

## 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 listserv 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