



Board of Directors Meeting

April 16, 2018, 2:30pm ET

Minutes (Draft)

Draft: April 16, 2018

Accepted: May 14, 2018

Attendees

C. Gaucher, J. McDonald, G. Watson, D. Stockley, E. Kustra, T. Howard, R. Sproule, D. Bateman, A. Germain-Rutherford

Regrets

V. Lopes, L. Kinderman, B. McCollum, T. Loblaw, U. Fiedler

Reference Material

- March 2018 minutes
 - 3M Council Report
 - Publications Report
 - BoD Nomination Update
 - Revised Policy 7
 - Steelcase and STLHE 2018-20 MOU
 - Updated civility policy
 - Letter to STLHE re: civility policy from Vincent Dagenais Gibson LLP
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Notes

Agenda

1. Call to order and welcome

Leader: D. Stockley

Quorum reached at 2:34pm ET

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

- Approved by consensus

3. Approval of minutes of March 2018

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review March 2018 minutes

- Moved by D. Stockley, seconded by J. McDonald, passed by consensus

4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- New SoTL Canada chair, Brett McCollum, will join us at May Board meeting.
- Past STLHE Presidents will be writing an invited paper to CJSOTL.

5. Report: 3M Council

Time: 10 minutes

Purpose: Share information

Leader: A. Germain-Rutherford

Preparation: Review 3M Council Report

- Aline reviewed the submitted April 2018 report.
- One SoLE project submission as of April 16, 2018, likely will extend the call.
- The Human Library™ sessions, part of the STLHE conference, have been renamed "Open Book Project" due to the fact that the Human Library™ is trademarked.

6. Report: Publications

Time:

Purpose:

Leader: D. Bateman

Preparation: None noted at time of agenda distribution

- Request from Jannick Eikenaar
 - "Revise 2b to read: "create an editorial board that includes a managing editor and, preferably, an administrative assistant and five section editors"

- Requests come without financial implications for STLHE

MOTION (Moved by D. Bateman, Seconded by J. McDonald): I move that the letter of agreement between STLHE and UBC Okanagan be revised to read “create an editorial board that includes a managing editor and, preferably, an administrative assistant and five section editors” recognizing that there was no additional funding requested from UBC Okanagan to support the organization of the editorial board.

Yes: 7, No: 0, Abstain: 1

7. Discuss and approve revised Policy 7

Time: 15 minutes

Purpose: Make a decision

Leader: J. McDonald

Preparation: Review current and revised Policy 7

- Policy 7 had been updated 2-3 years ago, with types of partnerships updated.
- Shared today is an updated document informed by practice.

Added:

- Payment schedule included; when STLHE needs to be invoicing; what is the payment schedule and the payments.
- Responsibilities, terms and important dates of the Policy.
- STLHE sponsor and organization contacts.

Input requested from board:

- Other language for the kinds of sponsorship STLHE would have?
 - Suggestion: Can charity or profit be given as examples and not limited to these two?
- Agree with the recommendation to removing the reference to distributing promotional flyer?
- Should the Board member whose portfolio directly impacted should also sign?
 - Historically, it was only the President who signed; Partnership portfolio was added as signee.
 - D. Stockley notes that the chair of the Partnership portfolio should sign so as not to “lose track” of signed agreements.
 - Could a section be added to the agreement that includes “Parties consulted” and then signed by the Partnership Chair and President?

Jeanette will revise Policy 7 based on the discussion today and will bring back to the board for approval.

8. BoD Nomination Update

Time: 15 minutes

Purpose: Make a decision

Leader: G. Watson

Preparation: Review BoD Nomination Update.

MOTION (Moved by G. Watson, Seconded by R. Sproule): I move that the 2018 elections for STLHE Directors go forward with the positions of Awards Coordinator and Treasurer acclaimed.

Yes: 7, No: 0, Abstain: 0

9. \$5000 STLHE 2018 translation loan

Time: 10 minutes

Purpose: Make a decision

Leader: R. Sproule (on behalf of L. Kinderman)

Preparation: None

- 2018 conference committee has secured \$5000 in funding for translation from a grant; has not been transferred to the organizing committee from the Canadian Government (the grantee)
- The organizing committee is asking for the \$5000 as an advance on receiving the grant.

MOTION (Moved by R. Sproule, Seconded by G. Watson): I move that STLHE provide a loan for \$5000 repayable either when the funds are received from the federal government or from the conference funds as part of final reconciliation of the conference financials.

- C. Gaucher abstains due to relationship with STLHE 2018 organizing committee home institutions

Yes: 6, No: 0, Abstain: 1

10. Multi-year sponsorship agreement

Time: 15 minutes

Purpose: Share information, make a decision

Leader: J. McDonald

Preparation: Review Steelcase and STLHE 2018-20 MOU

- The asymmetrical effort of annual STLHE conference committee to secure sponsorship agreements has been noted by past conference hosts.
- There is an interest in securing multi-year agreements with on-going, repeat STLHE conference sponsors.
- A. Germain-Rutherford asks about the relationship between the sponsorship levels (e.g. gold, platinum) and the nature of the three-year agreement.
- E. Kustra asks what we are promising in the agreement is appropriate for \$5,000 / year?
 - In 2014 vendors did have sessions, but clearly identified in the conference program.
 - Include language in the agreement that any sponsored session would be identified in the program.
 - This notion of a “sponsored session” could be a threat to the society if not peer-reviewed.

Jeanette will revise multi-year sponsorship agreement based on the discussion today and will bring back to the board for approval.

11. Updated Civility Policy

Time: 15 minutes

Purpose: Make a decision

Leader: D. Stockley

Preparation: Review revised civility policy and accompanying letter from Vincent Dagenais Gibson LLP

MOTION (Moved by D. Stockley, Seconded by A. Germain-Rutherford): Whereas the review of the civility policy by Vincent Dagenais Gibson LLP indicates that the policy with the noted amendments is 1) enforceable and 2) the board is within its rights to discipline a member as outlined in the policy, I move that the revisions as noted are accepted.

Yes: 7, No: 0, Abstention: 0

MOTION (Moved by D. Stockley, Seconded by A. Germain-Rutherford): I move that the board approve the adoption of the proposed civility policy as Policy 10: Civility.

Yes: 7, No: 0, Abstention: 0

12. Other business

12a. Award updates (on behalf of V. Lopes)

Leader J. McDonald

- Will need a new awards coordinator for Pat Rogers Award; wondering if the Board has suggestions.
 - D. Stockley asks SoTL Canada can be a leader for this award?
 - The Pat Rogers evaluation criteria could be revised as well.
- D2L award winners have been selected, but nothing has been communicated to those selected.
- 3M agreement coming to an end of 2018 calendar year.

Meeting adjourned at 4:02pm ET

Next board meeting

Monday May 14th, 2:30-4:00pm Eastern

Decisions

Action items

1. Jeanette will revise Policy 7 based on the discussion today and will bring back to the board for approval.

2. Jeanette will revise multi-year sponsorship agreement based on the discussion today and will bring back to the board for approval.

Items for next meeting
