1. Adoption of the agenda

2. Minutes of previous meeting and AGM approved pending minor corrections

3. Conference for 2009
   • 23-25th February at Durham College; Teresa thanked Durham for their willingness to host a year earlier than originally proposed
   • Teresa will draft an announcement for the list and send to Jeanette
   • Teresa will seek discussion with STLHE to clarify EDC’s autonomy in determining our conference locations and dates in future, and will request that this be put in writing and/or embedded in the bylaws
   • Alice suggested that we post a “history of the winter timing of the EDC meeting” by Gary Poole to the website, and will approach Gary to write this for us
   • Discussion re role of AAU or other regional associations in developing conference proposals; concern regarding mediation by regional associations and the importance of including colleges in the region as potential host sites (Teresa to discuss this issue with STLHE)
   • Teresa has sent an email to Memorial thanking them for their efforts, but will follow up with a formal letter
   • 2010 plans; possibility of going east in October, but before we approach any institutions, Teresa will ask for commitment from STLHE that such a proposal would not raise objections
     a. Jeanette will poll the membership with one question related to their preference re timing when conferences held in the east

4. ProD (Alice)
   • Conference 09 themes; Alice will send the recommended themes to Ruth and Janice (conference co-facilitators)
   • Alice will contact Janice and Ruth soon to initiate discussions re conference planning timeline
     a. Ruth agreed that Durham will keep a timeline and record of conference planning activities for the use of future hosts
     b. Alice and Ruth will collaborate in defining Secretary’s role in conference liaison as this conference rolls out
   • Agreed that one pre-conference workshop (run by Alice) would be focused on new developers, and that college pre-conference workshop would highlight a specialty of the host site, as in the past; mid career needs are met by main conference activities, but we will emphasize the need for this focus in our call for proposals
   • Grants update: 11 applications are out for review and will be reviewed by end of July; announcements will be made in August; up to 5 grants will be approved
• Alice asked the exec to consider the issue of executive members potential conflict of interest in submitting grant applications; discussion on this issue to continue via email
• Alice noted that the funded student has been very helpful in managing the grant process; Janice asked Alice to submit the bill for these services in two instalments, in each calendar year the activities took place

5. Communications (Jeanette)
• Wiki development is underway
• Subcommittee on website ideas is underway; Carolyn Hoessler and Rosalie Pederson have volunteered
• Jeanette is still in discussion with Deb Dawson about moving EDC website to another host for easier access
  a. Teresa made a motion to enable Jeanette to use $85 special project funds to secure a web domain name for EDC (Janice seconded, carried)
  b. The EDC portion of the website would then move to the VC Communications for management under the new domain name with a link from the STLHE site to the EDC one. EDC will use the current STLHE template to maintain a consistent look and will adopt the new STLHE template as soon as that is available.

6. Budget (Janice)
• Cheque for 2008 conference has been sent by SFU but not yet received by Sylvia
• Janice is working with STLHE to develop an expense claim form for our use
• Janice requested a significant amount of time at the September exec meeting for discussion of next year’s budget (Teresa)
• Janice was thanked for her significant and ongoing efforts to streamline our budget processes in the face of significant challenges

7. Secretary’s update (Ruth)
• All job descriptions have now been received and sent to Jeanette for posting
• Ruth and Jeanette will work together to facilitate the necessary voting for bylaw changes needed as detailed in the AGM minutes
• Update on contacting members who have not renewed (Ruth to compare Windsor membership list with last year’s, and contact those who have not yet renewed)
• Ruth and Janice will continue to work with Sylvia to clarify when memberships are renewed and the process of reconciling membership lists and income (connection to budget)
• Final follow up on Eduwiki process; gathered resource ideas have been sent to Suzanne Tyson; if the company decides to seek authors, Ruth will communicate this call to membership
• Ruth will get the EDC name translated into French for the website

8. Advocacy and leadership (Teresa)
• EDC logo design; Jeanette will create a call for designs, hoping to unveil resulting logo at February conference; Jeanette will also find out from Alan...
Wright what the STLHE process was so we can follow their specs for the logo itself

• Proposal for an “ask an educational developer” office hour idea deferred to August meeting (Teresa)

• Reviewing progress on our 5-year plan and reporting on this at GMs and AGMs http://www.tss.uoguelph.ca/edc/documents/EDC_PD_Plan.pdf deferred to August meeting (Teresa)

• Ruth to invite Sylvia to join August executive meeting to discuss task calendar (Teresa to put on agenda)

9. Adjournment and next meeting: Wed Aug 6, 2008 10-12 PST; 1-3 (EST) note changed times from usual meeting time

10. Future meeting times:
   a. Sept 10, Oct 8, Nov 19, Dec 3, all 9-11 (PST), 12-2 (EST)