

ICAEA 2008 Annual General Meeting

The Annual General Meeting was held in the Sala Diamentowa at the Boss Hotel on 7 May 2008. The following Board members were present and represented those members in parentheses:

Nicole Barrette-Sabourin, Henry Emery (Andy Roberts), Adrian Enright, Angela French, Michael Kay (Terence Gerighty, Melanie Quillen), Marjo Mitsutomi, Jurate Patasiute (Mike McGrath), Fiona Robertson (Michel Menestrot), Philip Shawcross (Orlando Amaris), Gabor Sipos and Bozena Slawinska (Elizabeth Mathews).

The meeting was also attended by some twenty ICAEA members not members of the Board.

A quorum was reached. The meeting was opened at 5 p.m. presided by Philip Shawcross.

ITEM 1: The President made a report on the activities of the association since September 2007:

- formalities had been performed by the president with the Prefecture of Paris concerning a change of address, the election of a new president and Board members
- the payment of 180€ per quarter for a registered office (183-189, avenue de Choisy, 75013 Paris, France)
- the use of Links House, 28, Dullingham Road, Newmarket, Suffolk CB8 9JT, UK as a business address
- Melanie Quillen had agreed to continue managing the website
- Andy Roberts was moderating the listserv
- Henry Emery was pursuing a rater accreditation project
- Philip Shawcross was acting as treasurer during the absence of Terence Gerighty in Australia until December 2008
- A paper on the safety, social and economic impacts of global aviation English testing had been delivered by Philip Shawcross to the ALTE 3rd International Conference in Cambridge in April 2008
- Philip Shawcross was meeting with ALTE secretary and manager to discuss administrative and sponsorship issues
- Employment of administrative help was proposed for a budget of some 2,000€ per annum.

All these points were approved by the Board.

ITEM 2: Presentation of the provisional Warsaw forum budget

ITEM 3: Conditions of publication of the “Aviation English Training Assessment Criteria Manual”

Discussions were ongoing about ways in which the Guidelines for Aviation English Training Programmes could be published and distributed in conjunction with another organisation or directly by ICAEA.

The Board approved these discussions.

ITEM 4: Obtaining sponsorship

While the seminars and forums are self-funding and sustain administrative and general expenses such as the registered office, postal and telephone expenses, secretarial work, attendance at conferences, limited travel etc., if ICAEA is to extend its activities external sponsorship will have to be sought.

David Vann from the floor suggested establishing contacts with Peter Brown at EQUALS, in Trieste.

It was stressed that in no way would the association move towards any sort of commercial activity, but that to serve the community it needed to fund further reaching projects.

In order to seek sponsorship informational folders would be printed and descriptive and budgeted memos would be prepared on the various projects. Business cards would be printed for those Board members in regular contact with other organisations. 12 specific icaea.net e-mail addresses would be prepared with a shared planning agenda.

A first proof of the folder and business cards was presented. The quote received from Ben for the artwork and printing costs was in the region of £690 for a run of 250 folders and £29.50 for each set of 250 business cards.

The Board gave their approval to this scheme and the expense.

ITEM 5: Opportunities for the next forum

Vienna (hosted by Austrian Airways) and Bangkok (a hosting contact of Terence Gerighty) were two possibilities.

ITEM 6: Website management

Melanie Quillen had agreed to pursue managing the website. The Board approved expanding its content and features. Annual sponsorship in the order of 3,000 € would be required to develop the site significantly.

ITEM 7: Listserve moderation and protection

Andy Roberts was to continue managing the listserv, co-ordinate with William in Argentina and pursue ways of protecting the listserv from spam.

Board members would endeavour to contribute more regularly.

ITEM 8: Membership fees

No decision was taken on this topic but there was a wide ranging discussion.

Mirna was in favour of fees for credibility with management.

There was a suggestion from the floor that we could become a professional association with fees giving rights to using “member of ICAEA” on letter heads etc.

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It was suggested that ICAEA could re-introduce membership fees with present “members” joining at, say, €25 per year and subsequent new members at €50.

Allowing sponsorship, with list of sponsors on website – this raised questions about relationship with corporations and potential sponsors.

There could be two parts of the Association, one sharing best practice for improving quality of aviation English, the other a Trust with quality standards (c.f. ARELS) independent of the parent Association.

It was seen that there was a need for information (training) so that all the stakeholders can understand each other. It was believed to be important to inform the industry of issues in language training and testing.

The groups who need to understand each other’s priorities (and jargon) are:

- Experts in language testing and training
- Those involved in aviation operations
- The licensing authorities

On the assumption of 300 members at an annual membership fee of 25€ membership would generate an income of 7500 € Given the administrative cost of managing these fees – or access to certain parts of the site – it was wondered whether this was a viable source of income.

Different standards of living in different parts of the world meant that 25 € represented very different values.

It was suggested from the floor that voluntary individual and institutional sponsorship could replace membership fees without causing as much administrative work.

No decision was taken, but the practical value of charging membership fees was not apparent.

ITEM 9: Board administration and involvement

It was pointed out that Board members’ commitments should be realistic and take their availability into account. There was a need to ensure a continuous presence, reactivity and input from the Board.

The Board approved taking legal advice in France as to the conditions under which members could receive remuneration for specific tasks.

ITEM 10: IALCO

A merger with IALCO did not seem appropriate as the two associations do not have the same type of organisation and have different goals: IALCO is airline based, dealing with multi-language training issues and tending to be a forum for its own members.

ITEM 11: Future projects: topics, personal availability, funding

The following projects were mentioned as activities which the association could pursue in the near or more distant future. Most of them were relatively low-budget activities.

- Developing and maintaining a bibliography and resource data base
- Having a regular and funded webmaster activity
- Obtaining an ongoing travel budget for 1) speakers and 2) Board members to attend conferences, meetings and working groups
- Developing further guideline manuals for aviation English training outside pilot and controller training (maintenance, cabin crew?)
- Setting up and maintaining an activity to coordinate and provide aviation input and a focal point for PhD research on areas of aviation English
- Providing oversight for the rater accreditation project
- Delivering aviation English teacher training and rater training courses in Africa and other regions where self-funding for external expert services is problematic
- Participating in any future working groups on testing and training accreditation
- Generating ICAEA events outside Europe: expenses would be higher.
- Setting up specific teacher training courses

It was suggested that research students could be approached for some of these tasks, but that there was a need to ensure continuity.

It was pointed out that ICAEA was at a crossroads: either we decided to continue organising successful events for the benefit of our members or, in addition to this, we pursued projects which could be of value to the aviation community at large.

ITEM 12: Approval of Fiona Robertson as honorary president for life

It was proposed that Fiona Robertson be appointed Honorary President of ICAEA for life in recognition of her seminal role in its creation and activities.

All present gave their approval.

ITEM 13: Any other business

It was suggested that another Board meeting be held in Poland in the autumn of 2008.

No other business being raised, the meeting was lifted at 6:45 p.m.