

# Executive Committee Meeting Notes

10:30 am to 11:30 am on 24 Apr 2023

Association of Hong Kong Language Centres

Present

Melinda Whong (HKUST) President

Mable Chan (HKBU) Treasurer

Simon Wang (HKBU) Secretary

Martin Ma (HKUST) (Events Officer

Rita Singh, representing HKBU

Stephen Bolton, representing CityU

Doreen Chong, representing HKUST

Neil Hunt, representing Lingnan

Adam Forrester, representing PolyU

Apologies: Lillian Wong, representing HKU

## 1. Updates on Association Website (SW)

Melinda and Simon discussed latest development of the association website. The website was now live. Martin and Simon were managing the website. Ongoing improvements to the Content Management System (CMS) were in progress. Exploration of potential phase two enhancements to address current software limitations were underway.

There were some Internal functionality Issues. Registration and submission processes, notification system, email alignment, and reviewer functions were identified as problematic. Althea, the project assistant, was testing the system, and improvements were ongoing to resolve these issues. Melinda invited reps to look into the project page projects page <https://ahklc.hk/projects> and suggest how it can be updated.

The association's website will also serve as a platform to promote events from different centers. Events promoted on the association's website need to be open to other members of the association. Internal events that are not open to other members should not be promoted on the association's website.

## 2. Updates on STiLE project (MW)

- Platform to go live at end of April
- Project funding end date: 30 June

### **3. Annual Symposium**

The symposium registration was open. The target range for attendees is approximately 120-150.

Programme/Plan for the day (MW)

- Registration (MM)
- Local Organising Committee responsibility

### **4. Membership**

#### **4.1 Applications for individuals (SW)**

The association is considering admission of individual teachers who aren't staff members of institutional members. The [AHKLC constitution](#) allows for individual teacher applications. A Google form will be prepared and circulated for feedback to streamline the membership application process.

*Executive Officers decided in a later meeting that while this will be an important area to develop, there are other matters that have high priority at the moment*

#### **4.2 Non-English Language Centres (MW)**

The association reiterated its commitment to inclusivity and openness to language centers teaching any language. Challenges regarding the registration of individuals from different language centers with separate cost centers and financial accounts were discussed. The association is seeking solutions for these challenges to ensure a smooth registration process. Members discussed the inclusion of representatives from different centers and the desired size of the association. Further discussions and decisions on this matter are expected in the future.

### **5. Responsibility of Organizing Events**

The association is considering an approach where members take turns organizing events to ensure sustainability. The responsibility for organizing events such as seminars would fall on the center that offers to host it. The association will start planning for next year's annual event immediately after the current one ends. The host institution will have the flexibility to decide the date and scale of the event.

## 6. Terms of Office for Representatives and Officers

Representatives will serve a term of two years, after which they may continue for an additional term or be replaced. The term "reelected" may need to be interpreted differently across various institutions; further clarification is needed. Representatives could become a rep through various means - being nominated, volunteering, or being chosen by the head of the center. The term "reports" in the accountability section could be changed to "updates" for clarity. The association values continuity, especially in its early years, but also sees the value in turnover for better outreach and understanding.

Members discussed where to put the Terms of Reference and Association Constitution online. Two potential locations were under 'Executive Committee' or under 'Association Business'. It was concluded that these documents might get lost under 'Association Business' due to the increasing volume of content in that section. It was decided to merge the two documents (Terms of Reference and Association Constitution) into one and add a clickable table of contents for easy navigation. The title can be updated to 'Association Constitution and Terms of Reference'. The merged document will be placed under 'Executive Committee'. However, this change might require a system change and cannot be done through the CMS. Simon will check with the development team for feasibility.

## 7. AGM Registration and Participation

Members discussed how to improve the registration process for the AGM and decided to invite all colleagues to participate. However, it was acknowledged that not everyone will be able to attend. If a representative cannot attend, they are encouraged to have someone from their center attend on their behalf. A Doodle poll will be set up to determine the best date for the AGM in the second or third week of June. Initially, there was a thought to send the Doodle poll to everybody in every institute, but it was decided to prioritize people on the call for the poll. Once the date is decided, representatives will be asked to publicly announce the date.

Members discussed the scheduling of the next AGM. The initial idea was to hold it in conjunction with the Style Association Symposium. However, due to the busy schedule of the day, this idea was not favored. The team decided to hold the AGM online on a different day for better participation. The exact date will be decided using a Doodle poll.

Two potential timeslots for the AGM were proposed: one in June after the symposium and one in August before teaching begins. The team agreed to try the June slot first, and if it doesn't work out, they will schedule it in August.

The AGM will also include a briefing about how the Symposium went.

There being no other business, the meeting adjourned at 11:30am; next meeting (AGM) will be held in Aug 2023.