Invited: Erika Kustra (Chair), Deb Dawson (Past Chair), Erin Aspenlieder, Stephanie Chu, Jaymie Koroluk, Celia Popovic, Theresa Southam, Joe Lipsett
Regrets: Tim Loblaw

1. Adoption of the agenda (Erin)
   a) Jaymie motions to accept.

2. Minutes of previous meetings for approval (Erin, all)
   a) December minutes: Erika motions to accept.

3. Updates in Brief (15 min)
   a) Past Chair’s report (Deb)
      a. Mentorship group leadership is changing. Deb has sent materials to the incoming chair and is discussing some of the ideas this group wants to work on.
      b. Webinar materials have transferred to Joe L. who will be leading this area.
   b) Chair’s report (Erika)
      a. Erika revisited the EDC values to ensure that we’re continuing to engage with our core values: open community, collaboration, ethical practice and a scholarly approach. Affirming to see that our core values continue to guide our work.
      b. 3M National Teaching Award committee met in January. Fellowship cohort will be announced soon.
      c. Erika is preparing the EDC annual report for STLHE. Erika will distribute a draft to the Executive for review to ensure all pieces are present.
      d. Updated membership numbers show an increase in membership.
      e. Confirmation of in-person Executive meeting on February 21 at 5:00. Erin to confirm the location of the meeting and to send an electronic invitation to Executive members who cannot attend.
      f. Erika continuing work to with SHED partners.
   c) Professional Development report (Jaymie)
      a. 2017 EDC Institute June 23 - June 25
         i. Jeanette MacDonald will be chairing the Institute along with Judy Chan and Isabeau Iqbal as virtual facilitators who will coordinate and facilitate some pre-work for the face-to-face.
         ii. 20 person enrolment.
         iii. Will be held at St. Mary’s following STLHE with residence rooms available.
         iv. MOU needs to be revised for this context; Deb is working on updating this MOU.
            1. Note that there is a $2000 contingency in the event the Institute is cancelled because of weather.
            v. $500 approved for EDC Institute reception.
            vi. Advertising through EDC and through STLHE.
      b. Webinars (Joe Lipsett)
         i. Two webinars planned in the immediate future:
            1. What does online PD look like for the EDC community?: Friday February 10, 1:00-2:00EST led by Jaymie and Joe.
            2. Blended and Online Education with SHED: March 13, 11:00-12:00pm EST led with Gavan Watson and SHED colleagues
ii. Joe to develop a schedule of ongoing webinars.

c. Guides Update
   i. Current guide continues to be developed. Jaymie will send the Call for Proposals for Guides to the Executive.

d) Conference report (Celia)
   a. EDC 2017 Conference planning continues to go smoothly.
   b. EDC 2017 Conference hosts have prepared a statement in the event of weather/closure.
      i. Theresa to check with Tim to see if there is a contingency budget for the conference in the event there is an unexpected closure.
   c. Erika to connect with the STLHE planning committee to book Executive meeting and AGM.

e) Finances/Budget report (Theresa)
   a. Theresa and Tim met to discuss a transfer of roles.
   b. Current budget demonstrates a surplus at the end of the year; continue to forecast a deficit budget with a goal of reducing surplus.
   c. We continue to work on ways to advertise the grant program so we can use the entire amount for the grant line.

f) Communication report (Stephanie)
   a. Stephanie will prepare the slides for the AGM for the Executive to revise and work on.
   b. Stephanie continues to work on the revamped website.
   c. Email address for the executive and coordinators: edc-execcoor@stlhe.ca

g) Secretary’s report (Erin)
   a. Presentation of EDC awards
      i. Certificates to be prepared by Erin
      ii. Erin to draft a script for Erika and Erin for distributing the awards at the banquet
   b. Lifetime memberships
      i. Erin to check with Tim Howard to ensure these members are listed without having to pay.
   c. Logo use by Action Groups and versions of the logo for conference hosts.

4. Nomination Process
   a) Nominations committee for Secretary, Vice-Chair Conferences and Vice-Chair Communications.
   b) Erin to manage this process at the AGM: nominating committee.

5. AGM agenda
   a) Discussion among the Executive around the AGM agenda and agreement on the inclusion of these agenda items.

6. Retreat agenda
   a) Consider components of individual portfolios and consider distribution of activities.
      i. Coordinator positions and by-laws
   b) Grant funding: possibilities for the grant program
   c) Review the Call for Proposals for EDC Guides
   d) Short-term goals between February and June 2017; consider long-term goals.
   e) Review survey results (if available) from STLHE.
   f) Review AGM slides and timing.

7. Adjournment (2 min)