

The **Association**
of Hong Kong
Language
Centres



ANNUAL GENERAL MEETING

4:30 - 5:30 pm

24 AUGUST | 2023

Registration deadline
20 August

To register, please scan the QR code



Meeting Notes

Annual General Meeting of Association of
Hong Kong Language Centres

Date: 24 August 2023

Time: 4:30pm to 5:30 pm

Attendees:

Melinda Whong

Mable Chan

Simon Wang

Alison Ng

Representatives of LCs

Head of LCs

Colleagues of LCs

[List of colleagues who registered for Zoom meeting](#)

[Slides for the meeting](#)

Agenda:

1. Introduction and welcome
2. President's report on the activities of the Association over the previous year
3. Treasurer's Report and term renewal
4. New Officer Roles
5. Membership and Representation
6. Next year's Annual Symposium
7. AOB

Meeting Summary:

The AGM began with a warm welcome to all attendees. The President expressed gratitude for everyone's presence and emphasized the importance of efficiency and engagement during the meeting. Participants were encouraged to ask questions and provide feedback through the chat or by raising their hand using reactions.

I. President's Report

During the report by Dr. Melinda Whong, several key points were highlighted regarding the activities of the Association of Hong Kong Language Centres (AHKLC) from the previous year. Notable milestones accomplished by the association include the launch of the new website, ahkcl.hk and the development of STiLE, a scholarship platform for ELT practitioners. The AHKLC also organized various association events, including workshops on different topics by institutions like PolyU, BU, and CityU. Furthermore, the association successfully held its 2nd Annual Symposium in conjunction with the launch of STiLE at HKUST, providing a platform for members to share their insights and research. Moreover, the report mentioned the Leadership Forum, which was hosted by HKBU. The forum focused on discussing the prospects and constraints of career development in the field of language education.

II. Treasurer's Report and term renewal

According to the financial report presented by the treasurer Dr Mable Chan, the balance in May 2022 was HKD 39,922.09. Membership fees were collected from six institutions, namely HKBU, CityU, Lingnan, PolyU, HKU, and HKUST, totaling HKD 29,900. Additionally, funds amounting to HKD 1,422.91 were disbursed for CERCLES CONFEDERATION EUROPEENNE DES CENTRES. Given the lack of connection with the European organisation, it was decided that AHKLC would not continue its associate membership. As of August 2023, the balance has increased to HKD 68,399.18. The association is currently engaged in discussion regarding the allocation of the remaining balance. Various possibilities are being

considered, including utilizing the funds for activities or establishing awards within the association.

During the meeting, discussion was held regarding the executive officers' roles within the association, as well as plans to review and propose changes to the association's constitution. It was recognized that the existing roles of President, Secretary, and Treasurer needed to be revisited, especially in light of the introduction of the Events Officer role last year. In addition, the agenda item aimed to address the current roles and propose the addition of a new role, the Project Officer. A proposal was put forth to make the officer positions renewable, as the two-year term was deemed limited for fully understanding and contributing to the association's operations. The suggestion was to introduce a commitment for officers to serve for two terms, with the fifth year acting as a transition year to support the incoming officer and ensure a smooth transfer of responsibilities. To implement these changes, the plan is to target the next Annual General Meeting (AGM) for proposing amendments to the association's constitution. This timeline allows for thorough discussions and consideration of the new officer roles and the renewable terms, ensuring that the proposed changes align with the association's goals and objectives.

During the meeting, one of the focuses was on addressing the need to confirm the term renewal for the Treasurer, Mabel Chan. The participants expressed their views, and the majority of them had no objections or concerns regarding the renewal of Mabel's term. Based on the uncontroversial nature of the discussion and the consensus among the participants, it was decided to confirm the term renewal for Mabel Chan as the Treasurer of the association.

III. New Officer Roles

During the meeting, a proposal was made to fill the Events Officer position, and a candidate Ms Alison Ng from HKU volunteered for the role. The discussion focused on clarifying the responsibilities of the Events Officer, which include organizing an annual symposium, ensuring the occurrence of a Leadership Forum by seeking willing hosts, and developing processes to streamline registration and provide guidelines for centers interested in hosting association events. As part of the action items, the attendees confirmed Alison's candidacy for the Events Officer role while after she left the Zoom meeting briefly.

Moreover, a proposal was made to introduce a new role within the association, namely the Project Officer. It was noted that a previous call for a Project Officer had received limited interest and visibility due to a short deadline in late July. The

role of the Project Officer was discussed, highlighting their responsibilities, which include staying informed about ongoing projects across different language centers, liaising with relevant stakeholders, and facilitating collaboration when bid opportunities arise. It was clarified that the Project Officer does not lead projects but rather serves as a conduit, overseeing finished projects and promoting the association's initiatives. To implement this proposal, the association agreed to initiate a new call to find a suitable candidate for the Project Officer position. The selected individual will be expected to attend monthly meetings with the other association members, comprising a total of five individuals. This action item aims to fill the role and ensure that the association benefits from the expertise and coordination provided by the Project Officer in advancing collaborative projects and initiatives among the language centers.

IV. Membership and Representation

During the meeting, Melinda discussed the need to involve more Language Centres that focus on languages other than English and welcomed the Poly U Chinese Language Center as a new institutional member with Dr Lam Yan-yan as its representative . It was agreed that each separate unit should pay membership fees and have its own representative. In cases where an institution has multiple centers, such as the Chinese and English Language Center at Poly U, representatives can share duties and responsibilities between them.

V. Next year's Annual Symposium

During the meeting, a proposal was made for the Language Centre of Baptist University to host a conference on student engagement in conjunction with the AHKLC annual symposium. The discussion included important details, such as the tentative time frame for the conference, which is likely to be scheduled for early June next year. It was further decided that the association would provide assistance to Baptist University by promoting the conference and offering support in managing registrations.

With no Any Other Businesses, the meeting was adjourned around 5:30pm.