

EDC Executive Meeting Minutes Nov 28, 2007

Online: Teresa Dawson, Alice Cassidy, Jeanette McDonald, Janice MacMillan, Ruth Rodgers

1. Meeting agenda adopted
2. Minutes from Nov 6, 07 adopted
3. Conference update (Alice C.)
 - a. Opening plenary will be Pathways Group, who will also do a lunchtime dialogue session
 - b. Closing plenary will be Gary Poole of TAG at UBC
 - c. Preconference sessions
 - i. One by Alice Cassidy and Ruth Rodgers focused on resource building for new EDC's
 - ii. Other at conference organizers' discretion and we do not have details at this point
 - d. Conference website is still in development but appears to be nearing completion; Teresa will call to encourage prompt publication, and to suggest that Jeanette be alerted to send out an email to members when the site is live
 - e. Alice will work with current and past conference organizers to develop a timeline template for mandatory use by future conference organizers
 - f. Registration fees approved; Teresa will ask conference organizers to include info re student bursary availability in conference fee announcement
 - g. Teresa will confirm that plenary \$2,000 is for this use ONLY and that any excess be returned to executive; this fund is not to be used for reimbursing travel for presenters
 - h. Role of Chair/Vice-Chair in conference has been clarified
 - i. Connections to UCIPD meeting have been confirmed
 - j. Alice expressed thanks to the 21 reviewers of session proposals; she will express this at the GM as well
4. Communications (Jeanette M.)
 - a. Website still being updated, will soon be linked to conference website
5. Permchart issue (Teresa D.)
 - a. Teresa updated the executive on the lengthy discussions with Suzanne Tyson of Permchart and with Joy Mighty of STLHE
 - i. STLHE is fine with EDC pursuing fund raising with Permcharts
 - ii. STLHE discount (50%) from Permcharts applies to EDC members as well

- iii. Agreement to host a pro-d session at conference to generate topics for possible future Permchart series for use with new faculty (teaching topics); Suzanne will use a consultation process to determine appropriate authors for such topics in future
 - iv. Note that 3,000 copies is the break even point for Permchart sales; Ruth will consult with Alan Wright re comparable sales figures for Green Guides, which may be a similar audience
 - v. Alice suggested that ISW facilitator listserv could be another good source for authors; these would be encouraged to join EDC as a prerequisite for authoring
 - vi. Teresa will connect Alice and Suzanne for planning of pro-d session
6. Budget (Janice M.)
- a. Janice has received 9 responses to initial budget documents; these were discussed and minor changes made to the budget as a result
 - 1. Janice will add a note explaining the \$14,000 grant fund representing two years of grants
 - 2. grad student representation on the EDC executive' response is that official representation happens on STLHE Board, and that all EDC members are encouraged to stand for election to the executive positions as they become available
 - b. \$2,000 shortfall in current budget may well be covered by conference income; if not, it is approved to reduce operating fund surplus to a minimum of \$5,000; should this shortfall continue over the next year, the members will be consulted regarding raising membership fees at the June AGM
 - i. Revised budget will now be sent out by Sylvia R. for member vote; Janice will send results to Joy Mighty on Teresa's behalf once they are available
7. Secretary (Ruth R.)
- a. Archived minutes are on their way from Trevor Holmes within the next few weeks; will be forwarded to Jeanette for posting
 - b. Ruth will email Joy Mighty to inquire as to whether EDC can access the STLHE budget for translation to French; may approach translation as a special project and use those funds to work backwards translating GM and AGM minutes
8. Other business
- a. Grant funding transfer date set for end of June each year (after STLHE conference)
 - b. Trevor H. will send call for conference host doc to Teresa
 - c. David Gosling request; exec decided to decline to enter into a paid consultancy relationship but will look forward to seeing the results of his research; Teresa will inform Joy M. of this decision

- d. Proxy voting issue; exec decided to adopt STLHE procedure as per Margaret Wilson's email in time for February GM; Jeanette will inform membership of availability of this option via an email

Next meeting dates altered to Jan 9, Feb 6, Mar 5, Apr 2

Alice will telephone Teresa in January to ascertain her availability to chair; if Teresa is unavailable, Alice will chair the meeting

Ruth will email Carolyn to advise of date changes and her email while in New Zealand in January and February.