

BAAL TESTING, EVALUATION AND ASSESSMENT SIG
Minutes of the AGM meeting held on 8 May 2015 at Cambridge

Chair: Jamie Dunlea (Convenor)
Attending: TEA SIG Committee members Fumiyo Nakatsuhara, Evelina Galaczi,
Parvaneh Tavakoli, Luke Harding (Susan Sheehan presented here apologies as
prior commitments required that she leave the conference before the AGM).
Other SIG members (4)
Minutes: Evelina Galaczi

1. Approval of minutes of 2014 AGM

- The 2014 AGM minutes were approved. (The minutes from the 2014 AGM are publicly available on the SIG website and members were advised via the SIG mailing list of the agenda including approving the 2014 minutes, prior to the AGM)

2. Convenor's report

- **Events 2014-2015:**
 - A TEA SIG strand was included in the BAAL 2014 conference and will also feature in the BAAL 2015 conference.
 - A TEA SIG Symposium on the theme of '*Technology and Assessment: Challenges and Opportunities*' was held on 2 May 2014 at the University of Huddersfield; 24 participants attended. Invited papers were presented by Prof Steven Bax (CRELLA, University of Bedfordshire) and Dr Helen Yannakoudakis (Cambridge University, Cambridge English Language Assessment).
 - A TEA SIG Symposium on the theme of '*Assessment Supporting Learning*' was held on 8 May 2015 at Cambridge; 55 participants attended. The programme included 7 papers, 3 posters and a round-table discussion. Invited papers were presented by Dr. Christine Harrison (King's College, London), Dr. Neil Jones and Sarah Unsworth (Cambridge English Language Assessment) and Dr. Constant Leung (King's College).
- **Forthcoming events:**
 - The TEA SIG plans to hold a symposium in March 2016 at Reading University. Provisional theme: '*Aligning teaching, learning and assessment*'.
- **SIG Steering Committee**
 - Vivien Berry has been added to the Steering Committee

3. Communications Officer's report

- **Membership:** currently stands at 112 members (65 BAAL members, 47 non-BAAL members) from 64 institutions
- **Webpage visits:** ~2000 page views, 1600 unique page views (1 June 2014-7 May 2015)

4. Treasurer's report (presented by Jamie Dunlea on behalf of Susan Sheehan)

Overview of income and expenditure for BAAL TEA SIG, (3/5/14) to (7/5/15)					
Income	Total	Details	Expenditure	Total	Details
Opening balance	£700.00		Closing balance	£1549.15	
Income			Expenditure		
2014 Conference (total)	£1784.65		2014 SIG Conference (total)	£935.57	
Attendance fess for 2014 SIG Conference		£284.65 (note 3)	Travel expenses for speakers		£162.07
Sponsorship for SIG Conference		£1500.00 (note 1)	Venue hire and catering costs		£654.50
Other income from conference (See notes)		£0.00	Other costs for SIG Conference		£119 (note 2)
Other Income	£0.00		Other expenses	£0.00	

NOTES:

1. Sponsorship provided by British Council
2. Meal for speakers evening before conference
3. Net sales figures

Predicted income and expenditure for 2015 SIG conference					
Income			Expenditure		
2015 Conference (total)	£2596.88		2015 Conference (total)	£2017.40	
Attendance fees for 2015 SIG Conference		£1046.88 (note 5)	Travel expenses for speakers		£100.00
Sponsorship for SIG Conference (see notes)		£1500 (note 4)	Venue hire and catering costs		£1775.40
Other income from conference		£50.00 (note 6)	Other costs for SIG Conference (note 7)		£142

NOTES:

4. Sponsorship provided by British Council
5. Net sales figures – not including off-line sales
6. Publisher sponsorship
7. Hire of display boards for posters

5. Change of SIG convention

- Changes were proposed: to articles 2 and 6 of the SIG constitution. The proposed changes were circulated to all members via the mailing list by the Communication Officer prior to the conference.
- It was proposed that Article 2 be amended to give more flexibility in when and where the TEA SIG conference can be held.
- IT was proposed that Article 6 be changed to provide flexibility in filling committee posts.
- Vivien Berry inquired if the proposed change to Article 6 would be in line with the BAAL constitution. Jamie Dunlea replied that the proposed changes had been checked with the BAAL SIG Coordinator and that there were no objections to the changes.
- The changes were unanimously approved.

6. Election of SIG officers

- There was a quorum of 9 SIG members (6 committee members + 4 TEA SIG members)
- The Meetings Secretary - Evelina Galaczi – stepped down after serving two terms. The acting Communications Officer – Fumi Nakatsuhara – will step down in June 2015.
- Elections were held for one and two year terms of office to commence in May 2015. The officers up for election were unanimously elected (10/10 votes).

Position	Candidate	Length of term
Treasurer	Susan Sheehan	2015-2016
Meetings Coordinator	Parvaneh Tavakoli	2015-2016
Ordinary member	Luke Harding	2015-2016
Ordinary member	Nahal Khabbazzbashi	2015-2017

7. Any Other Business

- The AGM was asked to approve a change in names on the SIG bank account with the Co-operative Bank from the previous convenor (Vivien Berry) to the current convenor (Jamie Dunlea. The change was unanimously approved.