

Minutes of the extra meeting of the executive committee of TESOLANZ held August 28 via Zoom

Attendees: Gwenna Finikin (minutes and chair), Margi Memory, Juliet Fry, Mark Dawson-Smith, Marty Pilott

Start: 6:49 pm

Apologies: Christine Hanley, Lucy Macnaught

General Business:

Constitution – Led by Marty

He has tried to keep as much as possible of the original constitution, and incorporate what is necessary in the new constitution (template from the New Zealand Companies Office Incorporated Societies). As we have not just taken on the template, we need to make sure we are in line with their expectations. They expect that a complaints procedure should follow natural justice.

What risk does this risk present to the organization? It seems to be very low. Our major risk is that the office rejects it, thus we are giving ourselves plenty of time to make sure the procedures are in place.

Discussion around areas of tikanga, values and the future name change. This will be a job for the future as we need to follow protocol and that will take more time than the few weeks we have.

16 E a) We will keep the expectation of the face-to-face meetings in place.

16 E d) Action: Gwenna to send the dates of the exec meetings to the end of the year to Marty for the calendar

Minutes being available to membership. Discussion on how this could work. (9 – Membership)

Action: Marty to set up a minutes area in the members' area

Action: Going forward, all checked minutes to be sent to the web manager for uploading to the members' area

Action: Gwenna to include a note in the AGM reminder that future minutes will be uploaded to the members' area.

Action: Marty to update based on tonight's meeting then send to Gwenna who will send to the branch leaders for review by September 13.

TESOL International Association

Gwenna moved that she renew her TESOL International Association membership.

Seconded: Juliet

Carried

International Publishers Exhibition

Action: Gwenna to send Mark's details to the organizer

Planning of AGM

We will stay with October 12.

Mark and Julie will Zoom in for the AGM

Action: Christine to organize the Zoom link for the AGM for people to attend from their homes or branches

Action: Mark and Julie to discuss the second set of speakers.

AGM 10:45 to 11:45

Action: Mark to set this time with the NZQA people as a break time so their participants can attend

Action: Gwenna to follow up with Christine over whether there have been any calls for nominations of positions.

Action: Gwenna to follow up with Breda about the suggested remit for the newsletter and explain that Christine will be doing a survey about format.

Action: Gwenna to ask Christine if catering has been organized. Also, if it is being catered, we will need to have RSVP in place. We need to know about costs per head, as well.

Action: Gwenna to send out call for remits as well as confirming time and place of the AGM

The flyer for the AGM should note that 9:30 to 10:30 will suit primary staff and 11:45 onward is suited to secondary and tertiary.

Mark mentioned that the sector is having difficulty with the PTE as their benchmarks are off. This is being worked on by Pearson. Mark will be at the event to work through this. Mark will be attending, but not be representing TESOLANZ. He will report back to us, however.

Marty reminds us that he is holding the documentation of the early days of TESOLANZ and would like it gone before he and Brenda shift. We do only have a seven-year obligation for documentation. This is about history.

Finish: 8:16 pm