

<b>Present</b>	Romain Galati, LEI Federation, Happy People 26, Valence Veronika Toth, Melting Pot Budapest Andrew Marmion, Extreme Language Exchange, Rome Victoria Dufour, Café Polyglot Falmouth Katie Griffiths, Café Polyglot Falmouth
<b>Apologies</b>	Muriel Bercez, Café Polyglotte Nord de France
<b>Note Taker</b>	Katie Griffiths
<b>Items for discussion</b>	<ul style="list-style-type: none"> <li>• Introduction to groups</li> <li>• How to improve the management of LEI</li> <li>• Funding for seminar</li> <li>• How to make people return to a group</li> </ul>

## Introductions

### *Café*

### *Polyglot*

### *Falmouth*

Started in May 2009 by Victoria Dufour, and Katie Griffiths joined in August 2009. It is a free weekly event held every Thursday evening in a local bar in Falmouth. We have speakers of several languages as well as those who speak some Cornish, the traditional language of the county. The main languages spoken are French, Spanish, Italian and, of course, English, and people are free to choose who they want to speak to. We have a varied group with people from all over the world coming along. There is a good age range also. The group is hoping to get community group status and is hoping to receive funding to instigate a programme of activities outside of the weekly meeting. We have just written our draft constitution and have a meeting on Tuesday 7<sup>th</sup> June to put in a funding application.

### *Extreme*

### *Language*

### *Exchange,*

### *Rome*

Meet every Thursday and is a 10 minutes one-to-one language exchange, then changing of partners, in English and Italian. Andrew runs the group and organises the event to a specific format.

### *Happy*

### *People*

### *26,*

### *Valence*

Meet every Wednesday and is very much like Café Polyglot in the way that people can come in and speak to whomever they want. They have non-compulsory membership and have been going for five years. The group also organise outings and have met up with other groups for Eurovision Weekend. They also have language karaoke parties and do sightseeing trips and language games.

### *Budapest*

### *Melting*

### *Pot*

The group has been going for two years this autumn. There are five persons organising the monthly meetings in different location throughout the capital such as a café where you can pay what you can afford for a drink. The evenings usually have an organised slot for guest speakers, discussion topics, films etc which usually lasts about an hour and a half and then there is time for free chat afterwards. They have secured funding for communication in the past. The group mainly speaks English.

**Topic One – How to improve management of LEI**

## Overview of LEI

- LEI was created in 2009 gathering different groups with informal connections, having the same goal and achieving it in their own way.
- The need to form an official basis for the groups with a legal background.
- In September 2009, members of each group met in Lyon to discuss the byelaws of the federation, which decided to share best practice in order to help improve other groups.
- Members from the five Happy People groups were present, along with participation from Extreme Language Exchange in Rome, and groups from Kiev and Germany.
- Since the formation of LEI many groups have joined and numbers have swelled from 8 members to 32 from several continents.
- It is free of charge to become a member of the federation.
- There is an expectation that group members will contribute to the federation in some way.
- The committees set up in the beginning worked well, but the system needs to be improved to accommodate the growing numbers of adherents and personal commitment getting in the way. The following committees need help:
  - Accession Committee
  - New Cities Committee
  - Fundraising Committee
  - Communication Committee
  - Best Practice Committee

What would we like to happen to the management structure?

- a) Integrate more people into the organisation to spread the workload
- b) Assess how many people want to be part of the management
- c) How to coordinate the help
- d) If changes need to be made to the overall structure

**Key points**

- Member groups of LEI should have a stake in it.
- Create a questionnaire on LEI and what people think of the LEI management.
- Leaders of committees/groups should have a task list and have a clear idea of how they should be running the committee
- Good communication is vital
- Rotate the committees to ensure people always remain interested
- Personal relationships help things to work better
- The word committee can be daunting and sound very official.
- If a leader cannot attend, there needs to be a back up to make sure that their point of view is taken into account
- It would be useful to have a job description/person specification for the roles within LEI so everyone is clear about what they have to do. This includes the President, Vice President, treasurer, secretary and any committee members to have clarity.
- Need to assess how much time each person is prepared to put in.
- Face to face meetings will help create a better synergy between the groups – Lyon will help in this respect.
- People are happy to help but don't know how to get involved

**Suggestions**

- Database of information about the leaders of each group – about their strengths and passions which could be beneficial to LEI management.
- Use the LEI website as an information sharing tool
- Personalise communication as much as possible
- To aid better management, plan the Skype meetings well in advance and create a proper schedule so everyone knows when they will be happening.

**Topic Two - How to make people come back**

- a) Putting on themed/special events
- b) Sending out text messages to members as a reminder
- c) Email to members
- d) Using Facebook more readily
- e) Asking for suggestions of topics that could be discussed to the group participants making them feel valuable.
- f) Asking members to put on events

**How to take things forward**

<b>Action</b>	<b>Person(s) Responsible</b>	<b>To be complete by</b>
Questionnaire for group leaders	Katie, Victoria & Veronika	July 8 <sup>th</sup> ? Start with email
Schedule for Skype meetings in English every two months	Romain	As soon as possible
Set date every two to three months for a Skype meeting in other languages	Romain Note – needs two people to moderate	As soon as possible
Profile of group leaders	Each group leader to write their own – who will coordinate?	?
Common strategy for LEI	All	Medium Term Goal
Contact old leaders	Romain	?
LEI Seminar	Romain, Veronika and others?	?