

# Extraordinary General Meeting of the European Trados User Group (ETUG) held on 7.12.2023 (16:00-17:00)

## Virtually over MS Teams - Minutes

### Attendees:

**Full members:** Michael Bailey (Austrian Financial Market Authority, Steering Committee), Klaus Fleischmann (Kaleidoscope, Steering Committee), Beate Kuhl (Bundessprachenamt), Julia Traub-Teubl (Plasser & Theurer), Gary Watson (Sveriges Riksbank), Anita Wilson (Kaleidoscope, Deputy Chairperson, Steering Committee)

**Associate Members:** Frank Drefs (Volkswagen, Steering Committee), Giuseppe Forte (Translation Centre for the Bodies of the European Union, Steering Committee)

**Apologies:** Beate Früh (Büro.b3, Acting Chairperson, Steering Committee), Laurent Pierret (European Patent Office, Steering Committee)

**Meeting chaired by:** Anita Wilson (Points 1-3 and 5-6) and Michael Bailey (Point 4)

**Minutes:** Michael Bailey

### 1. Welcome and approval of the agenda.

Anita Wilson opened the meeting at 16:05 and welcomed ETUG's new members. Michael Bailey confirmed that quorum of full members as required under Austrian association law in accordance with our statutes had been duly met.

The agenda was approved, there having been no amendments or additional proposals to the agenda circulated with the invitation to attend. Member introductions were given, especially as some had not been able to attend ETUG 2023 in Vienna.

### 2. Reports by the acting Chairperson and Deputy Chairperson, also in their respective capacities as Secretary General and Treasurer

**ETUG 2023 – 27-28 September 2023 in Vienna:** In Beate Früh's absence, Michael Bailey reported about ETUG 2023, which had taken place in Vienna on 27-28 September. Thanks were given to Cornelia Ilg, our event manager for the smooth running of the event, Ralf Lemster for event moderation, as well as to RWS for their sponsorship of the Heurigen dinner. It was great to return to a presence-based conference.

The World Café session on the first afternoon had proved particularly popular among the feedback received from those in attendance. It was suggested that an attendance list also featuring which products are used would be a meaningful improvement to help with networking opportunities and to facilitate the establishment of new working groups. It had been taken on board that more daylight in the conference rooms and more plug sockets would be useful, and this would be taken on board for planning ETUG 2025.

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**Financial Situation:** Anita Wilson reported that the Association's starting balance had been EUR2,349.07 which had been transferred from the account used for previous editions of ETUG. It had been necessary to increase participation fees in order to ensure break-even, but a well-attended conference in Vienna had meant that the balance was currently EUR 10,080.70. Remaining expenses for the 2023 financial year are expected for the Association's tax return and accountant. The surplus from ETUG 2023 will make it easier to hold future editions of ETUG, while annual membership fees from the 2024 calendar year will ensure that the Association's running costs are met in years where there is no conference, and offering reduced cost participation to full members to ensure that members remain members in years where ETUG is only held virtually.

### 3. Approval of the Acts of the Acting Board

The Acts of the Acting Board (Acting Chairperson and Acting Deputy Chairperson) were unanimously approved.

### 4. Elections of the Board (2 years) and Internal Auditors (4 years)

Michael Bailey took over the chairing of the meeting for this point to handle the elections of the Board. He reminded those in attendance that in accordance with ETUG's Statutes, the terms of the Chairperson and Deputy Chairperson are for a period of two years, with the possibility of re-election, with voting restricted to full members of the association. Voting was conducted by a show of hands.

**Election of Chairperson and Secretary General:** Julia Traub-Teubl (unopposed)

In favour: 5  
Against: 0  
Abstentions: 1

**Election of Deputy Chairperson and Treasurer:** Anita Wilson (unopposed)

In favour: 5  
Against: 0  
Abstentions: 1

**Election of 2 internal auditors (for a period of 4 years):**

Giuseppe Forte (In favour: 6)  
Klaus Fleischmann (In favour: 5 Against: 0 Abstentions: 1)

Michael Bailey duly confirmed the elections of the Board and Internal Auditors. The Wahlanzeige (Notification of Elections) for the Board positions will be submitted to the Landespolizeidirektion.

### 5. Outlook to 2024/2025

Europäische Trados Anwendergruppe / European Trados User Group (ETUG)  
**Number in the Austrian Central Register of Associations (ZVR):** 1302895614  
Correspondence address: Landstraßer Hauptstraße 99/B1, 1030 Vienna, Austria  
**UID number:** ATU79484568

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**ETUG 2024 (virtual edition):** The event will take place virtually with two half day sessions. From feedback from ETUG 2023 there was a preference to keep the event in the second half of September and to avoid it clashing with Semantics (16-18 September 2024). A date later in the year might also be beneficial if there is a new release of Trados scheduled.

The Board will request a quote from Cornelia Ilg about event management – there is quite of a lot of administration still for a virtual event, as well as for input about how to roll out World Café sessions in a virtual format.

**The composition of the Steering Committee may change:** members not in attendance will be asked to confirm their continuing availability for the Steering Committee for ETUG 2024. Julia Traub-Teubl will join and Gary Watson and Beate Kuhl will be asked to consider joining the SC.

**Working Groups:** Frank Drefs reported that the Quickterm User Group had been meeting regularly, with other participants including Deutsche Telekom, and Munich Re. There should be a requirement to at least be an associate member to be a member of a working group, which Frank Drefs will communicate to this to WG members. ETUG is now able to offer an MS Teams platform to host such groups, with Frank Drefs handling membership administration. It was hoped that ETUG 2024 will also lead to further working groups.

**Call for Content for ETUG Website:** Michael Bailey apologised that he had not been able to write much content for the website in recent months due to other commitments and wanted to also offer members the chance to publish through the ETUG website. It was suggested that output/reports from working groups would make useful contributions.

## 6. Any other competent business

There being no other competent business and suggested items, the meeting was duly closed at 17:02.