Minutes of the Meeting of the EDC Executive
Monday, March 7, 2011; 1:30-3:00 (EST)

1. Adoption of the agenda; approved with one additional item (#4)

2. Minutes of previous meeting for approval
   - December, January, February 7 minutes: Nicola to prepare finalized copies and circulate for final approval

3. Action items
   - Email from Eileen Herteis re: possible future award for ED Centre newsletters deferred to retreat in May
   - Develop a list schedule of official correspondence (e.g. thank you notes) that now require official EDC letterhead; the official list includes only two items (Chair’s letters to host and host’s administrator after a conference, and Secretary’s notes in new members package); other correspondence as determined by executive members
   - Include ‘job descriptions’ when sending out request for nominations for positions. Jeanette
   - Janice will have conference call with Sylvia and Greg at beginning of February re: final numbers from 2010
   - All to create summaries of respective roles in conference proceedings to be edited at the retreat in May, and then included in conference manual and made available to future executive members

4. Protocols re election materials in two languages
   - After much discussion, the executive agreed to require that executive election materials be posted only in English in future; however, should a Francophone member require translation in order to participate in any way in the process, this will be provided by the EDC
   - Jeanette will draft a document outlining the duties and protocols of the Nominating Committee, addressing the language issue and the issue of soliciting nominees; to be reviewed at the May retreat

5. Budget update (Janice)
   - Janice will clarify Institute expenses with Julian at Algoma
   - The executive decided to continue their practice of posting only the approved budget (not the year-end actuals) to the website

6. Communications update (Jeanette)
   - Jeanette has updated the website with a link to the Algoma conference website under past conferences

7. Secretary’s update re: conference bags, other (Ruth)
   - Approximately 10 EDC conference bags were distributed at the 2011 conference
   - Practice of identifying new members registered prior to the conference assists in determining projected number of bags needed on site
8. Update on EDC conference (Paola)
   - Paola to update the conference manual based on her experience of using it

9. Chair’s report (Nicola)
   - Warm thanks to Paola for her work on the EDC conference!
   - STLHE board discussion of charitable status; it has been decided to move forward on this initiative
   - STLHE is updating website; Nicola has provided a draft of what we would like on our site, and asks all for further input
   - Discussion re: EDC conferences – future to be held at retreat
   - Nicola to initiate a meeting planning Doodle to find a time for April meeting that will allow Paola to fully participate
     - All asked to identify key items from list on agenda for upcoming meetings and retreat

10. Adjournment

Future Meetings
Monday April 4, 1-3 (EST) – change this
Monday May 2 (replace with an in-person retreat)
June meeting – at STLHE in Saskatchewan
Monday July 11, 1-3 (EST)
Monday August 8, 1-3 (EST)