

Minutes of the Annual General Meeting of the Munich English Language Teachers Association e.V. (MELTA e.V.) held on Saturday 16th March 2024 from 4.30 p.m. – 6.30 p.m. in MVHS Arbellapark, Rosenkavalierplatz 16, 81925 Munich

Members present: see Attendance list (Appendix 1)

Minutes: Catherine Pilgram

Agenda item	Discussion
1. Opening remarks by the Chair / Confirmation of the correctness of the invitation to the AGM / Agenda / Report by the Chair	The Chair, Randy Perry, welcomed all those present. He established that the General Meeting had been convened in accordance with the Articles of Association four weeks before the meeting was held. He then presented the agenda as published in the invitation. (Invitation and agenda, see Appendix 2).
2. Report on membership	Catherine Pilgram presented a report on the status of membership in MELTA. For more details, see Appendix 3.
3. Review of events in 2023 and preview of events in 2024	Joan Walsh presented a review of events (mainly workshops) in 2023 (see Appendix 4). Joan would be happy to receive suggestions for future workshops and speakers.
4. Report on projects: <i>Melita News</i> , website, podcasts	<p>Randy reported on MELTA News. MELTA News is still very popular with members and is an essential part of what MELTA offers its members. MELTA is the only association for English language teachers in Germany that produces such a publication. MELTA News has evolved from a newsletter in black and white into a full-fledged magazine. Each member receives a digital copy of the magazine. MELTA News has a print run of 250 copies. 190 print copies of each issue are distributed to members. The rest go to advertisers, schools, organisations and the editorial team. MELTA News is published three times a year.</p> <p>The website needs an overhaul. Solutions are being sought.</p> <p>Mike Clarkson and Elie Hazeem reported on the MELTA podcasts. MELTA has had its own YouTube channel since November 2023, and there are now 4 podcasts posted there. The podcasts can be found at https://www.youtube.com/@MelitaPodcast . The MELTA podcast team aims to upload a new podcast every month.</p>
5. Report of the auditor on the financial statements for 2023	Michael Hoffmann presented the auditor's report on behalf of Paul Kremmel, the auditor, who was unable to attend. The auditor had found no irregularities in the 2023 annual financial statements.
6. Approval of financial statements for 2023 and provisional budget for 2024	Michael Hoffmann presented MELTA's annual financial statements for 2023 and MELTA's budget for 2024 (see Appendix 5). MELTA's annual financial statements for 2023 and budget for 2024 were unanimously approved.
7. Formation of an election commission	Jo Westcombe agreed to preside over the election of the new MELTA Committee 2024. The members of the 2023 MELTA Committee were thanked. The Committee was formally dissolved and all members resigned.

<p>8. Election of the auditor of the financial statement for 2024</p>	<p>Jo Westcombe asked for nominations for the position of MELTA auditor. Fabiola Uebelmesser was nominated for this position by Randy Perry. Fabiola Uebelmesser accepted the nomination. There were no further nominations. Fabiola Uebelmesser was elected auditor by a show of hands with 19 votes in favour, no votes against and one abstention. She accepted the election and will audit MELTA's books for 2024.</p>
<p>9. Ratification of the acts of the MELTA Committee in 2023</p>	<p>Jo Westcombe proposed that the acts of the 2023 MELTA Committee be ratified. The proposal was accepted unanimously. The vote was taken by show of hands. There were 16 votes in favour, no votes against and 4 abstentions.</p>
<p>10. Election of the MELTA Committee for 2024</p>	<p>The election of the 2024 MELTA Committee came next.</p> <p>Jo Westcombe asked for nominations for the position of Chair of MELTA e.V. Randy Perry was nominated by Larysa Andreiko for election as Chair. Miles Parker seconded the nomination. Randy Perry accepted the nomination. There were no further nominations for the position of Chair. Randy Perry was elected Chair with 19 votes in favour, no votes against and one abstention. The vote was taken by a show of hands. Randy Perry accepted his election to the position of Chair.</p> <p>Jo Westcombe asked for nominations for the position of Vice Chair of MELTA e.V. Elie Hazeem was nominated by Randy Perry for election as Vice Chair. Miles Parker seconded the nomination. Elie Hazeem accepted the nomination. There were no further nominations for the position of Vice Chair. Elie Hazeem was elected Vice Chair with 18 votes in favour, no votes against and 2 abstentions. The vote was taken by a show of hands. Elie Hazeem accepted his election to the position of Vice Chair.</p> <p>Jo Westcombe asked for nominations for the position of Treasurer of MELTA e.V. Michael Hoffmann was nominated by Miles Parker for election as Treasurer of MELTA e.V. Elie Hazeem seconded the nomination. Michael Hoffmann accepted the nomination. There were no further nominations for the position of Treasurer. Michael Hoffmann was elected Treasurer with 19 votes in favour, no votes against and one abstention. The vote was taken by a show of hands. Michael Hoffmann was elected Treasurer of MELTA e.V. He accepted his election to the position of Treasurer.</p> <p>Jo Westcombe asked for nominations for the position of Secretary of MELTA e.V. Ruth Stegmann was nominated by Joan Walsh for election as Secretary. Miles Parker seconded the nomination. Ruth Stegmann accepted the nomination. There were no further nominations for the position of Secretary. Ruth Stegmann was elected Secretary with 19 votes in favour, no votes against and one abstention. The vote was taken by a show of hands. Ruth Stegmann accepted her election to the position of Secretary.</p> <p>Jo Westcombe asked for nominations for three members at large for the Committee of MELTA e.V. Joan Walsh was proposed by Ruth Stegmann, Michael Saunders by Catherine Pilgram and Catherine Pilgram by Michael Hoffmann. Joan Walsh and Catherine Pilgram accepted the nomination. Michael Saunders was unable to attend and his nomination was accepted by Randy Perry in his place. There were no other nominations. Joan Walsh was</p>

	<p>elected as a member at large with 19 votes in favour, no votes against and one abstention. Michael Saunders was elected as a member at large with 19 votes in favour, none against and one abstention. Catherine Pilgram was elected as member at large with 19 votes in favour, no votes against and one abstention. The vote was taken by a show of hands. Joan Walsh and Catherine Pilgram accepted the election. Randy Perry accepted the election on behalf of Michael Saunders.</p> <p>The new Committee of MELTA e.V. consists of the following members:</p> <p>Randy Perry (Chair) Elie Hazeem (Vice Chair) Michael Hoffmann (Treasurer) Ruth Stegmann (Secretary) Michael Saunders (member at large) Catherine Pilgram (member at large) Joan Walsh (member at large)</p>
11. Raffle	<p>Members were asked to write their names on slips of paper, which were put into a hat and drawn. There were three prizes.</p>
12. Discussion: Feedback and suggestions for MELTA projects	<p>Randy asked for assistance in the following areas:</p> <ul style="list-style-type: none"> • Organisation of events (set up, supporting speakers, catering) • MELTA News (Text and picture editing, proof reading), • IT / Webseite • Other areas <p>Those present were given forms in which they could enter the areas where they could help.</p> <p>Randy also asked for suggestions for MELTA projects. Attendees were given a form to fill out with their suggestions for events, podcasts, MELTA News, the website, and membership recruitment.</p> <p>The forms were collected and will be analysed by the MELTA Committee.</p>
13. Other business	<p>Randy Perry noted that all items on the agenda had been dealt with. He thanked all participants for their time and patience and closed the Annual General Meeting at 6.30 pm.</p>

Munich, 4th May 2024

sgd. Catherine Pilgram, Member at large

sgd. Howard Randolph Perry, Chair

Appendix 1– Attendance list (in alphabetical order)

1. Larysa Andreiko
2. Olga Barlow
3. Patricia Biondo
4. Irmgard Chladek
5. Mike Clarkson
6. Annette Curran
7. Angelika Dehoust
8. Leonora Fröhlich
9. Elie Hazeem
10. Michael Hoffmann
11. Margaret McKee
12. Miles Parker
13. Randy Perry
14. Catherine Pilgram
15. Tetiana Romanovska
16. Lafayette Smyre
17. Ruth Stegmann
18. Joan Walsh
19. Jo Westcombe
20. Fabiola Uebelmesser

Appendix 2 – Invitation and Agenda

Munich, February 7, 2024

Invitation to the 2024 Annual General Meeting of MELTA e.V.

Spring is in the air, and once again the time has come to look back at what MELTA has achieved over the past year, to take stock of where we are now as an organization and to make plans for the year ahead. With these aims in mind, we'd like to cordially invite you to attend the 2024 Annual General Meeting (AGM) of MELTA e.V., which will be held in person on the

**First floor of the Bogenhausen VHS
Rosenkavalierplatz 16, Munich
(U-Bahn: Arabella Park)**

at

4:30 p.m. on Saturday, March 16, 2024.

The AGM will be preceded at **4:00 p.m.** by a **coffee-and-cake session**, to which you also cordially invited.

It's very important that as many members as possible contribute their **ideas** for improving MELTA's operations and performance. For this reason, the meeting agenda, which is attached below, includes an opportunity for you to provide **feedback** on our activities in 2023 and offer **suggestions** for projects in the rest of 2024. It also includes a **raffle** with fabulous prizes.

You don't have to register for the AGM, but to help us gauge the numbers (and make sure we have plenty of coffee and cake on hand), we'd be very grateful if you'd drop us a line at info@melta.de if you're planning to come.

And one more point: We're always happy to have new members on the MELTA Committee. So should you be interested in joining, please don't hesitate to contact us at info@melta.de.

We're looking forward to seeing you all again on March 16.

sgd. Randy Perry

MELTA Chair

Agenda

1. Opening remarks by the Chair / Confirmation of the correctness of the invitation to the AGM / Agenda / Report by the Chair
2. Report on membership
3. Review of events in 2023 and preview of events in 2024
4. Report on projects: *Melta News*, website, podcasts
5. Report of the auditor on the financial statements for 2023
6. Approval of financial statements for 2023 and provisional budget for 2024
7. Formation of an election commission
8. Election of the auditor of the financial statement for 2024
9. Ratification of the acts of the MELTA Committee in 2023
10. Election of the MELTA Committee for 2024
11. Discussion: Feedback and suggestions for MELTA projects
12. Raffle
13. Other business

Appendix 3 - Memberships

Number of members: März 2024

Regular members	206
Guest members	15
Student members	2
Institutional members	5
Honorary members	2

Cancellations in 2023

Regular members	13
Student members	1
Institutional members	2

New memberships in 2023

Regular members	9
Guest members	2
Student members	0
Institutional members	0

Appendix 4 – Events in 2023

11th February - Maria Davou - Classroom-based assessment

12th March – St. Patrick’s Day parade

25th March - Bethan Stokes - 5-a-day in action

25th March –MELTA AGM

29th April - Rob Howard - Activities for business English

17th June – Ian McMaster – Writing skills for non-journalists: tips and tricks

1st July - Alex Warren - Real-world content in the language classroom

2th. July – Annual beer garden social

11th November - Simon Marshall - Spicing up your course book

9th December- Amanda Momeini – Webinar on ChatGPT

9th December- Christmas party

Appendix 5– Annual Financial Statement for 2023 and Provisional Budget for 2024

Annual financial statement for 2023

Account balance on 1st January 2023: 4,249€

	Budget proposal	Actual y.t.d.
Total income	€10,900	€9,765
Total operating expenses	€13,032	€11,263
Special projects	€0	€0
Total expenses	€13,032	€11,263
Difference between total income and total expenses	- €2,232	- €878

Provisional budget for 2024

Total income	€10,000
Total operating expenses	€11,955
Difference between total income and total expenses	- €1,955

Estimated account balance on 31st December 2024: 1,416€