

## EDC Executive Meeting

### Minutes

Wednesday February 22, 2012

EDC Conference, Halifax

12:45-1:30pm, continued 7:00-8:00pm

**Present:** Nicola Simmons, Paola Borin, Natasha Kenny, Erika Kustra, Janice MacMillan, Marla Arbach

1. Agenda for AGM (All, Erika Kustra)
  - a. Confirmed Agenda and process
    - i. Confirm members
    - ii. Reminder to people who are new EDC members will receive a bag
    - iii. Should bags given out at the registration table or at AGM? This year, hand out during AGM, next year explore mechanism for identifying new members during registration and distributing at that time.
  - b. Confirmed slides and process
  - c. Confirmed EDC Nomination process
  - d. Confirmed Motions process (Natasha)
    - i. Confirmed order and method for By-Law changes
  - e. Living Plan condensed and organized by Nicola, to be distributed with EDC Values document during AGM
2. Updates from Chair and from STLHE board meeting (Nicola Simmons)
  - a. Membership changes: for purposes of votes for this AGM, will include anyone with membership from April until December 2011 and anyone with membership in the new system from January 2012
  - b. Charitable Arm of STLHE
    - i. Will be called TLC – Teaching and Learning Canada
    - ii. Can receive charitable donations for public good
    - iii. Paragraph explaining the TLC is being written, and looking for an interim STLHE Board member to oversee the initial stage
    - iv. May have some impact on the EDC, such as on our EDC grants and projects
3. Update for EDC Grants (Paola Borin)
  - a. Recall:
    - i. Proposal Announced during AGM during February 2012
    - ii. Deadline May 28, 2012
    - iii. Reviewers invited during February 2012 AGM and again closer to deadline
    - iv. Will announce winners end of June, if possible during the EDC GM during STLHE
4. Budget (Janice MacMillan)

- a. Have 2012 in paper
- b. Show 2011, make copies for distribution

### **Future Meetings**

Thursday, March 22, 1-3

Thursday, April 26 - Full day Executive retreat

June meeting at STLHE

### **Adjournment**

### **Completed Action Items from January Meeting**

- 2) Align the "Aims" with the "Themes" in the Living Plan - simplify and synthesize the plan and send to executive for input; final draft to be reviewed during February AGM – by Feb 10 (Nicola)
- 3) Working groups to report at EDC 2012 AGM (Nicola)
- 4) Updated membership list from Sylvia with column showing month/year member joined (Sylvia will send revised version, including start date for each individual in next month) (Erika)
- 5) Contact Celia to move ahead with request for conference research - confirm goals, request copy of study goals and actual questions (Nicola)
- 7) May need to remind people to register for the conference (and for the EDC membership as well), perhaps as part of announcement of Early Bird winner (Nicola email, Natasha will tweet) - Complete
- 8) Will there be shuttles for people arriving to attend the conference, and between the hotel and conference site? (Marla) - No
- 9) Will there be a private room for the EDC Executive meeting? Was offered – need to confirm time, which will be lunch on the Pre-Conference day (Marla confirmed)
- 10) AGM Agenda (Nicola has February 2011 file that could be sent to Erika)
- 11) Circulate February 2012 AGM Agenda and June's AGM minutes – 14 days prior to AGM at the beginning of February (Erika send to Natasha to circulate)
- 12) In the e-mail, draw people's attention to the Upcoming Elections Nomination Committee
- 13) Also promote the 30 minute Professional Development (Paola send title/description to Erika)
- 14) By-Law changes will be circulated by e-mail, allowing time for comment, and reminding people to renew memberships, with link to check membership (Natasha)
  - Option to vote through a proxy (Natasha will establish a proxy process)
  - Notifications for By-laws need to go out 25 days before (Natasha)
- 15) Slides of EDC Grant winners (Paola send slide to Erika)
- 16) Chair will contact possible Executive appointee to the Nominating Committee (Nicola by January 27)
- 17) Contact possible candidates to be appointed as Treasurer (Janice)
- 18) Each executive provide a short 3-5 sentence personal profile to include on the website, and if have another profile, can send link (everyone)
- 20) Living Plan – hired graduate students, will fund out of special projects, send invoice to Janice and Sylvia (Nicola)
- 21) Move all the action items from the minutes to summarize under the "Action Items" list (Erika)

### **Current Action Items**

1. Conference Manual (to be updated based on Paola's work and feedback from this year's hosts); draft 'Instructions regarding role of VP Conferences; List of Executive responsibilities during EDC conference (e.g., who speaks, when); wording for conference manual re: student bursaries) (Following February Conference) (Marla)
2. Updated membership list from Sylvia each month, plus comparison of last three years membership to identify previous to invite to renew(Sylvia will send revised version, including start date for each individual in next month) (Erika)
3. Send bags and pin to new members (Erika)
4. Keep a record of the numbers registered by date so that future years can tell if the pattern is normal (Marla)
5. STLHE Survey Data – Review of data from EDC members Consider meeting to review during EDC Conference (Natasha, Erika, Paola) Invite others who are interested to join
6. Invite Arshad Ahmad, STLHE President to join an EDC Executive Meeting, likely March (Nicola)
7. Invite Tim Loblaw to mentor with Janice as transition into Treasurer (Janice)
8. EDC Nomination Process – contact EDC Nominating Committee to confirm who the Chair of the Nominating Committee is, and their expected timeline so that successful candidates can join the Spring Retreat (Nicola)

### **Future Items**

1. Fill-able form for new EDC jobs for our website – invite members to have an RSS feed that would allow 'instant alerts' (Natasha)
2. Regional initiatives/groups? (Nicola) deferred until online initiatives reviewed
3. EDC as 'broker' of peer visits?
4. EDC online mentoring? Consider Online Initiative – topic of the month conference call - from college model
5. EDC Awards – if chosen, needs to be aligned with values, living plan, thoughtful and intentional, with the impact we want as an organization
6. EDC specific publication – peer reviewed journal or book
7. EDC/3M joint projects

### ***March Agenda: Items to remember***

1. Welcome Tim Loblaw to join with Janice to mentor the transition as Treasurer
2. STLHE/EDC joint initiatives - Invite Arshad Ahmad, President STLHE to join an EDC Executive Meeting (Nicola/Arshad)
3. Update on Nominating Committee – Chair and timeline (Nicola)
4. EDC Conference issues (Marla Arbach)

- a. Guidelines for presenters – lead presenters or others who do not attend, can they be listed, or should we indicate in some way on the program those who will not be present
  - b. Different registration costs for members/non-members next year
  - c. Improvements on ways to distribute EDC conference bags
  - d. Clarifications to wording in advertising to indicate non-members are welcome to attend
5. Professional Development: Moving forward based on Institute and AGM feedback (All)
- a. Full Institutes: New and Experienced Educational Developers in parallel
  - b. Educational Developers Portfolios – offer to host stream as part of Windsor Teaching Dossier Academy (Erika)
  - c. Blog initiative (Natasha)
  - d. Linked In (Natasha)
  - e. Directors Online meeting for informal support (Erika)
  - f. Others ideas raised – Short and long term