

EDC Executive Teleconference Minutes: Oct 17, 2007
(Teresa Dawson, Alice Cassidy, Jeanette McDonald, Janice MacMillan, Ruth Rodgers)

1. Agenda adopted
2. Minutes of previous meeting approved
3. Conference and PD (A. Cassidy)
 - a. Alice reviewed the conference schedule and minor changes were suggested (i.e. time added between last session and reception)
 - b. EDC Executive meeting will be at dinner on Thurs Feb 21
 - c. EDC general meeting in time slot just before final plenary speaker (1 to 1 ½ hours)
 - d. Conference program does continue through Sat Feb 23rd, all day
 - e. Clarification re requirement for membership: do NOT have to be an EDC member to attend, but it is strongly encouraged; no differential conference fee for members
 - i. This item will be discussed at exec meeting Feb 21 (Teresa) to see if we wish to make changes for future conferences
 - f. Alice has received a record number of offers to be reviewers for proposals, but to date no session proposals; this is not unusual, and she expects a flood of proposals on the due date
 - g. Conference bags: after lengthy discussion regarding the current STLHE logo design contest (and an expected subsequent EDC logo development process), we decided that Alice will discuss the issue of permanent conference bags with the organizers, with the suggestion that the idea may be best postponed to next year
 - h. January updates on grant projects will be posted to website
 - i. Alice will be soliciting feedback on grant process, but expects that timing and process for 2008 is likely to parallel last year's
 - ii. Janice noted that Alice and Sylvia will discuss logistics and timing for transfer of grant funds
 1. Teresa will send a formal request to STLHE to ensure that fund transfer timing/process is taken into account when planning staff vacations
 - i. Janice will send the \$2,000 cheque for the speaker advance to the conference organizers, specifying that it is to be used as the keynote fee, and any excess returned to EDC
 - j. Keynote speaker selection process is in hand and expected to be resolved soon
4. Communications Report (J. McDonald)
 - a. Jeanette reported that there are now 263 people on the listserv and 112 on the membership list including 3M Fellows
 - b. Website has been updated and revised; thanks were given to J.M. for a job well done
 - c. Archival minutes still to be collected

- d. Request for coordinator for resource updates to replace Jennifer Jasper; Cathy Baillie has volunteered; call is open until end of November, and a call for new resources is also out; decision to post resources every other month rather than monthly
 - i. New coordinator, and a thank you to Jennifer will be announced by **Teresa** at general meeting at conference in February
 - e. Options for listserv discussed, including ability to access archived conversations
 - i. Jeanette investigating need to move listserv to Laurier or elsewhere if necessary to achieve greater functionality; brief discussion re changing the function of the “reply” vs. “reply to all” options and need to “unsubscribe” to list during absences (will continue to leave this on as a request in the etiquette document)
 - f. Proxy voting needs to be discussed prior to next year’s AGM
 - i. Item for Feb 21 Exec meeting agenda (**Teresa**)
 - ii. We may be able to adopt STLHE’s process, and **Teresa** will request the relevant document from Margaret Wilson
 - g. Permacharts
 - i. Jeanette reviewed the offer from Susan Tyson of Permacharts regarding a 50% discount available to EDC if we purchase these for resale
 - ii. **Jeanette** will send out a sample to each of us, and discuss possible distribution models with Susan Tyson (send Jeanette our mailing addresses)
 - iii. This is also a scholarship opportunity (to write future Permacharts); **Alice** will include mention of it in the pro-d session at the conference; EDC would like to have a role as advisors regarding the content of future Permacharts (if moving beyond 3M Teaching Fellows as authors); at next teleconference (**Teresa**) will discuss possible processes for this
 - 1. if we move forward with this initiative, management of the peer review process would be a new EDC exec position
 - h. Jeanette let us know that her upcoming maternity will prevent her attendance at the February conference, and requested that **Alice** request arrangements for her to participate in the exec and general meetings via teleconference
5. Financials (Janice MacMillan)
- a. Janice has met with Bob Sproule, and has emailed us the budget documents
 - b. EDC conference template reviewed; will clarify our accounting procedures; Janice was thanked for her efforts in creating this (Janice credited U of Guelph’s conference spreadsheet as the model)
 - i. **Exec** will review and provide feedback at the November 6 teleconference meeting

- ii. **Janice** will solicit feedback from this year's conference organizers as well
- c. Conference levy surplus; \$5,000 maximum in this account as contingency fund; Bob suggested a brief write-up to clarify uses for the account and the policy rationale for it
 - i. Identify what expenses could be paid from it should the conference be cancelled, and what should be done with the excess if it goes above the maximum amount
 - 1. Nov 6th agenda item (**Teresa**) to clarify wording for this write-up; **Janice** will draft and send for our feedback prior to the meeting
 - 2. Alice suggested that ideas for the use of the excess should be presented to the STLHE/EDC membership for feedback
- d. Conference speaker advance sent; organizers need to be advised that the program should reflect EDC's sponsorship; **Alice** to ensure that conference organizers are informed of this requirement
 - i. Clause re return of excess should be an agreement signed between EDC and conference organizers and kept as a separate account function
 - 1. **Teresa** to amend document before next conference, and circulate for feedback
 - 2. Document also to be included in conference guidebook that **Alice** is drafting
- e. EDC-related mileage is 40 cents/kilometer (for future reference); process is to email Sylvia Riselay as a travel expense and she will reimburse
- f. Bill for phone should be sent to Sylvia R. by **Teresa** as soon as it is received, with a copy to Janice for her records
- g. Budget for this year; electronic agreement needs to be obtained in November for implementation for next year
 - i. **Exec** to review Janice's draft by Nov 9th and respond to Janice
 - ii. **Janice** will send it out to membership by Nov 15th for response via listserv
 - iii. Official vote can be processed by Sylvia
 - iv. Exec will finalize the process in Nov 6th teleconference

Next meeting Nov 6th 9-11/12-2