EDUCATIONAL DEVELOPERS CAUCUS
ANNUAL GENERAL MEETING
Minutes
Thursday February 21, 2013
4:20-5:00 pm Wilfrid Laurier AGM - Senate and Board Chamber

34 people participating, 28 members signed sheet

I. Opening Session
   a. Adoption of Agenda
      i. Moved by Anne Scrimger, seconded by Joan Forder, accepted by all
   b. Approval of Minutes from AGM June 15th 2011 (sent ahead for review by members via email)
      i. Moved by Ruth Rodgers, Seconded by Stephanie Chiu, accepted with one abstain
      ii. Correction to name
   c. Business arising from the Minutes
   d. Report from the Chair (Deb Dawson)
      i. Growth over years, shown in 120 participants attending this conference
      ii. Great thanks to the hosts

II. Reports from Executive
   a. Vice-Chair Conferences (Deb Dawson on behalf of Marla Arbach)
      i. Report from EDC Conference
         (1) Thanks to the hosts, reviewers and conference team, volunteers in all capacity
         (2) 38 sessions, ED Institute
         (3) 2 recipients of student bursaries
         (4) New general bursaries, 7 colleagues successful, hope to continue in the future
         (5) Anyone interested in hearing more about the Vice-Chair Conferences role would be
             willing to answer questions
   b. Vice-Chair Professional Development’s Report (Paola Borin)
      i. EDC Grants Call for Proposals
         (1) Small grants winners 2012 Primary Investigators
            (a) Lori Goff
            (b) Dianne Bateman
            (c) Alice Cassidy
            (d) Janice MacMillan
            (e) Natasha Hannon
         ii. Grants resources and reports are available on the EDC grant website
            (1) Institutional memberships help fund the grants
      iii. Update on Current Projects
         (1) Resources available online
      iv. Educational Developers’ Institute
         (a) Previous years had whole or half-day sessions, connected with the EDC Conference
         (b) Resources developed from the institutes will be available
         (c) Next year, will host the ED Institute 3 day intensive event for 2013
         (d) Have 2 fantastic proposals, and will announce them by the end of March
c. Vice-Chair Communications’ Report (Natasha Kenny)
   i. EDC website
      (1) New Milestone page to document history and accomplishments
      (2) Information about the EDC Institute
   ii. Social media networking and listserv update
      (1) One of the core missions for this term
      (2) Twitter - Hashtag for conference - #EDCWLU – can access more resources
      (3) LinkedIn: Educational Developers Caucus - Easy job board developed
         (a) Please add your job positions to this site
      (4) Facebook active
   iii. E-resource update (blog)
      (1) Contact publishers and receive free resources to review
      (2) Janice Allen – has coordinated Resource Review
      (3) Now seeking a new coordinator, please contact nkenny@uoguelph
      (4) Janice would co-coordinate next edition as a way to introduce someone to the process
   iv. Call for new E-Resource Coordinator

d. Secretary’s Report (Erika Kustra)
   i. EDC Conference bag and lapel pin for new members
   ii. Everyone who is a member can receive a bag at the registration desk

e. Treasurer’s report (Tim Loblaw)
   i. Review of financial statements for 2012
      (1) Reconciled 2012 actuals just recently, and will post final reconciled amounts online
      (2) Had a significant revenue last year, increased institutional memberships and individual membership compared to projections
      (3) Conferences at Dalhousie had a surplus — split with the institution and the EDC
      (4) One grant was returned, and became an income
      (5) Had higher than projected expenses because of increase grant – allowed because we are not meant to be a revenue generating unit
      (6) Actuals at end of December 2012 were a surplus of approximately $26,000

   ii. Budget for 2013
      (1) Thank you to everyone who responded to the Budget in response to the listserve and the membership vote (36 responded, 35 to 1 passed)
      (2) STLHE Board passed the EDC Budget during the Board meeting this week
      (3) A discrepancy in membership grant allowance – after budget voted on by EDC Membership, discovered actual increase of $3000 to grants (circulated a Version 3)
      (4) Running a deficit to address the surplus
   iii. Next year, looking to decrease the complexity of some of the lines
   iv. 2012 EDC GM meeting mentioned would like to address surplus $4100 by returning to members – ran into issues with membership tracking to give a subsidy and process is not feasible
      (1) Would like to look at new ways to address the surplus
      (2) System should be capable of giving one group of members a waiver ex. Membership of students decrease
      (3) Could introduce it as a Bursary
(4) Will this go out as a vote to membership? Yes – would like to send this out speaking to our EDC Values of transparency
(5) Assuming do spend surplus – what is the plan to ensure spending trajectory in line with income?
   (a) Decrease some expenses – grants, bursaries
   (b) May increase income
   (c) May be able to have the EDC Institute be self-funding run by the institution
v. Thanks to Sylvia Riselay, Janice MacMillan and EDC Executive for help transitioning into the role

III. Reports from EDC Action Groups
   a. Development of Portfolio Model Group (Jeannette McDonald)
      i. Evolved from the EDC Institute hosted by Ruth Rodgers last year
      ii. A group came together to create a resource for Educational Developer Portfolios and to make it available to the community
      iii. Jeannette McDonald, Ruth Rodgers, Paola Borin, Deb Dawson, Erika Kustra
   b. Professional Identity Action Group (Nicola Simmons)
      i. Group engaged with Jeannette McDonald’s research
      ii. Opportunity for people to join this Action Group – contact Jeannette
   c. Code of Ethics for Educational Developers (Nicola Simmons)
      i. Led to this year’s Educational Developers Institute led by Nicola and Ruth Rodgers
      ii. Eileen Herteis, Mary Wilson, William Owen, Nicola Simmons, Ruth Rodgers
   d. 3M Collaborations (Deb Dawson)
      i. Deb Dawson and Elizabeth Wells
      ii. Possible may do Webinars jointly, let Deb know if you are interested
   e. EDC Social Media/Blogging Committee (Natasha Kenny)
      i. Met today, and have three action items to extend our reach
      ii. Gavan Watson, Natasha Kenny and others
   f. If you are interested in starting a new Action Group, please let the EDC Executive know or send it to EDC listserv

IV. Upcoming Elections: Nominating Committee (Deb Dawson)
   a. Purpose of Nominating Committee and positions that will be open
      i. Positions Vice-Chair Conferences, Vice-Chair Communications
   b. Introduction of member appointed by the EDC Executive, Alice Cassidy
   c. Call for two members from the floor
      i. Brad Wutherick – self nominated, seconded by Joan Forder
      ii. Carolyn Hoessler - self nominated, seconded by Anne Scrimger
   d. Election of two members at large to be on the Nominating Committee

V. Announcement of Location for Next EDC Conference
   a. University of Calgary and Bow Valley College EDC 2014

VI. Other Business
   a. Looking at impact of 3M Fellowships and would like 6-8 Educational Developers for focus group to talk about the impact

VII. Adjournment
   a. Moved by Joan Forder, seconded Jeannette McDonald, All accepted