

Annual General Meeting of AHKLC 2026 — Meeting Notes

Date: Wednesday, 3 June 2026

Time: 12:40–14:10

Venue: The University of Hong Kong, CPD-LG.18, Lee Shau Kee Lecture Centre

Held with: CAES Conference 2026 cum 2026 AHKLC Annual Symposium (HKU) — *Innovations in Language Education: Advancing Pedagogy, Practice and Research*

Remote: Zoom (registration link)

Links to the slides: <https://ahklc.hk/agm2026>

AGENDA: 1. WELCOME & ATTENDANCE · 2. PRESENTATION OF BEST PUBLICATION AWARD (PAPER/ARTICLE; BOOK CHAPTER) · 3. PRESIDENT'S REPORT · 4. SECRETARY'S REPORT · 5. TREASURER'S REPORT · 6. EVENTS OFFICER'S REPORT · 7. PROJECT OFFICER'S REPORT · 8. ELECTION OF OFFICER(S) · 9. A.O.B.

Welcome & Attendance

- President Dr. Wesley Curtis called the meeting to order.
- Thanks to Dr. Rita Singh (online via Zoom) and Dr. Aditi Jhaveri (joining from duty leave in the Chinese mainland).
- Attendance and institution count taken via Mentimeter (12 responses).

Presentation of Best Publication Award

- A new **Book Chapter** category was added this year alongside Paper/Article, following member feedback.
- Recipients were selected by the STiLE editorial team; the President recused himself and presented the certificates.
- **Paper/Article** — "*Stretching AI's reach: Assessing an AI-driven feedback system for extended academic writing*", *Computers and Education: Artificial Intelligence* (DOI: 10.1016/j.caeai.2025.100511). To **Jim Lo, Christy Wong, Agnes Ng, Pinna Wong, Denise Cheung and Pauli Lai**.
- **Book Chapter** — "'Writing is re-writing': Developing language awareness through a process-oriented approach in an EFL academic writing course", *English for Academic and Specific Purposes in the Classroom* (pp. 172–190, Routledge). To **Dr. Sin Yu Cherry Chan**.
- HKD 2,500 and a certificate per category; winners and shortlisted authors are invited to present at the Symposium.

President's Report — Dr. Wesley Curtis

WEBSITE MIGRATION (COMPLETED)

- AHKLC and STiLE websites, including the STiLE database, were moved off HKUST servers to independent third-party servers; the work took almost a year.
- Rationale: continuity beyond project funding; avoid reliance on institutional agreements for server space, domains and SSL certificates.

- Association email is still on HKUST's Google Workspace; a low-cost alternative has been identified, migrating around January to the website's shared server space.

INITIATIVES

- **Leadership Fora** — 18 November (HKU) and April (PolyU, on language enhancement across centres). The first forum helped members prepare IICA proposals.
- **Monthly heads/directors gatherings** — now formally an AHKLC activity; timing may shift to avoid clashes.
- **Speaker Series** — launched with Prof. Ben Moorhouse (18 March 2026) and Prof. Peter De Costa (29 May 2026); attendance nearly doubled.
- **Membership** — CUHK's English Language Teaching Unit voted to join, and the Executive Committee voted unanimously to admit them; **CUHK was not yet a member at the time of the AGM**, as admission awaited invoicing and payment of dues. Membership becomes effective on payment.
- **STiLE** — Dr. Melinda Wong stepped down as Editor-in-Chief; Dr. Jane Robbins is now in post; Dr. Simon Wang joins as plug-and-play editor.

GOVERNANCE

- Constitution amendments are needed; they take effect once filed with the Hong Kong Police Force.
- **Succession** — off-cycle officer vacancies are covered (President may appoint for up to one year); a vacancy in the presidency is not. To be defined.
- **Fiscal year** — the constitution says September; most member centres run approximately 1 July–30 June. To be aligned.
- **Dues** — three categories (regular institutional, associate institutional, individual) share one rate and should be differentiated. The Police Force recommends embedding dues in the constitution; they currently sit in a supplementary document.
- **Website** — a members' area would likely need a full site replacement (vendor and cost); it could host Speaker Series recordings not suited to public YouTube.
- **Collaboration** — strengthen the Association–member centre framework so value reaches all staff, not only reps and heads/directors.

Secretary's Report — Dr. Simon Wang

- Secretary since May 2022 (second term, ending next year); assists the President with administrative tasks and meetings.
- Started the Best Paper Award in 2024; now expanded into the Best Publication Award (two categories).
- Technical support for website updates, increasingly AI-assisted; continuing the Secretary Handbook and website upgrades.
- Planned: top-up or seed funds for teaching development; an associate institutional and individual membership scheme.
- Joining STiLE as plug-and-play editor; exploring agentic AI support for plug-and-play video generation.

Treasurer's Report — Dr. Mable Chan

(Dr. Chan could not attend due to illness; documents were tabled.)

- Balance — June 2025: HKD 143,336.54
- Income: HKD 39,999 (HKBU HKD 4,999; seven payments of HKD 5,000)
- Disbursed: VDS hosting HKD 12,000; migration service fee HKD 11,000; AHKLC service renewal HKD 3,956.40; STiLE service renewal HKD 5,275.20; Best Paper Award HKD 5,000
- Balance — June 2026: HKD 146,103.94
- Membership is by centre, not university — PolyU contributes twice (ELC and CLC). CUHK's admission was still pending at the time of the AGM; it will add to future revenue.
- Recurring website costs are about two-thirds of the annual budget; email moves to the shared web space at near-zero cost while retaining association addresses.
- Dr. Chan will not continue as Treasurer; the President and Secretary are authorised account users and will transact in an acting capacity. Members were asked to refer anyone with a finance interest to the President.

Events Officer's Report — Dr. Aditi Jhaveri

- In post since June 2025, nominated by Dr. Melinda Wong; thanked the Executive Committee.
- Events: Leadership Forum (18 November, HKU); Speaker Series — Prof. Ben Moorhouse (18 March 2026) and Prof. Peter De Costa (29 May 2026, 41 attendees); Best Publication Award 2026 (two categories, more submissions than the last round).
- The 'News and Events' page now promotes the Association's events, member centres' events (e.g. PolyU's Password event) and inter-institutional events.
- Links to completed TDLEG/IICA projects are posted so resources remain usable after funding ends.
- The Events Handbook was revised this year.
- Next conference: hosts so far HKUST (2023), HKBU (2024), PolyU (2025), HKU (2026); expressions of interest are welcome.
- Interest from colleagues at Dalian University raises the question of mainland membership and fees.

Project Officer's Report — Dr. Clive Lee

- **Vision:** the Association as a vehicle for IICA/TDLEG projects — an endorsement that supports credibility, and a showcase of association and member projects.
- Funds are limited, so involvement must be considered carefully.
- **Next year:** revise and publish the AHKLC Project Guidelines; launch an online application form; bring proposals to the monthly committee meetings.

Election of Officer(s)

- **Events Officer — Dr. Aditi Jhaveri** (Senior Lecturer, Center for Language Education, HKUST), incumbent since June 2025 via presidential appointment; stood for a full term.
- Mentimeter vote: **21 votes cast, all in support**; deemed elected to a full term.

Any Other Business (AOB)

1. A representative was not kept informed whether the PolyU-hosted Leadership Forum would proceed, despite liaising with member institutions; asked to be kept in the loop. The President acknowledged this.

2. Mainland membership — per the constitution, membership is effective on payment of dues (CUHK is awaiting its invoice); members can then join the Leadership Fora, monthly heads/directors meetings and the Speaker Series.
3. Send Speaker Series suggestions via the Events Officer; past Best Publication Award recipients are invited to offer talks.



Closing Remarks

- The President thanked attendees, and the meeting was concluded.

Sources: AGM 2026 recording (auto-captions), the AGM 2026 slide deck and the award certificates; names verified against the AHKLC website.