

**Educational Developers Caucus (EDC) of the
Society for Teaching and Learning in Higher Education (STLHE)**

**Minutes of the Meeting of the EDC Executive
May 14th , 2008; 9-11 AM (PST); 12-2 PM (EST)
REGRETS: Alice**

1. Adoption of the agenda with one addition: congratulations were offered to Teresa and Alice on their acclamation to a second term of their positions.
2. Minutes of previous meeting were approved.
3. ProD (Alice in absentia)
 - Alice's request for funds for assistance with grant work was approved for up to a maximum of \$1890; however, Alice is encouraged to explore the possibility of hiring a work-study student for a lower cost; in addition, it was confirmed that this payment is a one year trial, to be reviewed annually in the context of current financial situation and executive position descriptions; Alice is asked to track the student's actual hours for future reference
 - SFU/Kwantlen conference organisers' proposal to share conference profit three ways instead of two was denied on the grounds of the signed agreement, and to prevent the setting of an untenable precedent (Teresa to respond to the organizers)
4. Communications (Jeannette)
 - Jeanette reported that the STLHE membership drive for 2008 stands at 47 as of May 14th (down from 64 in 2008) and that she is waiting to hear from Sylvia for an update
 - Jeanette has responded to David Gosling re his proposal presentation at GM, and put him in touch with Nicola Simmons, who is leading a similar Canadian project; Nicola's team will be invited (via Ruth) to keep EDC updated on the progress of the project
 - Jeanette reported that Sylvia Riselay had communicated to her today that there is a carryover of \$1850 from the 2007 membership grant that EDC will receive in 2008; as well, we have received a \$2500 repayment of unused grant money from Russell Day's project; this \$4350 will be placed in the grant allotment for 2008
 - Jeanette reported that some changes have been made to the website, and detailed remaining changes to be made; minutes, exec job descriptions, and 2008 budget will soon be posted
 - a. Jeanette has also requested more frequent updates re membership from Sylvia

5. Budget (Janice)

- Janice presented the summary of the 2007 budget (projected vs actual) and confirmed that we have a comfortable operating surplus; nevertheless, we were reminded that continuing to develop deficit budgets over the next few years will quickly deplete this surplus
 - a. This document will be sent out to membership (**Jeanette**) ahead of AGM, with the agenda and a request that members bring their copies to the meeting
 - b. After the AGM, this document will be posted to website (**Jeanette**)
- **Janice** will request that Sylvia send out executive travel stipends; this amount was raised to \$180 per member to reflect current costs; this amount will be reviewed annually
- **Janice** will contact Sylvia for an EDC membership list that details who registered as a student, a retired faculty member and a faculty member so that she can figure out the distribution of funds by membership status
- We discussed and agreed to creating a new budget line for an emergency surplus fund of up to \$5000 that would come out of any operating or conference budget

6. Secretary's update (Ruth)

- We determined priorities for translation; **Ruth** will communicate these decisions to Sylvia.
 - a. EDC bylaws
 - b. Top page of EDC website
 - c. Agendas for GM and AGM
 - d. Minutes of GM and AGM
- Follow up re Sylvia's role and the need to develop a timeline of support needs for EDC; **Ruth** will complete the chart once all information has been received, and will email Sylvia to let her know that this calendar is coming, and to request that she attend our exec meeting for ½ hour at STLHE conference to review; **Ruth** will send Sylvia the completed calendar at least 10 days ahead of the meeting
- Update on "job descriptions"; only two have been received (Teresa and Ruth) and these will be posted to website (**Jeanette**); **Ruth** to prompt other exec members to send their descriptions

7. Advocacy and leadership (Teresa)

- Exec discussed Arshad's questions regarding the development of a college award and **Teresa** will send our response to Arshad
- Next EDC conference location issues:
 - a. Memorial U. has indicated an interest in hosting in 2009; **Jeanette** will respond positively and request more details re timing
 - b. Durham College has expressed interest in hosting in 2010; **Ruth** will follow up; formal proposal not required at this time

- c. Thompson Rivers U. has expressed interest in hosting in 2011; Ruth will follow up and request a confirmation of interest
 - Ongoing discussions re sharing resources
 - a. Follow up to *Eduwiki* presentation needed with Suzanne Tyson; Ruth will send a message to listserv asking for ideas for needed/wanted resources, will compile and analyse these and send top ten ideas to Suzanne Tyson (Teresa to send Ruth Suzanne's email so Ruth can let her know this will be happening)
 - b. Trevor's proposal to reactivate resource database; Jeanette will contact Trevor to explore the idea (Teresa to send Jeanette Trevor's original email regarding this proposal); note that this idea may connect to Cathy Baillie's work
 - Formal letters of thanks has been sent by Teresa to SFU/Kwantlen
8. Adjournment and **next meeting** Mon June 9, 9-11 (PST), 12-2 (EST) Janice expressed regrets for this meeting; exec meeting at STLHE, **Wed June 18 at 12:15 to 1:15** (lunch); Ruth to contact Alan to request a room and lunch service; all exec to confirm availability for this meeting