

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

Minutes Meeting of the EDC Executive
Wednesday, September 16, 2009; 9-11 AM (PST); 12-2 PM (EST)

Regrets: Teresa Dawson; Meeting Chair: Alice Cassidy

1. Adoption of the agenda
2. Minutes of previous meeting for approval: deferred; Ruth to revise Teresa's notes from July meeting and send out for review
3. Communications Update (Jeanette)
 - All executive have now received thank you cards to use
 - Jeanette continues to problem-solve our EDC website presence; still in process due to changes in contact person at USask; hopes to have EDC logo added to site
 - i. The executive reviewed the website to date and thanked Jeanette for her ongoing efforts on our behalf
4. ProD Update (Alice)
 - Alice is still working on updating the Living Plan and plans to have it on the site by February's conference
 - 2009 EDC Grants update
 - 2009 grant recipients have now been announced and cheques are on their way
 - Alice will send a draft motion to the exec for voting upon at next meeting, related to the idea that no project can be funded more than twice by this fund, to reflect its intent as seed money, not ongoing funding
 - Pro-d at meeting at conference
 - Alice to analyze the Living Plan to identify areas that have not been addressed
 - Once topic areas have been identified, will ask executive for ideas to address it; possibly a "mini-roundtable" activity; hope to model new/fresh facilitation techniques
5. TRU Conference Update (Alice and others)
 - EDC Exec meeting at conference – Wed night before conference, for dinner (all need to arrange to fly into Kamloops on Wed afternoon)
 - EDC Meeting at conference – Saturday 1-2:30, between lunch and closing plenary
 - Janice still investigating group rates for flights; Gary Hunt has arranged a promotional code with Air Canada and will send it to listserv
 - Draft call for proposals, academic program
 - Discussion of timing and format for new Idea Exchange; Alice to initiate an email discussion
 - Pre-conference workshops, keynotes, and other updates
 - i. One group has indicated an interest in facilitating a pre-c workshop; Alice to follow up
 - ii. Gary Hunt and team still working on plenary speakers
 - EDC member has offered to volunteer at conference

- Discussion ensued on developing an introductory document for the website: “how can I get involved in EDC?” which would include a “how can I get involved in the EDC conference?” section; **Ruth** to develop a list of volunteer tasks from conference; **Alice** to ask former conference hosts to add items to Ruth’s list; **Jeanette** to draft the overall intro document
6. Secretary’s update (Ruth)
- Experts list developed at GM; **Ruth** to add a brief description of each item
 - i. Will be added to website under documents and note of its existence sent to list serv
 - ii. Need to discuss how it can be kept current and added to
 - Conference bag e-vote; **Ruth** to send Jeanette links to three options; **Jeanette** to arrange e-vote with Sylvia; **Alice** to arrange that Gary Hunt will receive shipment of printed bags; confirmed that TRU will pay for bags picked up at the conference, EDC will pay for excess bags, which will be stored with Sylvia for future members
7. Treasurer's Update (Janice)
- Janice reviewed current budget status and her preparation to meet the following deadlines: Friday, November 20, 2009—2010 EDC Proposed Budget to Bob Sproule and Wednesday, December 2, 2009—Approval of all budgets by STLHE Board of Directors
 - Next meeting (**Teresa**): discuss 2010 budget and arrange e-vote
8. Other business
- Timing of Alice's and Teresa's terms, and the need for elections deferred to next meeting (**Teresa**)
9. Adjournment and **next meetings (note hours for each meeting):**
- Wed Sept 30 11-1 EST; 8-10 PST
 - i. **Alice** has offered to create agenda, as this meeting is soon after Teresa’s return
 - Wed Oct 28 11-1 EST; 8-10 PST
 - Wed Nov 16 12-2 EST; 9-11 PST