

**Annual General Meeting
of MELTA e.V.**

Saturday, March 7, 2020
16.00 – 18.00
Gasteig, Room 2151
Kellerstr. 5, Munich

Minutes:

Item	Discussion
1. Opening remarks by the Chair / Confirmation of the correctness of the invitation to the AGM / Agenda / Report by the Chair	<p>The Chair, Randy Perry, welcomed all those in attendance. He asked if all the attendees had received an invitation with the meeting agenda at least four weeks prior to the meeting – all replied in the affirmative.</p> <p>The agenda for the meeting was presented and approved by acclamation. No changes to the agenda were proposed.</p>
2. Status of membership	<p>Lucy Pereira, the membership secretary, presented a report on the status of membership: as of 7 March 2020, MELTA had 256 members, of whom 234 were regular (paying €35 a year), 4 were students (paying €15), 6 were institutions/ schools (paying €100), 10 were guests and 2 were honorary members. Most of the guests are recruited from CELTA courses and, after up to a year, they tend to become regular members.</p> <p>Zoe Kostarev discussed her ideas for a membership drive:</p> <ul style="list-style-type: none">• A poster available for members to advertise MELTA in their own schools• A poster that can be printed in the MELTA News (for members to remove and hang in their schools)• It was suggested that members spread the word about MELTA.
3. Report on MELTA News	<p>Tenley van den Berg, the MELTA News editor, was not present at the meeting. However, she had prepared a slide with the key developments regarding the MELTA News. The publication is now larger than before and has more illustrations. In the future, it will be all in colour and printed, at lower cost, on environmentally friendly paper.</p>
4. Review of events in 2019 and preview of events in 2020	<p>Breda Howe-Helmecke and Joan Walsh, members at large, presented a review of events in 2019 (mainly workshops and a Christmas party) and informed the attendees about the upcoming events.</p>

	Randy Perry also informed attendees that MELTA will be looking for alternative venues in the future as room availability at Gasteig is becoming more limited.
5. New MELTA website design	The Chair, Randy Perry, presented the progress of the new MELTA website along with the new design. He informed the attendees that a website editor will be required for the upkeep of the website once it is up and running. The new website is expected to go live in the coming months.
6. Amendments to MELTA Bylaws (see Annex 5) a. New regulation regarding payment of MELTA News editor b. New regulation regarding payments to MELTA members	Randy Perry presented an overview of the bylaws adopted in previous years and called for a vote on three additions to the bylaws. These addition concerned <i>Guidelines for payments to MELTA News editors</i> and <i>Guidelines for payments to MELTA members</i> . Voting was by show of hands. All amendments were approved unanimously and without abstention.
7. Suggestions for MELTA: Brainstorming	Randy Perry circulated cards for attendees to write ideas for improvement of MELTA. The cards were collected and the ideas will be discussed by the committee.
8. Approval of financial statements for 2018 and provisional budget for 2019	Michael Hoffmann, the Treasurer, presented the financial report, comprising the financial statement for 2019 and the budget for 2019: Income in 2019: €12,742 Budget for 2020: €12,380 Randy Perry called for an amendment to the budget, allocating €250 for posters to advertise MELTA. Voting was by show of hands. The amendment was approved unanimously and without abstention. Randy Perry called for a vote on the report as amended. Voting was by show of hands. The report was approved unanimously and without abstention.
9. Ratification of the acts of the MELTA Committee	Frank Steele moved that the acts of the current MELTA Committee be ratified. His motion was approved by acclamation.

<p>10. Formation of an election commission</p>	<p>Frank Steele agreed to serve as an election committee and to serve as the moderator of the election of a new MELTA Committee for 2020.</p>
<p>11. Election of a new MELTA Committee</p>	<p>An election followed: Frank Steele began by calling for nominations for the position of Chair of MELTA e.V. Randy Perry was nominated. He accepted the nomination. There were no further nominations for the office of Chair. Randy Perry was elected Chair unanimously except for one abstention (by Randy Perry himself). Voting was by show of hands. Randy Perry accepted his election as Chair of the Committee of MELTA e.V.</p> <p>Frank Steele then called for nominations for the position of Vice Chair of MELTA e.V. Nikola Granchev was nominated. He accepted the nomination by letter. There were no further nominations for the office of Vice Chair. Nikola Granchev was elected Vice Chair unanimously. Voting was by show of hands. Nikola Granchev accepted his election as Vice Chair of the Committee.</p> <p>Frank Steele then called for nominations for the office of Treasurer of MELTA e.V. Michael Hoffmann was nominated. He accepted the nomination. There were no further nominations for the office of Treasurer. Michael Hoffmann was elected Treasurer of MELTA e.V. unanimously except for one abstention. Voting was by show of hands. Michael Hoffmann accepted his election as Treasurer of MELTA e.V.</p> <p>Frank Steele then called for nominations for the position of Secretary of the Committee of MELTA e.V. Zoe Kostarev was nominated. She accepted the nomination. There were no further nominations for the office of Secretary of the Committee of MELTA e.V. Zoe Kostarev was elected Secretary unanimously except for one abstention. Voting was by show of hands. Zoe Kostarev accepted her election as Secretary of the Committee of MELTAe.V.</p> <p>Frank Steele then called for nominations for three Members at Large of the Committee of MELTA e.V. Lucy Pereira, Joan Walsh and Breda Howe-Helmecke were nominated. They accepted their nominations. They were elected unanimously except for 3 abstentions. Voting was by show of hands. All three accepted their elections as Members At Large.</p> <p>The new Committee of MELTA e.V. comprises Randy Perry (Chair), Nikola Granchev (Vice Chair), Michael Hoffmann (Treasurer), Zoe Kostarev (Secretary), Lucy Pereira (Member at Large), Joan Walsh (Member at Large) and Breda Howe-Helmecke (Member At Large).</p>

12. Other business	<p>Leonora Fröhlich informed attendees that the Fremdsprachliche Frühförderung is in need of teachers. Attendees were asked to contact her for more information.</p> <p>Randy Perry announced that more people would be needed in the future to help edit the MELTA News and the new MELTA website.</p> <p>He thanked all those present for their participation and adjourned the meeting at 18:10.</p>

Munich, March 7, 2020

_____ *Lucy Pereira* _____

Lucy Pereira, Secretary

Howard Randolph Perry, Chair