

MELTA COMMITTEE MEETING

7:00 p.m. – 9:00 p.m., May 17, 2024

Online via Zoom

Committee members present: Elie Hazeem
Michael Hofmann
Randy Perry (Chair)
Ruth Stegmann
Joan Walsh

Committee members excused: Michael Saunders, Cathy Pilgram

Minutes: Ruth Stegmann

Agenda item	Discussion	Action
1 Approval of minutes of the meeting on Feb. 23, 2024	<p>Randy summarized the minutes. They were approved unanimously.</p> <p>The English version of the AGM minutes will be uploaded on the website, the German one will go to the notary/Finanzamt.</p> <p>Relevant official documents with background information on "Vereinsrecht" are to be found on the Dropbox. Elie and Ruth will familiarize themselves with the documents.</p> <p>New documents will be sent to Michael Hoffmann and Cathy, who will coordinate the updates.</p> <p>Michael Hoffmann referred to the importance of checking the data protection regulations. Elie uses BREVO for e-mail blasts.</p>	<p>Michael Saunders will upload the minutes in English on the website (ABOUT US), Randy will send the German version to the notary in connection with the "Gemeinnützigkeitsprüfung".</p> <p>Michael Hoffmann will provide access to the Dropbox to Elie and Ruth.</p> <p>Data protection issues are to be found on the Dropbox. Michael uploaded templates which have to be kept updated.</p>
2 Committee housekeeping: forms, profiles, Articles of Association	<p>Elie and Ruth, as new members of the committee, will send relevant documents and details to Michael Hoffmann, who will send a form concerning the compensation for committee members.</p> <p>Randy explained the relevance of §§1-3 of the Articles of Association, with special emphasis on §3 which is essential for MELTA as a public service organization.</p>	
3 Events in May and June: planning	<p>Joan presented the plans for future events:</p> <p>May 18th - 4pm: webinar with Olena Gyrych</p>	

<p>4 Events in July and autumn: preview</p>	<p>on Creating Lexical Notebooks with a Psycholinguistic Approach</p> <p>June, 8th: in-person workshop at the VHS - Rosenkavalierplatz 16 with Rachel Harris on Indirect Learning Strategies</p> <p>July 13th – 10 am – 1:30 pm: Webinar with Penny Ur</p> <p>July, 20th: Beergarden (probably Braunauer Hof)</p> <p>September, 28th: webinar with Mark Powell on storytelling in business</p> <p>October : in-person workshop with Conny Loder on drama-based classroom activities</p> <p>November: webinar with Pilgrims school</p> <p>December: Christmas party</p> <p>Randy introduced the “Checklist for events” (before – during -after events). (Attachment 1)</p> <p>In the best cases, a team will cooperate on events.</p> <p>Discussion on the form of feedback after a session: paper or electronically. Elie might come up with a proposal.</p> <p>Michael Saunders is responsible for the website. Elie stated that it was very important to (re-)activate the Facebook page. Instagram could be discussed.</p> <p>New procedure: in person meetings attendees sign an attendance list and mark whether they accept being photographed or not. So far all attendees have been asked if they agreed to have their pictures taken for publication in MELTA media. Elie also suggested that he could ask for this information</p>	
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	<p>when people register for an event via the blast email. New members could be asked to give/decline picture rights with their membership application.</p> <p>Elie also proposed using the Facebook site as a further means of marketing: The beginning of a Melta News article could be posted – and for those who would like to read more, a contact option would be given.</p>	
5 IATEFL report	<p>Joan and Randy attended the IATEFL conference in Brighton in April, where they networked with quite a number of people – some of them will give workshops – and associations operating worldwide.</p> <p>Publishing houses agreed to have advertisements placed in the Melta News (which was distributed by Joan and Randy in Brighton).</p> <p>New: On the MELTA website there is a link that leads to videos from plenary sessions of IATEFL conferences in 2023 and 2024 (for free). Members will be notified via the Melta News.</p>	
6 Melta News, update, costs etc.	<p>Randy provided an overview of the present situation. Most importantly, printing costs have been significantly reduced, making it possible to print longer issues.</p>	
7 New project: inter-ELTAs landing page	<p>New project of many inter-ELTAs: a landing page for all ELTAs that contains links leading to all ELTA websites (and Facebook pages) in Germany. Upcoming events will be published. The Slack calendar has to be checked when a new event is planned (avoid overlaps with other events by other ELTAs).</p> <p>The landing page will also be a platform for new teachers of English arriving in Germany. Google search will be activated to allow them to find contacts (via ELTAs).</p> <p>Maintenance and updating of the page are still to be discussed. (It is separate from the MELTA website.)</p> <p>New: Events are now published on the homepage/front page of the MELTA website.</p>	
8 Other business	<p>There was no other business.</p>	