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

Minutes of the meeting of the EDC Executive
October 15th, 2008; 9-11 AM (PST); 10-12 (CMT); 12-2 PM (EST)

1. Adoption of the agenda

2. Minutes of previous meeting approved
   a. Ruth will now send approved minutes to Sylvia for posting

3. Budget 2009 discussion (Janice)
   a. Janice reviewed the 2008 financial statement
      i. Carolyn Boss to send Sylvia telephone invoice on a quarterly basis
      ii. Alice will invoice for student assistance on grant program by end of December 08 and this expense will be paid within 08 budget
   b. Janice was warmly thanked for her excellent work on keeping the EDC financial records
   c. The Executive agreed to keep an operating contingency fund of $5,000 as a new line in the budget, to separate it from the operating surplus
   d. Janice to ask Bob Sproule regarding the interest generated by the surplus—does the EDC receive a % of this?
   e. Agreed to increase student bursaries to $1500 (from $1,000) for 09 conference
   f. Executive agreed to set aside $600 to have an EDC logo developed
   g. Executive agreed that, starting with 2009 conference, conference budget will cover ½ of student bursaries; to be reviewed at next meeting when conference budget is available (Teresa to put on agenda)
   h. Budget will be finalized via email over next few weeks, then members’ process will take place electronically
   i. The Executive confirmed that the GM will take place on the Friday 7:30-9:00 pm at STLHE in June 09, and because there is a reception immediately prior, no refreshments will be ordered

4. Conference (Alice, Ruth and Janice)
   a. Jeanette asked to send out an additional call for proposals October 20th
   b. Conference plans are on schedule; website now live and under construction

5. Communications (Jeannette)
   a. Jeanette reported that STLHE has decided to redesign their website to allow each constituent group access to their own pages; because of this initiative, the Executive decided to defer further development on own site domain until such time as existing pages are migrated
      o Jeanette as VC Communications will liaise with STLHE as this project develops; $200 was set aside to finance Jeanette’s training costs when the new site is available
      o The Executive agreed to review the progress of this initiative at the December meeting
   b. Wiki space: $100 set aside to purchase ad-free wiki space

6. Advocacy and leadership (Teresa)
a. Teresa to send get-well gift to Joy Mighty on EDC’s behalf  
b. Teresa to send items to Ruth re Sylvia’s job description  
c. Teresa to give feedback to Shannon on the contents of our contributions to the STLHE list of accomplishments for 2008 to be sent out to the membership  
d. Alice and Teresa to arrange a teleconference to discuss progress on 5 yr plan  
e. All other items deferred to next meeting due to time constraints

7. Adjournment and **next meeting**: November 19th (discussion of member input and finalization of budget)