

EDC Executive Meeting Minutes February 6, 2008

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

1. Meeting agenda was adopted
2. Minutes from Jan 9 adopted with minor revisions
3. Chair's report (Teresa Dawson)
 - a. PermaCharts presentation update (Alice C. and Teresa D.)
 - i. Suzanne Tyson has moved to EduWiki; T. is working with her to ensure the presentation at the conference PD session presents an appropriate tone and the desired information
 - b. Alice and Teresa's speaking slots at the conference confirmed
 - c. STLHE board approved EDC budget unanimously Jan 30, 08
 - d. Exec dinner meeting Feb 21 will be at the White Spot; **Teresa** to invite Sylvia to join us to discuss her role and responsibilities re EDC; **Ruth and Alice** to create a draft EDC master calendar, which other exec members will add to, for Sylvia's use
 - e. Discussion of GM agenda
 - i. Suggestion that David Gosling proposal be emailed to membership ahead of time (**Jeanette**)
 - ii. **Ruth** to get updated membership list from Sylvia for attendance check at GM
 - iii. **Teresa** to finalize agenda and send to exec for feedback, and for **Ruth** to make copies for GM
 - iv. **Jeanette** to post minutes of 07 GM to web for ratification at GM; **Ruth** to bring some print copies to GM
 - v. **Jeanette** to facilitate an e-vote to implement proxy voting bylaw in time for it to be in effect for GM
 1. Jeanette will send a PPT to be shown at GM in her absence regarding results
 - vi. **Janice** to send Jeanette a one-page budget summary to be posted to the web and shown at GM (**Janice** to bring about 20 paper copies to meeting as well)
 - vii. **Teresa** to ask Judy Britnell (backup Erica Kustra) to act as exec rep on Nominating Committee for two open exec positions
 1. Judy to announce that both Teresa and Alice are willing to stand for re-election to their positions
 - viii. Next conference: three expressions of interest received (IATHE/U of Ottawa; Mt. Allison; Thompson Rivers); all three will be asked to submit full proposals which will be reviewed by exec prior to the GM, with the hope of determining sites for the next several years
4. PD update (Alice Cassidy)
 - a. Grants update: **Alice** will address feedback received on application process and note changes to be made as a result
 - b. **Alice** proposing change to grant application deadline for 2008, possibly to end of June, will consider her calendar and email a proposed schedule to exec, with the aim of announcing the dates at the GM; **Alice** will also review what is posted to the web and in the grant contract to ensure consistency in what is published
5. Communications (Jeanette McDonald)
 - a. Agreement to combine EDC resource bimonthly mailout with EDC update
 - b. Posting TL centre sites associated with exec members (**Janice and Ruth** to send Durham info when possible)

6. College award task force update (Janice MacMillan)
 - a. Janice reported that a teleconference is planned for next week, and that some dialogue has happened via email
7. Other items (all)
 - a. Teresa requested items for STLHE Board meeting update; only item was reminder re legal issues associated with PermaChart agreement re developments with EduWiki

Next meeting after conference meeting: Mar 5 (9 am PST; 12 noon EST)

Conference accommodation: Ruth and Janice at La Quinta, Alice at home (will email phone #s), Teresa at Sheraton