

# Meeting Notes

## Annual General Meeting of the Association of Hong Kong Language Centre (AHKLC)

Date: 18 June 2024

Time: 3:45pm

Duration: about an hour

Location: HKBU campus and via Zoom

### Attendees:

*In the order of signing in Mentimeter*

- Simon H Wang (HKBU)
- Wesley Curtis (CityUHK)
- Lillian Wong (HKU)
- Aditi Jhaveri (HKUST)
- Mike Groves (Lingnan)
- Cissy Li (HKBU)
- Rita Gill Singh (HKBU)
- Stephen Bolton (CityU)
- Melinda Whong (HKUST)
- Clive Lee (HKU)
- Conny Yau (City U)
- Ally Li Xinxin (HKBU)

### Agenda:

1. Attendance and Apologies
  - Attendance confirmed via Mentimeter for record keeping.
2. President's Report (Melinda)
  - Melinda's focus this past year has been on setting up structures and norms for the organization with sustainability and long-term in mind.
  - She expanded the executive committee to include an events officer and a project officer to help promote the association and its activities.
  - The main work has been on developing a new constitution for the association.  
Key changes include:

- Expanding the executive committee from 3 to 5 positions, plus up to 6 positions.
  - Clarifying the roles of the "committee of representatives" versus the elected executive officers.
  - Adjusting term lengths for executive positions to 3 years.
  - o Melinda is stepping down as president after 2 terms (4 years) to allow for new voices and input, and to focus more on the STiLE journal.
3. Secretary's Report (Simon)
- o In the past year, Simon has supported Melinda's work as president and has been running the regular representatives meetings.
  - o He has also introduced a new "best paper award" for the association, which was awarded for the first time this year.
  - o Simon also proposed and got accepted a proposal to guest edit a special issue for the STiLE journal, focusing on AI customization.
  - o He will be hosting a workshop next week to invite contributions to this special issue.
4. Treasurer's Report
- o On behalf of the treasurer Mable (who was on sick leave), Simon reported on the association's finances. The key points are:
    - The association has built up a healthy balance of funds from membership fees
    - The main expenses have been paying honorariums and fees to other organizations.
    - The association is now considering how to best use its financial resources to support its members and further its goals.
5. Amendments to the Constitution
- o Discussion led by Melinda on the necessity of the new constitution.
  - o Voting Results:
    - Support: 14 (93%)
    - Object: 0 (0%)
    - Abstain: 1 (7%)
6. Election of New Executive Committee Members
- o President:
    - Candidate: Dr. Wesley Curtis (CityU)
    - Voting Results:
      - Support: 13 (100%)
      - Object: 0 (0%)
      - Abstain: 0 (0%)
  - o Project Officer:
    - Candidate: Dr. Clive Lee (HKU)
    - Voting Results:
      - Support: 12 (92%)
      - Object: 0 (0%)
      - Abstain: 1 (8%)

7. Best Paper Award
  -
8. Any Other Business
  - No additional issues were raised.
9. Date of Next Meeting
  - To be announced.

Decisions and Action Items:

- Constitutional Amendments: Amendments to the constitution were approved with significant support.
- Elections: Dr. Wesley Curtis was elected as the new President and Dr. Clive Lee as the new Project Officer with strong support.
- Members are tasked with reviewing operational impacts due to new constitutional amendments.

Meeting adjourned with appreciation for all members' active participation and contributions.