

**EDUCATIONAL DEVELOPERS CAUCUS**  
**Minutes of the GENERAL MEETING**

Algoma University, Sault St. Marie ON  
Friday, February 25, 2011  
1:00 p.m. to 2:15 p.m.

28 EDC members present

**I. Opening Session**

- a. Adoption of agenda (Joan Forder; Stephanie Chu; adopted).
- b. Approval of minutes of meeting of February 20, 2010 (sent ahead for review by members via email; Anne Scrimger; Bill Owen; approved).
- c. Business arising from the minutes. None.
- d. Report from the Chair including expressions of appreciation (Nicola Simmons):
  - i) Appreciation was expressed to Marla Arbach for her work on the EDC resources.

**II. Call for nominations for the Nominating Committee**

- a. Alice Cassidy, Executive representative to the Nominating Committee, asked (via a prepared presentation) for volunteers/nominations for the Nominating Committee and accepted Bill Owen and Carolyn Hoessler as members; ratified by the membership (Erika Kustra; Brad Wuetherick).

**III. New Business: Reports from Executive**

- a. Vice-Chair Professional Development's Report (Paola Borin):
  - i) Acknowledgement of EDC conference reviewers.
- b. Vice-Chair Communications' Report (Jeanette McDonald):
  - i) EDC Web site update.
  - ii) Bi-monthly resource update.
  - iii) EDC history document update.
- c. Secretary's Report (Ruth Rodgers):
  - i) Ruth noted that the membership as at the time of the GM was at 130 members.
  - ii) EDC conference bags and lapel pins featuring our new logo were again distributed at this conference; Ruth noted that these are "bags for life" and asked members to bring them to subsequent conferences. New members receive this welcome package when they join.
  - iii) Ruth also chaired the grants program this year, and noted that the midterm grant report is due June 30<sup>th</sup>, not March 1 as erroneously noted in the grant contracts:
    - 1. 2011 grant reviewers were also acknowledged and thanked for their services.
- d. Treasurer's report (Janice MacMillan):
  - i) Unaudited financials for 2010 were reviewed.
  - ii) Janice noted that our budget for 2011 was approved by STLHE Board and is on the EDC Web site.
- e. Other business:
  - i) Thanks were expressed to the executive by the members.

#### **IV. ProD Activity (Paola Borin)**

Paola led the group in an exercise entitled “Talking to Aliens, or how to talk so people will listen”, focusing on designing communication to fit the audience

#### **V. Adjournment at 2:15 p.m.**

##### **Special Meeting for By-Law Change (2:15 p.m. to 3:00 p.m.)**

- a) Jeanette McDonald outlined a proposed change to the make-up of the EDC executive and tabled a motion as follows:**

##### **Bylaw Document link – see section 7.3.**

<http://www.stlhe.ca/en/stlhe/constituencies/edc/pdf/Bylaws%20English%20Amended%20Feb%2025%202009%20final.pdf>

##### **Motion:**

Move to split the role of Vice-Chair (Professional Development) into two separate positions, with the new position, Vice-Chair (Conferences) taking charge of the conference planning and coordination process and the Vice-Chair (Professional Development) continuing to be responsible for administration of the EDC grant program and professional development initiatives of the EDC in general.

(Michael Potter seconded; passed)

This new position will be responsible for conferences, while the existing PD position (currently held by Paola Borin) will retain responsibility for grants, institute, and PD at conferences

The two positions will be staggered to ensure continuity on the executive.

- b) As a result, the following amendments to by-laws were moved by Jeanette McDonald:**

##### **Motion:**

Move that we accept the revised text for item 7.3.5. to reflect the addition of the new executive position of Vice-Chair (Conferences) , and to renumber 7.3.5. as it exists now as 7.3.6. and to renumber 7.3.6 as it exists now as 7.3.7. to reflect this new addition.

##### **Proposed new wording for 7.3.5.**

7.3.5. Vice-Chair (Conferences) whose term of office shall be two years, with a maximum of two consecutive terms, and who shall be responsible for coordinating the annual conference process in collaboration with the conference host, the Vice-Chair (Professional Development), and the EDC executive.

(Arshad Ahmad seconded; passed)

**Motion:**

Move that we accept the revised text for item 7.3.4 to reflect the reconstitution of roles with the addition of the new Vice-Chair (conferences).

**Proposed new wording for 7.3.4.**

7.3.4. Vice-Chair (Professional Development) whose term of office shall be two years, with a maximum of two consecutive terms, and who shall be responsible for coordinating the EDC grant program and professional development opportunities, and organizing regular meetings.

(Erika Kustra seconded; passed)

**c) Adjournment at 2:30 p.m.**