

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)**

