Minutes of the Meeting of the EDC Executive
Monday, October 4, 2010; 10:00 AM-12:00 noon (Vancouver time); 1:00 - 3:00 PM (EDT)

Regrets: Teresa Dawson
Paola joined the meeting at 2 pm

1. Adoption of the agenda (all)

2. Minutes of previous meeting for approval (Ruth to send for approval after checking re revisions)

3. Action items update from previous minutes (all)
   - Executive drafted 2011 budget; Janice sent finalized draft to exec by Sept 17
   - Confirmation of conference theme; Paola continued to revise with Julian H.
   - Post-conference field trip (train) cannot be offered (not running this year)
   - Preparation for calls for conference sessions, went out Oct 1; Nicola to assist Paola if needed
   - Pre-conference sessions; EDC exec hosts one, conference hosts the other; Paola summarized an idea for extended dialogue among members with similar interests—she will send a draft outline of the idea at a later date
   - Questions arising for the executive; Paola to create a list of information needed from exec over coming months for conference—to come
   - 166 conference bags after 2010 conference; 19 have been mailed out subsequently; in future, new members (as identified on Sylvia’s list) will receive a letter and lapel pin from Secretary (Ruth)

4. Chair’s report (Nicola)
   - Nicola sent a basket of flowering bulbs to Sylvia in sympathy for the death of her mother
   - Submission to STLHE newsletter to be put on website (Nicola to send to Jeanette)
   - Teleconference software update; STLHE using Flash meeting but must be booked in advance; new system seems better; Sylvia can book for us; Jeanette to liaise with Sylvia to book ahead for future meetings
   - TRU final invoice sent, amount still to come; Janice to send resolution email to exec once it arrives
   - Members’ list received from Sylvia; Nicola to request more detail: new members and payment categories be added
   - Calls for new EDC executive positions; at February GM, exec will appoint a person to call a Nominating Committee for the two positions (Secretary and VC Communications) that will come open in June

5. Budget (Janice)
   - Budget
     o 1 comment on draft has been resolved; out to members for vote Oct 15-22, then to STLHE Board in November
     o Discussion re inclusion of projected revenues in future draft budgets; Janice will invite STLHE Treasurer to an exec meeting before the budget is presented to members in June
     o EDC will receive $5,767.85 from the 2010 EDC conference
6. Grants process (Ruth)
   - Grant submissions: Ruth has received all documents from Paola, and now has sufficient numbers of reviewers. **Ruth** will send out proposals for review after submission deadline (Oct 30)
   - Ongoing management of this task; Ruth expressed the opinion that the Secretary’s position could easily include administration of the grant process, as it is somewhat lighter in workload than other roles; we will discuss this further as elections approach

7. 2011 Conference (Paola)
   - Confirmation of conference theme and progress: **Paola** to check with Julian and send email update later this week
   - Conference website: the conference organizers will be encouraged to launch a website as soon as possible

8. Communication (Jeanette)
   - Jeanette is still gathering history from various sources
   - Discussion re the use of some method to track resolutions made by executive, that have future implications
   - Marla has had very good response to request for reviewers
   - Jeanette continues to update and revise website
   - **Jeanette** will add executive email addresses to website

9. EDC year-long calendar re: planning our work (all)
   - The calendar can be used as a tool for planning our meetings
   - During discussion, it was suggested that in transition years, incumbent executive members shadow existing for at least one month
   - **Ruth** to revise calendar with page numbers, footer with date, and column headings on each page

10. Solicit proposals for institute
    - **Nicola** to draft ideas and send to executive; possibly have the institutes as the EDC pre-conference session

11. Next meetings
    - Monday November 1, 1-3 (EST)

12. Adjournment

**Future Meetings**
Monday November 1, 1-3 (EST)
Monday December 6, 1-3 (EST)
Monday January 10, 1-3 (EST)**(no Ruth)**
Monday February 7, 1-3 (EST) (for last minute things pertaining to the conference)**(no Ruth)**
February meeting at EDC in Algoma
Monday March 7, 1-3 (EST)
Monday April 4, 1-3 (EST)
Monday May 2 (or may replace with an in-person retreat)
June meeting – at STLHE in Saskatchewan
Monday July 11, 1-3 (EST)
Monday August 8, 1-3 (EST)