

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

Meeting of the EDC Executive

Wednesday June 23, 2010; 12:00-1:00 PM

STLHE Conference, Ryerson University, Toronto

Invited guests: Nicola Simmons and Paola Borin (newly elected Exec members)

1. Welcome to Nicola and Paola and executive transition plans
 - Nicola and Paola were referred to their job descriptions on the EDC website
 - Ruth to send Nicola and Paola a copy of the EDC executive task calendar
 - Reminder to all to copy Janice on all financial transactions
 - Review of administrative details of executive changeover
 - i. Nicola requested that all email her re outstanding items
 - ii. Need for Sylvia to inform executive when a new member joins to trigger listserv and new membership package (Nicola to discuss with Sylvia)
 - iii. Cheques for new executive travel to be issued (Nicola to request from Sylvia)
 - iv. Payment to U Vic Itc for teleconferences for 2010 (Janice to coordinate with Teresa/Carolyn)
 - v. Alice noted final items she is completing and welcomed Paola to the VCPD role
 - Alice is transferring all files to Paola for conferences, grants, and other PD
 - vi. Jeanette will ensure that new executive members are recognized on the EDC site, and will archive previous executive information, adding Trevor, Andre, and Joy to this archive as time permits
 - vii. Teresa to send Nicola the template for agendas and MOUs
 - viii. Nicola to review the teaching/learning centre list posting plans
2. Minutes of previous meeting for approval (Ruth)
3. Review and editing of EDC AGM agenda and confirmation of tasks for meeting were completed