Meeting of the EDC Executive
January 9, 2008; 9-11 AM (PST); 12-2 PM (EST)
REGRETS: none
Via audio-conference: Note Ruth in New Zealand (Unfortunately, Ruth could not connect)

AGENDA

1. Adoption of the agenda— agenda adopted

2. Minutes of previous meeting for approval – minutes were not approved

3. Conference
   - Conference schedule – the schedule looks very good. Teresa acknowledged the significant amount of work that Alice has done re the conference and thanked her on behalf of the Executive.
   - Program
     a. The conference web site is on the SFU web server. This conference web site that will eventually be linked to the EDC web site should be up and running within the next couple of days. There has been a delay because of Christmas holidays. **Action:** When the web site is completed and linked to the EDC web site, Jeanette will send a communication out on the listserv to tell the members that the program is on the web site and to encourage everyone to register before the early bird deadline.
     b. **Action:** If the SFU conference web site is not linked to the EDC web site by Tuesday, January 15, Alice will send a communication to the members on the listserv along with an attachment outlining the program and a description of the sessions (Word attachment).
     c. **Action:** Alice will ask Alice M. to confirm that Jeanette can be connected via a conference call for her keynote. Alternatively, Jeannette will create a video presentation.
     d. **Action:** Teresa will contact Chris Kurbis re the following:
        i. Ensure that Alice C. has an opportunity to thank everyone re the proposal review process before the concurrent sessions begin.
        ii. Teresa will request some time at the beginning of the conference to welcome everyone and to talk about the conference theme.
        iii. Teresa will find out who is scheduled to make the introductions and to thank the plenary presenters.
        iv. Teresa will also ask for time to speak at the closing of the conference to thank the organizers, potentially announce the location of the 2009 EDC Conference, etc..
     e. Call for proposals to host the EDC conference in 2009
        i. **Action:** It was decided that members would be sent a communication from Jeanette asking for e-mails of intent to submit a proposal to host the 2009 EDC Conference.   These e-mails of intent will be sent to Teresa with a closing date of February 4.

      ii.   **Action:** After this date, a call for proposals, including a submission template, will be sent to those who are interested. Full proposals will be due February 13.

      iii.   **Action:** Teresa will send an e-mail to Adam Caron, IATHE/University of Ottawa to ask him if he is still interested in submitting a proposal since he had previously indicated an interest in hosting the conference.

- EDC Exec meeting at the conference
  a. Our Executive Meeting will be held on Thursday after the Welcome Reception
  b. **Action:** Alice will make the reservations

- AGM agenda
  a. **Action:** Teresa will draft the agenda for our review at our February 6 meeting
  b. **Action:** Teresa will send the Executive the AGM agenda from Feb. 2007. Please send agenda items to Teresa for inclusion in the draft.
  c. **Action:** Alice will ask Alice M. to confirm if we can have teleconference capability for the AGM to bring Jeannette into the meeting.
  d. **Proxy voting** – this will be an agenda item to vote on and then with approval to subsequently change the bi-laws. To adopt the STLHE process for proxy voting re EDC formal voting at an AGM, General meeting or special meeting. The vote will take place at the AGM. **Action:** Jeanette will write the motion and send it out on the listserv for members to consider before the vote at the AGM.
  e. **Survey of Educational Development** – David Gosling's survey. We have questions to be asked of the members. Does EDC want to participate in this survey? Do we have the support to use EDC funds for this survey? If so, what amount? Do we want to partner with STLHE? We need direction from the members before proceeding. This will be an AGM agenda item. **Action:** Jeannette will communicate with David Gosling that we will be bringing this matter to the EDC AGM.   Jeannette will ask David if he wants to present via a media presentation.
  f. **Permachart and ProD slot**
     i.   Alice spoke with Suzanne Tyson at Permachart.   Alice and Suzanne will co-lead the ProD section of the AGM meeting.
     ii.   It will be positioned as an opportunity for educational developers to brainstorm potential topics for Permacharts as well as make suggestions for ways in which resources for our faculty can be developed and shared.
     iii.   Teresa will introduce the session – how did this come about, connection with 3M (give some context)
     iv.   Suzanne will give an overview of Permacharts and how they are currently or potentially could be used. She will provide examples and talk about how to get one written and published
     v.   Alice will lead participants through an interactive session
        - What topics would be useful for Educational Developers for Permacharts?   It will be a brain storming session.
        - What kinds of topics might EDC members be qualified or interested in writing?

       vi.   **Action:** Alice will communicate with Suzanne that Suzanne is responsible for her own registration fees and travel expenses

- **Action:** Teresa will buy the gifts for the presenters

4. Communications Subcommittee Update
   - It was agreed that it would be a good idea for the members to have more information about their Executive members. **Action:** It was agreed that each of us would determine what information we wanted to share about ourselves (or our centres). We will send the information or links to the information on our own web sites to Jeanette so that she can add the links to the EDC web site next to our names. Teresa will send an example of what she plans to link to on her web site.

5. Budget
   a. We are waiting to hear if STLHE has approved our budget. We hope to announce the approval of the budget at the AGM   **Action:** Teresa will communicate with STLHE regarding the approval of the EDC budget.

6. Secretary's update and other issues – Ruth was not able to join us.

7. March Executive Meeting – Alice may have a conflict re the date that we have selected. It was agreed that we will keep the original March 5 date in our calendars and also tentatively book March 12 as an alternative. **Action:** Alice will let us know her availability as soon as she knows.

8. Election of Executive Members - Teresa and Alice's two-year term is complete in June, 2008. Executive members are eligible for an additional two-year term if they would like to continue to serve on the Executive (with the approval of the members). **Action:** Teresa will ask Trevor Holmes about the process for elections for these two positions. Discussion of this matter will be an agenda item at our meeting in February.

9. Adjournment and **next meeting** confirmation: Feb 6 at 9am (PST) and 12 noon (EST)