

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

Minutes of the Meeting of the EDC Executive
Tuesday May 12, 2009; 9-11 AM (PST); 12-2 PM (EST)

1. Adoption of the agenda
2. Minutes of previous meeting for approval deferred to next meeting
3. Election results (Teresa)
 - Congratulations to Ruth and Jeanette who have both been acclaimed for a second term
 - Discussion of need for by-law change as per Erika Kustra's report as chair of nominations committee; **Jeanette** will conduct an e-vote in the near future, including time for discussion
4. Receipt and discussion of conference report and budget from Durham (Ruth & Janice)
 - The conference report and budget were accepted pending **Alice's** approval, and the conference co-chairs were thanked for a timely and excellent report
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5. Communications (Jeanette)
 - **Jeanette** will send out an email to the list with the updated time of the AGM: June 17, 730-9 pm, room TBA
 - i. **Ruth** to get an updated membership list from Sylvia for the AGM
 - Follow up with Cathy re resource list (as per Jeanette's email)
 - Logo follow-up
 - i. **Jeanette** to create mock-ups of various options for executive feedback
 - ii. Subcommittee reports come to Secretary, who will add the EDC logo
 - iii. Those wanting to use the EDC logo for official uses will contact the Secretary for the file
 - iv. **Jeanette** will contact Sylvia to have the overview sheet and directions for use posted to the website
 - v. **Jeanette** to send finalized guidelines for use to executive for review prior to posting to web; exec to provide feedback
6. Secretary's update (Ruth)
 - The executive prefer to continue to use teleconferencing
 - i. Cost is minimal (less than \$500 per year)
 - ii. Interaction is maximized
 - iii. Online channels have proven unsatisfactory for various exec members in other contexts
 - iv. **Ruth** to investigate the use of MSN to see if more than two people can be online at once
 - Lapel pins
 - i. **Ruth** to order Rush-It design in silver, order 250 (\$520 + taxes)

- ii. See if we can have made for a gift at the AGM, then GM, thereafter to new members with a welcome letter from Secretary
 - Ruth to send summary of conference bag options to executive prior to next meeting
7. Advocacy and Leadership (Teresa)
- AGM executive meeting; Teresa to invite Sylvia for the whole meeting
 - i. Suggestion that Alice may wish to build on SWOT analysis results (from R. Parsons) in pro-d event at AGM
 - Teresa has requested a reimbursement to the Treasurer as per the motion at the last executive meeting
 - Teresa conveyed a thank you from STLHE for our minutes model and our practice of posting our executive minutes
 - Discussion of STLHE pro-d task force deferred to next executive meeting (Teresa)
 - i. However, executive would encourage this group to discuss the creation/inclusion of more substantial resources to be included on STLHE website
 - At EDC AGM, may seek EDC input (Teresa)
8. Budget 2009 (Janice)
- Reimbursement cheques have been received
 - Janice to have budget update for executive for next meeting
 - Discussion re supplementing the amount we receive (see March 18, 2009 item 9c for wording); further discussion deferred to next meeting when budget is finalized (Teresa)
9. Adjournment and next meeting Monday, June 8, 11:30-1:00 EST; 8:30-10 PST