EDC Executive Meeting Minutes Nov 6, 2007

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

1. Meeting agenda adopted
2. Minutes from Oct 17, 07 adopted
3. Conference update (Alice Cassidy)
   a. Submissions—47 proposals (including 6 posters); 100% increase in 90 minute proposals; record # of reviewers, some of whom are new to EDC; Alice expects most proposals will be approved
   b. Plenary—not yet determined but we recommend that the internal research panel (of which Jeanette is a member) be the opening keynote
   c. Teleconference in for Jeanette; no problems anticipated but Alice will confirm
   d. CSPoD proposal is expected Nov 10, and will be given a grace period due to circumstances
   e. UCIPD-BC group similar to EDC; Teresa to follow up re a connection between their meeting and the conference
   f. Dieter et al will not be a pre-conference option this year, but may be in 2009
   g. Conference bags—will go with annual bag for this year, but an official EDC bag next year
   h. Online registration will be done locally
   i. Communication website needs to get going; Alice will encourage the organizers to post soon
   j. Student bursaries—decision to of maximum # of grad students x maximum of registration fee (no other expenses) to total of $1,000; Janice will send the $1,000 to conference organizers to cover

4. Communications (Jeanette McDonald)
   a. Permacharts session will be a pro-d session before closing session
   b. EDC purchase Permacharts at a discount for resale—message will go out regarding this opportunity (Jeanette), but not until Teresa has discussed with Joy M. the implications for STLHE of EDC direct purchases
   c. Opportunities for authors of Permacharts
      i. If PMC goes outside 3m Fellows, do we need a peer review process?; EDC could assist with topics and suggested authors but not become gatekeepers
         1. Teresa will discuss all these possibilities with Susan Tyson of Permacharts
         2. Need a decision on this before including PMC in conference so Alice will be kept informed of discussions by Teresa
3. conference pro-d session may be an opportunity for group to discuss these issues plus questions regarding college audience/international audience
d. archiving conversations—Jeanette is still investigating
e. Janice was alerted to send budget out for approval via Sylvia by end of November for approval; Janice will alert Sylvia that this is coming to ensure it is sent out on time and in a formal fashion; the sequence will be that a draft will go out, followed by a discussion/question period, then a vote

5. Budget (Janice MacMillan)
a. Reviewed 2008 draft budget
   i. Teresa to check current telephone costs and send to Janice
   ii. Some budget items were adjusted to ensure a balanced budget
   iii. Teresa to write an explanation of conference levy/contingency fund relationship and will send to Janice
   iv. Nov 14-16 first email/ two week discussion/vote on Nov 30th (two week voting period to Dec 15th)
   v. Will be on agenda for Nov 28th teleconference (Teresa) for revisions on the basis of feedback during member discussion
   vi. Our EDC bylaws require us to have members approve annual budget; STLHE does not require this; decision to retain procedure to ensure transparency (bylaw 7.2.3)
   vii. Janice was thanked for her efforts in creating this budget, as this is the first year we have accomplished this before year’s end
b. Conference spreadsheet—Janice reviewed several minor changes and adjusted the document in response to executive feedback
c. Leftover items re budget will be discussed at next meeting

6. Secretary’s report (Ruth Rodgers)
a. Ruth noted that she will be promoting the EDC to contacts in New Zealand during her trip there in Jan/Feb 08
b. Ruth also noted that despite her inquiries, no archived minutes had been received from Andre; she will ask Trevor H. and Joy M. if they has any

7. New business items
a. Janice was unable to stay for the last few minutes of the phone call, so no information was received re the CSPOD panel
b. A new SIG within STLHE for college teachers has been initiated; Ruth has solicited interest in a working group and received about a dozen responses; she will follow up in late November with the intent to bring a proposal to STLHE at the summer 2008 conference in Windsor

Next meeting (teleconference) Wed Nov 28, 2007 9-11 (PST); 12-2 (EST)