**Minutes of the AUPHF Executive Committee meeting**

**Friday 13 October 2017 at 15.00**

**Present** (via Skype): Adrian Armstrong, Claire Gorrara, Laurence Grove, Emmanuelle Labeau, Margaret Topping, Sarah Waters

1. **Apologies**:

Maeve Conrick, Marion Demoissier, Chris Reynolds

1. **Minutes of previous meeting:**

The minutes of the meeting on 17 March 2017 were approved.

1. **Matters arising**

The roundtable on Brexit at the July AGM in Durham was very successful. A summary of the presentations by representatives of each of the four nations will be posted on the AUPHF website. Claire has a synthesis of her own presentation, as Wales representative. Adrian has notes for the other speakers and will write them up.

1. **President’s report**
2. Claire requested that the AUPHF continue to act as a nominating association for the REF panels and this request has been approved. She suggested that we request that the REF ensures that a full range of institutions is represented on its panel. Claire to follow up.
3. The AUPHF received a request to subscribe to the UK Council for Area Studies Association. We have not previously subscribed this association. The meeting agreed that we should invite a member of this association to join the AUPHF’s executive group, so that we can ensure a balanced representation of subject areas. Claire to action.
4. Claire will attend Lucille Cairns’s funeral on behalf of the AUPHF. She will enquire as to whether we can offer flowers or a charitable donation.
5. **Treasurer’s report**

The AUPHF account is unchanged since the previous meeting.

1. **Membership drive**

Maeve Conrick will coordinate a membership drive via the website and update membership lists.

1. **Announcements from other associations**

No reports. Adrian attended the French Studies conference. Sarah attended the Modern & Contemporary France conference. The French Studies conference will take place in Cork this summer and has a good international attendance.

1. **AUPHF website**

Margaret reported that the AUPHF website is ready to go live and will be up and running next week. The meeting thanked Margaret for all her excellent work in producing such an impressive website.

Claire suggested that we appoint a web officer to maintain and update the website. She will approach new members to see if they would be happy to take on this role. Margaret confirmed that the web company is happy to provide training to the web officer. Once the website goes live, we will disseminate the weblink as widely as possible (on Francofil and French Studies lists etc).

1. **Proposal to rename the AUPHF – ‘leaders’ instead of ‘professors’.**

The proposal was approved by the meeting. Not all leaders in French Studies are professors and this would appeal to a wider constituency of colleagues. Claire suggested including ‘Francophone Studies’ in the association title to give a more balanced representation. This proposal was approved. We need to check procedures for changing the association’s title in the Constitution and with the Charity commission. Those present should send Claire suggested association titles and she will consult other members and check procedures with the Charity commission.

1. **Engagement with UK and international partners**

We discussed the possibility of extending collaboration with other comparable associations internationally. The meeting agreed that it would be beneficial to contract similar associations in the Anglophone world (US, Australia). This would build the AUPHF’s international profile and enhance our lobbying strength on issues of common interest. Claire to identify the relevant contacts and propose collaboration.

1. **External examiners database**

The meeting thanked Nina Wardleworth (Leeds) who has compiled a list of all current heads in French Studies and e-mailed them for details of their external examiners via a monkey poll survey. This has been a very time-consuming task, as website information isn’t always up to date and it takes time to identify who the current head is.

The meeting discussed the usefulness of the database. It was agreed that we would upload it when ready to the website and review again in due course.

1. **Salary levels database**

The meeting agreed that this isn’t a useful resource for the AUPHF to provide. Salary information can be accessed independently and other data sources might be of more use to members (e.g. research grant capture across institutions etc).

1. **AUPHF planned events**

The meeting supported a proposal to run a one-day training event for incoming leaders of French. The aim would be to combine generic leadership training provision with subject-specific support from experienced leaders in French Studies. Margaret and Emmanuelle will prepare a draft programme, costings and a potential venue for such an event. It was suggested that Easter would be the best period to hold the training event.

1. **Dates of future meetings**

It was proposed that we hold a physical meeting at the IMLR in March, perhaps Friday 16th or Friday 23rd of March. Sarah will consult members about these dates and book a room at the IMLR.

1. **AOB**

Claire suggested that we consider rotating the AGM to provide a presence at different conferences. It was agreed that we go ahead with the AGM at the French Studies conference in Cork and consider organising the subsequent AGM at the M&CF annual conference.