

Minutes of the UKALTA Annual General Meeting 23.11.2024
Held at LTF: University of Bedford, England 17:30-18:30

Executive committee membership: Lynda Taylor (President), Gemma Bellhouse (Secretary), Catherine Hughes (Treasurer), Sathena Chan (Membership and Nominations Chair), Nathaniel Owen (Membership & Awards), John Pill (Ordinary Member)

Welcome and apologies

Lynda Taylor welcomed everyone to the AGM and outlined the agenda.

Apologies: Tony Clark (Communications Officer), Muhammad (Ordinary Member), Santi

Approval of 2023 AGM meeting minutes

Nominated to approve by Gemma, seconded by Elaine.

President's report

Lynda reviewed the five aims and objectives for UKALTA, short-term initiatives for 2024 and longer-term initiatives to consider for the future (see ppt for detail). Lynda thanked the Executive Committee.

UKALTA's five aims and objectives – some highlights from 2024

1. ***Exchange of information and research***
 - UKALTA sponsorship & organisation for 2-day *CEFR Alignment Conference* – Barcelona, Oct 2024
 - *44th Language Testing Forum (LTF)* in Bedford – November 2024
2. ***Training and professional development***
 - UKALTA sponsorship for (free) 2-day, online workshop on 'Machine Learning for Language Assessment' led by Dr Vahid Aryadoust (July 2024)
 - Won AcSS-ESRC funding in summer 2024 for EDI Leadership Training in Applied Linguistics and Language Assessment at BAAL & LTF (close collaboration between BAAL & UKALTA)
 - Development of a Risk Register for UKALTA (to be kept under review annually by the Exec)
 - Increased support for PGRs to attend LTF (award amount now raised to <£500)
- ***Collaboration across UK language education (and more widely)***
 1. A new UKALTA/Hornby Scholarship Award to support a Hornby Scholar - an international ELT scholar undertaking the MEd TESOL at University of Exeter (for attendance at LTF)

2. UKALTA involvement in new *Coalition for Language Education* (CLE) – coalitionforlanguageeducationuk.com - UKALTA as signatory (along with BAAL, ALL, etc)

4. **Awareness-raising and advocacy**

- UKALTA input to the Dept for Education Curriculum & Assessment Review (in collaboration with the Coalition for Language Education) – Nov 2024

5. **Outreach and public engagement**

- UKALTA presence at and involvement in this year's BAAL conference at the University of Essex and at the BAAL TEASIG 1-day conference in Oxford (both in Sept)

Some short-term initiatives for 2025

- refreshing the UKALTA website and brand (work in progress)
- re-energising the UKALTA PGR Network (i.e. activities, events, resources)
- developing a Standard Operating Procedure to support future planning and delivery of LTF
- chronicling the history & development of UKALTA since 2015
- submitting an application for charity status for UKALTA
- building on collaboration with 'peer' organisations – events, bids, etc
- extending the range of UKALTA briefing sheets on the website
- continuing UKALTA media/public advocacy work where possible
- celebrating UKALTA's 10th anniversary!

Some longer-term initiatives to consider for the future

- developing a 3-5-year strategic plan for UKALTA?
- seeking to ensure financial viability and sustainability for the association?
- other initiatives – suggestions/ideas are welcome from the membership?



Website & Communications update (Tony Clark)

Website: Resources, Briefing Sheets (x8 up so far), advocacy documents, codes of ethics, CEFR, test reviews and more

- UK languages, LTF archive, PG events, 'Links and Partnerships'
- - *Zobia commissioned this year (web specialist), new logo and website updates*

Twitter: 297 tweets, 709 followers (nearly doubled in the last year)

- Instagram and LinkedIn accounts planned
- *Used for live coverage of LTF and other major international conferences (EALTA, CEFR event in Barcelona, BAAL, New Directions Kenya)*

Mailchimp: 353 recipients (slightly up from last year)

- President's messages (seven previous messages now available on website)

Membership and Nominations (Sathena Chan)

Progress this year:

- Implemented changes in individual membership categories (Full membership; Associate membership)
- Streamlined application review procedures
- 535 full members (10% growth from last year)
- Working with the Website team to improve M&N functionalities

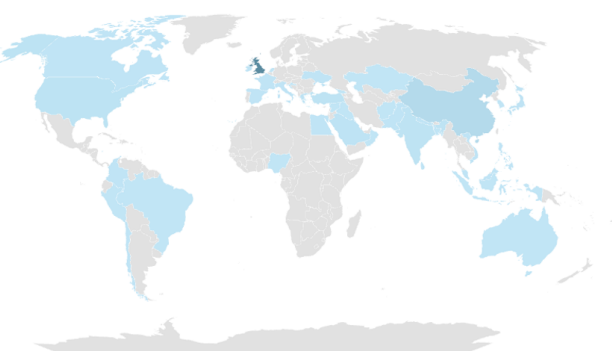
Next year:

- Advertise Associate Membership
- Survey of main reasons for joining UKALTA

UKALTA Individual Full Membership

UKALTA
UK Association for Language Testing and Assessment

United Kingdom	57.76%
China	7.58%
United States	2.53%
India	2.17%
Turkey	2.17%
Greece	1.81%
Saudi Arabia	1.81%
Hong Kong	1.44%
Iran	1.44%
Japan	1.44%
and many more ...	



Treasurer's Report

Treasurer's report



Opening Balance 14 Nov 2023	£17,366.56		
Income		Outgoings	
LTF 2024 Surplus	£6,681.00	3 Grants - CEFR Coll, V Aryadoust, Hornby	£2,500.00
Sponsorship LTF 2023	£5,275.00	Awards and Prizes	£400.00
Grant AcSS-ESRC	£2,825.00	ACSS Membership	£340.00
LTF 2024 Payments	£60.00	IT Contractor	£1,830.00
TSO Hosting Refund	£5.92	Online running costs (website, web, cert)	£670.38
		EC Expenses LTF 2023 & LTF 2024 (so far)	£2,369.15
		Other Costs (Bank Charge & Postage)	£28.15
		LTF 2024 Payment (Conf Dinner)	£815.50
		Jamie Dunlea Funeral Contribution	£237.50
TOTAL	£14,846.92	TOTAL	£9,190.68
TOTAL INCOME 2022-2023	£2,807.88	TOTAL OUTGOINGS 2022-2023	£5,586.68
Closing Balance 18 Nov 2024	£22,772.80		

- Large surplus from last year's event in Stratford
- Sponsorship money has just come in, as well as a grant.
- Much larger income this year than last year. Also spent much more this year than last year.
- 2022 Bristol event cost a lot more, so much more funding was needed.
- Request from Catherine to report back to the organisations that the event was excellent and that the sponsorship money is well spent.
- Mistake found by Chihiro – LTF 2024 surplus should be LTF 2023.

Awards & Sponsorship

Awards and Sponsorship



This year:

- UKALTA offers funding for students to attend and present at the *Language Testing Forum* (LTF) each year. Funding given towards the cost of LTF registration, travel, accommodation or and/or other LTF-related expenses - up to a maximum of £500 per awardee.
- The student must be accepted to give an oral or poster presentation at the event.
- This year, we are delighted to announce the winners are **Shishi Zhang** and **Yuanyue Hao**.

Sponsorship

- From British Council, Cambridge, Duolingo, Eiken, GEPT, Oxford, Lancaster University, Text Inspector and UCL

Also the Jamie Dunlea award of 100 GDP to be given tomorrow.

LTF 2025 – location!

Next year to be in Southampton! 45th anniversary for LTF and 10th anniversary for UKALTA.

AOB – Any other business

- Lynda to follow up on SELT project – British Association of Liaison etc. Luke Harding agreed that UKALTA should get involved and make the home office aware that we can provide consultation.
- Discussion of budget and fees - potential of membership fee. We offer a lot of sponsorship to students. Mark G made a suggestion about creative fund generation. Sub committee? Lynda is happy to take comments and any suggestions on this from the group in future.
- New committee members: Treasurer position is opening and two membership and nominations positions will also be available. We are taking nominations until Monday, November 25. If only one person stands for a position, there will be no need for voting.
- Suggestion made by Karen D: As we need to clean up the membership list, we can use MailChimp mailing list to see which emails bounce back. Another comment that other members have not been able to join the mailing list. Many comments that they received an email saying their membership had been revoked.
- Sathena made a suggestion that for the 10 year UKALTA celebration, we should take a good look at the membership data.
- Mark made a suggestion for sponsorship packages.
- Potential to not do the Sunday lunch next year.