

**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)