOTES
11. Election of new 2025 Board	
Election of the Chair and Journal Editor Facilitator	Jennifer Knaeble nominated Sandra Roggenkamp for the position of Chair and Journal Editor. Mark Adshead seconded this nomination. There were no other nominations for this position. Sandra Roggenkamp was elected to this position by unanimous vote (19 yes votes).
Election of the Vice Chair and Journal & Newsletter Editor Facilitator	Michael Dollman nominated Kit Flemons for the position of Vice Chair and Journal & Newsletter Editor. Jennifer Knaeble seconded this nomination. There were no other nominations for this position. Kit Flemons was elected to this position by unanimous vote (19 yes votes).
Election of the Treasurer Facilitator	Mandy Welfare nominated Jennifer Knaeble for the position of Treasurer. Sandra Roggenkamp seconded this nomination. There were no other nominations for this position. Jennifer Knaeble was elected to this position by unanimous vote (19 yes votes). There was some discussion about this role as Jennifer intended to step down in 2025, but as no one else nominated for the role she was nominated again, to assume the role at least until a suitable replacement can be found and properly appointed.
Election of the Recording Secretary Facilitator	Jennifer Knaeble nominated Michael Dollman for the position of Recording Secretary. Sandra Roggenkamp seconded this nomination. There were no other nominations for this position. Michael Dollman was elected to this position by unanimous vote (19 yes votes).



ELTABB Extraordinary General Meeting (EGM)

Replacement of ELTABB Treasurer and Auditor and Amendment of Statutes

MINUTES

Time and date: Thursday 11 September 2025 at 19:30

Location: Online via Zoom

Number of attendees: 11 members present

Meeting commenced: 19:33

Meeting concluded: 20:03

1. Welcome	Notes
<p>Michael Dollman <i>(Meeting Facilitator)</i></p>	<p>Michael welcomed everyone to the meeting and explained the purpose of the meeting: to appoint a new Treasurer and Auditor and to amend the Statutes.</p> <p>It was noted that the extraordinary general meeting had been properly convened and therefore had a quorum in accordance with § 7 of the Statutes. Notice of the meeting was sent (on 6 August 2025) to all members via email at least 14 days prior to the meeting: see Attachment A.</p>
<p>2. Acknowledgement of Jennifer Knaeble's resignation as ELTABB Treasurer and Phoebe Blackburn as ELTABB auditor</p>	
<p>2.1 Receipt of written notices of resignation</p>	<p>Michael noted that the Board had received notices of resignation from Jennifer Knaeble (Treasurer) and Phoebe Blackburn (Auditor): see Attachment B.</p> <p>A member asked why Jennifer Knaeble had resigned as Treasurer. Jennifer explained that, after serving a number of terms as Treasurer, she had decided to step down and had wanted to at the Annual General Meeting on 1 March 2025, but no suitable replacement had been found at that time, so she had stayed on until a replacement could be found. Phoebe Blackburn would now be proposed as Treasurer, but as she had been appointed as one of the Auditors at</p>

	<p>the Annual General Meeting on 1 March 2025, she would need to vacate the role of Auditor to be appointed as Treasurer, and a new Auditor would need to be appointed. This is the main reason for the Extraordinary General Meeting.</p>
<p>3. Basis for the election of replacement of the treasurer for the remainder of the period of office</p>	
<p>3.1 Reference to § 7 of the ELTABB statutes and the necessary quorum</p>	<p>After having already been discussed in point 1 above, it was again noted that the meeting had been properly convened and had a quorum in accordance with § 7 of the Statutes.</p> <p>There was also some discussion at this stage about the proposed amendments to the Statutes, to allow for replacement of an Auditor by the Board (without having to convene a general meeting), though this was covered in more detail in point 6 below.</p>
<p>4. Election of a replacement ELTABB Treasurer</p>	
<p>4.1 Motion to elect Phoebe Blackburn as ELTABB Treasurer</p>	<p>Sandra Roggenkamp nominated Phoebe Blackburn for the position of Treasurer.</p> <p>Kristi Decke seconded this nomination.</p> <p>There were no other nominations for this position.</p> <p>Phoebe Blackburn was elected to this position by unanimous vote (11 yes votes).</p>
<p>5. Appointment of replacement ELTABB auditor</p>	
<p>5.1 Motion to elect Robert Nisbet as replacement auditor (alongside the other remaining Auditor, who was elected at the annual general meeting on 1 March 2025)</p>	<p>Ken Powell nominated Robert Nisbet to be an Auditor for 2025 (replacing Phoebe Blackburn).</p> <p>Kath Robinson seconded this nomination.</p> <p>There were no other nominations for this position.</p> <p>Robert Nisbet was elected to this position by unanimous vote (11 yes votes).</p>
<p>6. Amendment of ELTABB statutes to enable the replacement by the board of an auditor mid-term</p>	
<p>6.1 Motion to amend the ELTABB statutes as proposed in the attached document (to enable the replacement of an auditor by the board if a person is no longer able or willing to perform this function during their term)</p>	<p>Michael Dollman proposed that ELTABB's Statutes be amended as set out in the attached document (with the proposed amendments in mark-up), namely by inserting the following text in point 4 in §</p>

7 after the existing text “Die Kassenprüfer/ -prüferinnen können nicht sofort wiedergewählt werden” [*The auditors cannot be re-elected immediately*] and before the “;” (see Attachment C):

“Ist eine Kassenprüferin oder ein Kassenprüfer während der Amtsperiode nicht mehr willens oder nicht mehr in der Lage, das Amt auszuüben, so wählt der Vorstand mit einfacher Mehrheit eine Ersatzkassenprüferin oder einen Ersatzkassenprüfer für den Rest der Amtsdauer der betreffenden Kassenprüferin bzw. des betreffenden Kassenprüfers” [Should an auditor no longer be willing or able to perform the function of auditor during their term, the board, by means of a majority vote, may elect a replacement for the remainder of that term].

Kit Flemons seconded the proposal.

Ken Powell explained that the purpose of this amendment is to allow the Board to replace an Auditor if a person is no longer willing or able to perform that function (without the need to convene a general meeting). This mechanism reflects the existing mechanism in § 6 of the Statutes, which allows the Board to replace a Board member who resigns mid-term.

There was some discussion about any risk of this being abused by someone on the Board, e.g. a “rogue” Treasurer. It was noted that this risk is virtually non-existent, as an Auditor can only be replaced at a properly convened Board meeting (with a majority vote of the Board) and could not be done unilaterally by anyone, such as the Chair or Treasurer.

It was noted that, in accordance with § 7 of the Statutes, proposed amendments to the Statutes may only be passed with a two-third majority by those members present at the general meeting.

A vote was held by the members present and the motion passed unanimously (11 votes in favour).

7. Other Business	
7.1 Any other business	Kit Flemons noted that a newsletter would be sent shortly so if anyone had any comments in relation to how this meeting should be reported in that newsletter, that they should provide them in the next few days.

Minutes prepared by: Kenneth Powell (member)

Minutes reviewed and edited by: Sandra Roggenkamp (Chair)

Signed by:

Sandra Roggenkamp (Chair)

Michael Dollman (Recording Secretary)