

EDUCATIONAL DEVELOPERS CAUCUS

ANNUAL GENERAL MEETING

Minutes

Thursday February 23, 2012

3:45-5:00 pm, Dalhousie University, Rowe Building, Room 1020

45 people attending

I. Opening Session

- a. Adoption of Agenda (Erika Kustra)
 - i. Please remember that we are in transition for our membership year. For the purposes of voting, if you were a member as of December 31 you are still a member, if you signed up under new online system in 2012 for both STLHE and EDC you are also a member.
 - ii. Adoption of Agenda (Moved by Jeannette McDonald, seconded by Ruth Rodgers, vote approved with one abstention)
- b. Approval of Minutes from AGM June 15th 2011 (sent ahead for review by members via email)
 - i. Approval of Minutes (Moved by Michael Potter, seconded Brad Wutherick, vote approved with two abstentions)
- c. Business arising from the Minutes
 - i. No business arising
- d. Report from the Chair (Nicola Simmons)
 - i. Change in AGM and GM schedule to have AGM during our EDC Conference
 - ii. EDC Values – clarified and placed on web (developed from the Living Plan)
 - iii. Living Plan – revisited the aims of the plan within the context of our newly clarified values, circulated summary and will continue to revisit the document
 - iv. Appointed Position of EDC Treasurer: Tim Loblaw has agreed to be new Treasurer when Janice MacMillan retires from the position in June 2012

II. Reports from Executive

- a. Vice-Chair Conferences (Marla Arbach)
 - i. Report from EDC Conference – thank you to everyone who submitted a session, thanks to those who reviewed session proposals and provided feedback
 - ii. Conference Manual – for institutions considering hosting, we do have a conference manual, and we would welcome recommendations for revisions
 - iii. Will be putting out the call for Western Canada to host the 2014 EDC Conference
 - iv. Announcement of next EDC Conference location 2013 in Central Canada, thanks to all that applied: Wilfred Laurier, Kitchener – Sandy Hughes
- b. Vice-Chair Professional Development's Report (Paola Borin)
 - i. EDC Grants Call for Proposals – Funds available to start small projects,
 - (1) Deadline May 28, 2012 for proposals
 - (2) Encourage people to consider being reviewers for EDC Grants
 - (3) Encourage grants that go across institutions
 - (4) Grants are funded by the Institutional Memberships

- (5) Update on Current Projects: Congratulations to winners for this year
- c. Vice-Chair Communications' Report (Natasha Kenny)
 - i. EDC website: transitioned to new website, thanks to Sylvia Avery for support
 - (1) EDC website is intended to be an information hub, and we invite feedback on how to revise and enhance the resources
 - ii. Listserv update: almost 400 members, good resource to get resources out to community, questions, critical discussions and conversations
 - iii. Social networking: increase social media context to broaden reach of the community beyond the physical space of conference: facebook, twitter now available #EDC12, will work to include LinkedIn
 - iv. E-resource Review: Thank you to Marla Arbach, who is stepping down as the Coordinator
 - (1) Now seeking new Volunteer Coordinator for 2012-2013, contact Natasha Kenny
 - v. Teaching and Learning Centre list: request for assistance in keeping it current and updated
 - d. Secretary's Report (Erika Kustra)
 - i. EDC Conference bag and lapel pin for new members
 - e. Treasurer's report (Janice MacMillan)
 - i. Review of financial statements for 2011
 - (1) Thanks to Sylvia Avery for support
 - (2) Conservative approach to estimates when propose budget
 - (3) Received half of 2011 EDC conference surplus \$4195.94 (including allocation for student bursary that was not used)
 - (4) Gave more EDC grants that budgeted amount because of projected surplus
 - (5) Using the WebEx conferencing system, which is saving money set aside for phone calls
 - (6) Graduate Student Bursary – now for any student graduate or undergraduate
 - (7) Used surplus to subsidize EDC conference for Algoma, and again for this year and also to pay for the pilot Educational Developers Institute, and student support and travel
 - (8) Surplus: maintain contingency operating fund, and contingency conference fund, will also receive a small amount of interest for surplus
 - (9) Recommendation to identify specific projects to spend surplus: Executive will use the Living Plan, recommendations from members, and needs of organization to spend surplus of \$31,628. Executive will bring back to the membership specific projects that are substantive and will help our community (examples raised included expanding the Institutes, increase operating contingency fund, supporting regional events related to educational development, award for EDC members)
 - (10) Questions raised: Is there a way for conferences to avoid making too much surplus?
 - (a) Have a conference manual now, which will help set comparisons
 - (b) Challenge due to variation in the number of people who are able to attend, and additional sources of funding found by each host, also variable costs based on location (10% risk management always included)

- (c) Proposed that review registration costs to see if can be lower, and consider the Contingency Budget to help cover losses – and use surplus at larger amounts to help cover registration (caution recommended in using Contingency Budget)
- (d) Need to be cautious about ongoing surplus, so that it does not become recurring
- ii. Budget for 2012 – on website

III. Reports from EDC Action Groups

- a. Development of Portfolio Model Group (Ruth Rodgers)
 - i. Discussion paper was written and circulated to EDC members
 - ii. Paper and related issues discussed during Institute
 - iii. Judy Chan pilot Educational Developers Dossier – online narrative, and will be posted on EDC website
- b. Professional Identity Action Group (Nicola Simmons)
 - i. Compiling a Canadian resource list
 - ii. Support for peer mentoring being proposed
 - iii. How we define the profession – how do others know what we do?

IV. Vote on revised By-Laws

- a. By-Law vote (Natasha Kenny) As part of identifying interim election process should an Executive member need to leave position early, and also to move AGM to February (circulated by e-mail in advance)
 - i. Motion: to accept all 9 changes circulated January 26, 2012 in full (moved by Ruth Rodgers, Seconded by Trevor Holmes)
 - ii. Is quorum defined for online – Yes, using Sturgess rules for a small organization (50% of whoever is present)
 - iii. Does it make more sense to call all AGM generally at February (for 5 and 6)? Maybe not because can't have motions for votes at a General Meeting
 - iv. Motion to **consider** all 9 changes at once (moved by Ruth Rodgers, seconded by Trevor, vote approved, no abstentions)
 - v. Motion to **approve** all 9 changes (Moved by Tim Loblaw, seconded by Joy Mighty vote approved, no abstentions)

V. Upcoming Elections: Nominating Committee (Alice Cassidy, Chair of Nominating Committee)

- a. Purpose of Nominating Committee and positions that will be open
 - i. Nominating committee will help with the process of the elections
 - ii. Two positions:
 - (1) Chair, Nicola Simmons, will finish term and will take on Past Chair role for one year, so
 - (2) Vice-Chair Professional Development – Paola Borin has agreed to let her name stand for a second year for a two year term
 - (a) Elected for two years, or may choose allow your term to renew for one more term for four years
- b. Introduction of member appointed by the EDC Executive (Alice Cassidy), call for two members from the floor were sent by e-mail Carolyn Hoessler, Kim Wes
- c. Election of two members at large to be on the Nominating Committee
 - i. Confirmed Kim Wes and Carolyn Hoessler (Trevor moved to acclaim nominating, Brad Wutherick seconded, vote accepted with no abstentions)

VI. Adjournment Moved to adjourn by Margaret-Anne Bennett moved, approved by all

EDC Professional Development (30 minutes immediately following the AGM)

- a. Description (Paola Borin)