

Third EALTA Annual General Meeting

Saturday, 20 May 2006 – 15.00

The Sheraton Hotel, Kraków

Present: Conference participants who are individual and associate members of EALTA.

Agenda

1. Approval of the Agenda
2. Approval of minutes from the 2005 AGM
3. President's report on EALTA activities and progress in 2005
4. Membership Committee report
5. Presentation of EALTA accounts for 2005
6. Appointment of the auditor for 2006
7. Approval of the EALTA Guidelines for Good Practice in Language Testing and Assessment
8. Election of the EALTA Secretary/Treasurer
9. 2007 Conference venue and dates
10. Date of the next Annual General Meeting

The meeting was called to order by Neus Figueras (President of EALTA)

1. Approval of the Agenda

Neus Figueras (NF) called for discussion items under A.O.B. None were suggested. The agenda (listed above) was approved.

2. Approval of minutes from the 2005 AGM

No changes/clarifications were requested. The 2005 AGM minutes were approved.

3. President's report on EALTA activities and progress in 2005

NF reported on the following activities and achievements:

- i. the annual EALTA conference
- ii. membership numbers after the December 2005 renewal exercise
- iii. communication and networking through the EALTA website
- iv. networking with sister organisations such as the International Language Testing Association (ILTA)
- v. sponsorship for the 2006 EALTA conference
- vi. EALTA Guidelines for Good Practice in Language Testing and Assessment

NF also listed the priorities for the next year:

- i. Use and disseminate the work of ENLTA such as test development training modules created as part of the ENLTA project.
- ii. Collaborate with regional associations such as the Association of Language Testers in Europe (ALTE) on policy matters.
- iii. Implement and disseminate the EALTA Guidelines for Good Practice in Language Testing and Assessment.
- iv. Explore funding opportunities to develop training events and materials.
- v. Provide opportunities for EALTA members to initiate and become involved in projects.
- vi. Provide opportunities for EALTA members to make contacts with members in other institutions for joint projects and collaborative work.

4. Membership Committee report

The Membership Committee Chair, Sauli Takala (SJT) reported that the membership committee, comprising SJT, J. Charles Alderson (JCA), Alan Davies (AD) and Felianka Kaftandjieva (FK), has received and approved:

- i. 19 applications for institutional membership
- ii. 1 application for expert membership

SJT invited further applications for expert and institutional membership.

5. Presentation of EALTA accounts for 2004

The accounting period for EALTA runs from 1 January – 31 December. The accounting period in 2005 ran from 01 January 2005 – 31 December 2005. Jayanti Banerjee (JB) reported that, during this period, £1820.16 was received in subscriptions and no money was spent. The balance in the EALTA bank account on 31 December 2005 was £1820.16. This statement has been verified by the 2005 EALTA Auditor, Steven Fligelstone.

JB listed the areas where efforts have been made to minimise or avoid cost:

- i. Executive committee meetings: these are held using the Skype conference function (<http://www.skype.com>). This enables the executive committee to speak to one another at no cost.
- ii. Lancaster University currently hosts the EALTA website and discussion lists at no cost. ENLTA provided the services of a web-designer until 31 December 2005.
- iii. All correspondence for EALTA is carried out by e-mail in order to eliminate the cost of stationery and postage.

JB explained the income and expenditure entries that EALTA members could expect in future years. In addition to institutional and expert membership subscriptions, income entries could include donations and sponsorship, surplus from the annual conference, and interest from the bank. Expenditure entries could include travel expenses and room hire for executive committee meetings, stationery, consumables and postage, internet hosting, web maintenance, and support for the annual conference.

6. Appointment of the auditor for 2005

The meeting approved the appointment of JB as the auditor for 2006.

NF thanked JB for agreeing to be the auditor.

7. Approval of the EALTA Guidelines for Good Practice in Language Testing and Assessment

NF presented the EALTA Guidelines for Good Practice in Language Testing and Assessment for approval.

Erna Gille complimented the working party who developed the Guidelines on having produced an accessible document and in a very short time.

The meeting approved the EALTA Guidelines for Good Practice in Language Testing and Assessment.

8. Election of the EALTA Secretary/Treasurer

NF presented the nomination for EALTA Secretary/Treasurer – Gudrun Erickson.

The meeting approved the appointment of Gudrun Erickson as the new EALTA Secretary/Treasurer.

9. 2007 Conference venue and dates

NF announced that the 2007 EALTA Conference will be held on 15 – 17 June in Sitges, Spain.

10. Date of the next AGM

The next AGM will be held at the 2007 EALTA conference in Sitges, Spain.