



## MINUTES

**Meeting held on Tuesday, November 26, 2024 (online)**

**Attendees:** Gloria Vázquez (Chair), Gabriela Maldonado, María Lamberto, Virginia Frontán, Victoria Zapata. Annelies Mead and Kerri Williams

**Apologies:** Constanza Tolosa, Cheryl van Dijck

The meeting was held online and began at 5:35 PM, ending at 7:35 PM.

### **1. Welcome and apologies**

Gloria welcomed the attendees.

### **2. Additions to Agenda**

2025 National Debating Competition.

### **3. Approval of previous minutes (August 2024)**

The previous minutes have been approved.

### **4. Newsletter sent in Term 4 – Feedback**

Thank you to Gabriela for all the work with the newsletter.

In order to have relevant information and preparation time it was suggested to do twice a year, in term 1 and another in term 4. Maybe at the end of term 1 it would be more like feedback, including information of the Immersion Day, rather than a newsletter and at the end of the year a proper newsletter.

There are suggested sections to be included like:

- Testimonies from language assistants or sharing practices, courses, experiences, inspirational ideas...
- Reports from students that participated in different events.
- Summaries of events organized by different teachers around the country.
- Interesting ideas in educational trends, Spanish as a second language...
- Events in collaboration with universities across New Zealand.
- Workshops for the year.

**ACTION Required:** To remember to ask permission to participants in event to use their photos for the newsletter. We need to include a clause in the subscription form.

### **5. Thank you letter received from the Film Festival**

Gloria, as an organiser of the Film Festival, sent a thank you letter to the committee thanking them for the \$100 donation given by STANZA.

### **6. New roles, how well things are working.**

Everyone in the committee seems to be doing well in their new role.

### **7. Events: Term 3 (Speech Competition) and Term 4 (Video Competition)**

Cheryl will be encouraged to write a small report about these two events.

Rules of the speech competition to be revised by email. Cheryl can share the rules documents so everyone can give feedback.

### **7. Professional Development for Spanish teachers in the South Island at the University of Canterbury in collaboration with STANZA during the first week of November – Report**

The PD organised by the University of Canterbury was a great success. It was very well organised, and the teachers were happy. A link for the presentations and some photos will be uploaded to the website shortly. STANZA contributed with \$300 but the university of Canterbury financed the event.

It was discussed do an annual PD, one year in the North Island (Auckland) and the following year in the South Island (Christchurch). However, it was suggested to have an annual meeting in Auckland (which is a very popular yearly event) and a biannual meeting in Christchurch (DTC).

## **8. Purchase or design of STANZA Certificates and badges to give to students in all the different events that we do throughout the year**

Students and teachers are increasingly asking for STANZA Certificates and badges for the different competitions. It is suggested to create a STANZA certificate that will only require to change the name of the competition. Gabriella suggested to open it to the students in schools and universities for them to design it. However, after discussion, it was decided that it was better to get one of us in the committee to try do it. Annelise will try doing it with Canva and will share with all of us for feedback.

## **9. 2010-2021 bank statements supplied by Constanza. What are the legal requirements for such? (Cheryl)**

**ACTION Required:** Kerri will ask her mother that is an accountant to get some guidance on current legal requirements.

## **10. Membership process for next year (Virginia)**

This is a very important topic that needs to be addressed and established well.

Currently, Virginia receives all messages sent to the website and the majority are about memberships. She suggested to change this setting so Kerri will start receiving these. Teachers to do the subscription online but many times they don't receive the invoice generated by the system. Then, Kerri will receive a message to activate the new membership so she can receive her email.

The committee acknowledged the quality of the spreadsheet created by Kerri and thanked her.

Suggested steps:

- a. make sure the members receive the receipt
- b. update the data base
- c. when we receive the payment, Annelise updates the database
- d. Password is never given without Annelise's confirmation that they have paid. The spreadsheet made by Kerri is very clear and easy to track payments.
- e. Annelise sends the receipt with the password when the payment is received.
- f. Membership is not instantaneous as payments may take a bit of time to be processed by the school.

**ACTION Required:**

- 1) Send reminding emails to all members that don't pay by April.
- 2) Remind everyone that passwords will only be given once the payment is processed. Hence, to check payment with their finance department.

**11. STANZA members data base (Virginia)**

When the teachers subscribe to STANZA, they have to fill out a form. Relevant information to be included is, number of students in schools, type of curriculum/exams. Virginia also mentioned that some teachers require an invoice. Who will do this: Kerri or Annelise? Annelise sent invoices to members but there was not any reminder.

**ACTION Required:** A reminder email to be sent to all members regarding memberships.

**12. NCEA Exams, María Blanco will not be able to help any more.**

Maria Blanco was helping doing NCEA exams, so we need to find someone to help doing this. Maria will contact several people to create Level 1 exams, which is tricky because it is a new exam. Virginia mentioned that it would be good to have a calendar with the exam deadlines. The process should be clearer. Maria will write the dates in the calendar for next year and to approach Cheryl to see if she will be able to moderate the exams next year.

**ACTION Required:**

- 1) María to write the dates in the calendar for next year.
- 2) To contact Cheryl to see if she can moderate the exams next year.

**13. STANZA's role in international catastrophes such as the recent one in Valencia.**

To be further discussed so that we can determine STANZA's role in international catastrophes such as the recent floods.

**14. Jornada de Profesores de ELE 2025 – AUT (Friday, 14 February)**

- Suggestions for workshops and guest speakers was discussed.

- Discussion of giving some grants for people outside Auckland to be able to attend. It is discussed the criteria to give grants (time being a member, contributions to STANZA, etc.).
- As in the past, 2 scholarships of \$500 will be offered for teachers from outside Auckland. Application form needs to be updated, and applicants will need to supply receipts for flights and/or accommodation.
- Would it be possible to offer membership grants to schools with tight budget? To be discussed in the next meeting.
- Wladimir Padilla Silva de la UC was invited to do a workshop on how to use AI in the Spanish class.

**ACTION Required:**

- 1) Advertise the event in the first week of December before teachers go on holidays.
- 2) Find the grant applications used in the past. Contact Cheryl and Constanza.
- 3) Send the information about the grants.
- 4) Have a draft of the programme.
- 5) In the next meeting we'll discuss if we can offer further scholarships to attend the Jornada ELE to any teacher whose school is not willing to pay for it.

**15. NZALT – Annabelle Sinclair’s email attached.**

STANZA hasn't been receiving any funds from NZALT for a long time. We could apply for funds to help members that cannot pay a membership and this way, attract more members. NZALT is offering free memberships to training teachers.

NZALT could support STANZA by paying the web expenses and webmaster fees (\$1000 website + \$750 maintenance + \$108 subscription + \$40p.h x 80 hours webmaster = \$5000 approximately in total)

**16. Collaboration with Takapuna Grammar / Quiz night 2025/ Prizes, Certificates, and attending the event?**

STANZA could donate spot prizes. \$300? To be confirmed in the next meeting when discussing how else to support the event.

**17. Collaboration with Massey University for the “Certamen Literario 2025”.  
*Prizes, Certificates and part of the selection panel if needed?***

To be discussed in the next meeting as it is important to support all the initiatives. STANZA can help with some of the prizes, certificate, as well as being part of the selection panel.

**18. Strengthening relationships and collaboration with other Language Associations in Aotearoa / Suggestions**

To be discussed in the next meeting.

**19. Sending a Christmas message to everyone with the copy of the newsletter as many teachers probably have not had the time or chance to read it yet.**

Gabriela and Gloria will send an email on behalf of STANZA at the end of the year.

**20. Any other business**

**20.1 - 2025 National Debating Competition**

The Debating Competition will not be celebrated in 2025 due to the organisers being away. Interested schools will need to look at doing it in a smaller scale, possibly with nearby schools.

**Date of next meeting: TBC in Term 1, 2025**