

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

Minutes of the Meeting of the EDC Executive
Thursday, February 4, 2010; 9-11 AM (PST); 12-2 PM (EST)
Regrets: Ruth

MINUTES

1. Adoption of the agenda with minor additions
2. Minutes of the January 7, 2010 meeting approved with amendments.
3. General Meeting Agenda (Teresa)
 - There was discussion and finalization of the General Meeting Agenda
 - The General Meeting will be held on Saturday, February 20th 1:00 – 2:30 Clock Tower Theater.
 - Teresa will update per our discussion and distribute revised agenda to executive members
 - Jeanette will send the agenda to EDC members. Jeanette will also add hot links for the collaboratory and P.D. resources to the message.
4. Proposal for 2012 EDC Conference (Teresa)
 - The Executive reviewed the proposal received from a potential host for the 2012 EDC Conference
 - Teresa will acknowledge the receipt of the proposal and thank the potential host. The Executive was impressed with the quality of the proposal. Teresa will contact the potential host to tell them that their proposal has been accepted in principle subject to 1) approval by the EDC Secretary who was not present at the meeting; 2) suggested revisions.
5. Update on Proposal for 2011 EDC Conference (Teresa)
 - A potential host for the 2011 EDC Conference has contacted Teresa again to indicate their continued interest in hosting.
 - Teresa will communicate with them that their proposal needs to be received by Teresa by February 11 for subsequent review by the EDC Executive.
6. Budget (Janice)
 - The 2010 budget was approved by EDC members in an electronic vote process in November, 2009.
 - On Jan 8, 2010, the 2010 EDC budget was also approved by the STLHE Board in an electronic voting process.
 - The executive reviewed the unaudited budget and actual revenue and expenditures for 2009 that Janice provided.
 - Janice will share this financial information at the EDC General Meeting on February 20, 2010
 - It was noted that in the past two years that estimates for revenues were too low and that a deficit budget was presented for approval to the STLHE Board. It was agreed that the

Executive would work on a slightly less conservative revenue budget proposal as well as present a balanced budget to the STLHE Board for 2011.

- Executive will work towards developing a proposal to present to the members at the AGM in June 2010 for beginning to reduce the operating surplus over the next two years. Members will be asked for their input and suggestions at that time.
- It was agreed that at a future Executive meeting, there would be a discussion about potentially broadening the student bursary for the 2011 budget.
- Janice to send the revised budget document to the Executive
- Janice to send a copy of the revised budget document to Bob Sproule and Sylvia Avery to ask them to review the document before it is presented to the members at the General Meeting

7. Communications (Jeanette)

- The following are the results of the recent survey related to preference related to future conference timing.

57 people responded

26.3% had no preference for timing

52.6% would prefer only during the week days

21.1% keep conference timing as it is currently held

- The Executive asked Teresa to communicate with the potential 2011 conference hosts to ask them to consider the results of the vote when they are working on their proposal re potential dates of the conference.
- Jeanette to send a communication to the members telling them about the results of the vote and indicating that these results will be taken into consideration for the planning of future conferences.

8. TRU Conference (Alice)

- Alice has been in constant communication with Gary Hunt and reported that plans are going very well for the conference. There was nothing further to report at this point.
- Alice noted that the Conference Handbook and templates project is nearing completion and will soon be ready for future EDC conference hosts.

9. The meeting adjourned at approximately 2:15 p.m. EST. Next meeting will be held on February 17 in Kamloops.

Future meeting agenda items noted

1. Discuss which correspondence (e.g. thank you notes) should now be transferred to hand written notes instead of email now we have the thank you cards. Develop list (Ruth)
2. Bylaw changes (Jeanette, ongoing)
3. Budget (Janice, ongoing)
4. Subcommittee on ProD once STLHE moves their work forward (Ann and Alice Mac w/ Teresa)
5. Discuss re broadening student bursaries.
6. Discuss potential use of operating surplus for preparation of a recommendation and further discussion by members at the EDC AGM in June