

**ALANZ Annual General Meeting at Wintec, Saturday 1 December, during the ALANZ Symposium, Hamilton**

1. Attendees:

Members present:

Cynthia White, Gillian Skyrme, Averil Coxhead, Gary Barkhuizen, Morena Botelho de Magalhaes, Karen Ashton, Lucy Campbell, Daryl Streat, Stephanie Rummel, Anthea Fester, Ana Maria Benton, Jennifer Jones, Jenny Mendieta, Céline Kearney.

Non-members present:

Mark Dawson-Smith, Sabina Rehman, Ian Bruce, Judith McPherson, Rosemary Granger, Mary Margaret Bakker, Jenny Field, Celia Hope, Monica Smith.

1. Welcome

Cynthia welcomed attendees.

1. Apologies

John Macalister, Hanna Brookie, Anna Siyanova

1. Confirmation of minutes from 2017 AGM

Anthea Fester moved, Lucy Campbell seconded. Carried.

1. President’s report

Cynthia White presented her report. Points made included the need to increase membership; the challenges of the handover from the previous executive; the intention to create notes and policies for future handovers to ensure that there is a smooth process and a clear understanding of the tasks and roles of the executive members. This will include a set of notes guiding those organising future Symposium.

The Executive Committee has worked on developing a new website for ALANZ over the year, and that was revealed at the beginning of the Symposium to a positive response. Members saw it as ‘fresh’, ‘flash’ and ‘clean’. Cynthia thanked Gillian Skyrme for leading the process, Irina Elgort for her contribution, and TJ Boutorwick, who is currently inputting data. This will be an ongoing process and contributions were invited from those with historical data that could be used for the website.

Reference to keynote speakers at last November’s Conference in the written report were amended to replace Marnie Holborow with Karl Maton.

Cynthia reported on attending the AILA Conference in 2017 at her own expense. She found it very useful. John Macalister is currently in Malaysia, and will be at the launch of an ASEAN AILA. Links to this regional grouping will be included on the website. Cynthia asked that if members saw from the AILA newsletter that that they might be in the vicinity of an AILA meeting, they should contact her, with a view to attending and giving a visible presence to ALANZ.

Our next conference will be a joint conference with ALAA at Curtin University in Perth 25-27 Nov 2019 (http://www.alaa-alanz2019conference.com/). John Macalister will be the ALANZ-sponsored keynote. The Executive would like to involve membership more in choosing keynotes in future, and will consider a process of consultation, perhaps a panel with representation from around the institutions.

Averil Coxhead asked whether there had been any offers for the New Zealand-based joint conference in 2021. Wellington was proposed, with Massey support. There was general agreement to this.

The President indicated that she would like to have a wider representation of research into other languages in the organisation and journal in future.

Gary Barkhuizen suggested it would be useful to have a membership drive, especially for new research students. Cynthia suggested that we could encourage these members through undertaking more work, such as a midyear online symposium, on issues such as Symposium on career building, journal writing and peer reviewing. There was enthusiasm for this idea.

1. Treasurer’s report

John Macalister’s written report was tabled. Currently, the financial year ends December 31, which means that it is impossible to present the year’s completed financial report at the AGM in November or December. This resulted last year in a requirement to email membership for approval of records during the year. John therefore proposed the following;

**That the ALANZ financial year run from 1 October – 30 September, with effect from 2019.**

Moved John Macalister, seconded Averil Coxhead. Passed unanimously.

1. Update on website

Gillian reported on the development of the new website. The design company was Level, and the process began with a new design for *New Zealand Studies in Applied Linguistics* to reflect its new internet-based status. The website then built on that design. The website will be publicly accessible in the near future. Joining up will be easier with the new website, as it will be a simpler process completed online. Membership will be searchable to check individual membership and email communication will be based on the membership from the website. Warning will be given to those on the current list.

1. *NZSAL* report

Anna Siyanova’s written report (attached) was read. Cynthia indicated that as the new Reviews Editor, she would welcome members reviewing books of their choice or suggesting a book for review. They should contact her for guidelines. Averil spoke of a PhD programme where all incoming students were required to write a book review during their first year and submit it to a journal, which is a practice members might be encouraged to adopt. Cynthia suggested writing book reviews could be included in the suggested PhD online seminar.

Submissions for 2019 are invited to the journal.

1. Future conference and symposium

Details as above in President’s report

An invitation to consider offering hosting of the 2020 Symposium was also issued.

1. Any other business

None