



EDUCATIONAL DEVELOPERS CAUCUS AGENDA OF ANNUAL GENERAL MEETING

February 15, 2018

12:45 pm - 2:00 pm

David Lam Auditorium at the University of Victoria

I. Opening Session

- a. Adoption of Agenda
- b. Approval of Minutes from AGM February Thursday February 23, 2017 (http://www.stlhe.ca/wp-content/uploads/2011/08/EDC_AGM_Minutes_February_2017.pdf)
- c. Business arising from the Minutes

II. Reports from Executive

- a. Report from the Chair: Erika Kustra
 - i. Documents available on website
 - ii. Governance change to executive with inclusion of Vice Chair Awards and Recognition
 - iii. We are continuing with our reach out nationally and internationally, please continue to be EDC ambassadors as you travel and engage in worldwide networks
 - iv. Yesterday we met as an executive to revisit our goals (personal and as a group) and map them onto our Living Plan, specifically the 4 areas of priorities which helps us to organize the annual report.
 - v. Our EDC Treasurer is finishing her term and we are looking for a new treasurer which is an appointed position
 - (1) Tim Loblaw provided a detailed overview of this position including its responsibilities, time commitment, and expectations of the role.
 - vi. Coordinators - we are hoping to include more coordinators as an opportunity for engagement
- b. Vice-chair, Conferences: Celia Popovic
 - i. Thanks to Cynthia Korpan and her team for hosting the 2018 EDC conference
 - ii. This conference has had the largest number of participants (197) ever and over half of these participants are new to the conference.
 - iii. Conference 2019:
 - (1) We do not have a conference host for 2019 but we do have one for 2020.
 - (2) We are going to have a combination of online and regional events for next year EDC. At which point we will consult the membership whether this is a model that we would like to include in moving forward or not.
 - (3) There will be an opportunity to connect in person in 2019 during the pre-conference day at STLHE

- c. Vice-chair, Communications: Maureen Wideman
 - i. Maureen re-iterated our outreach and increasing the number of people who are on the listserv and engaging with EDC.
 - ii. Overview of the number of various mechanisms that we have in place for social media. Membership was reminded to tag us (EDC) when making social media posts that are relevant to the EDC community.
 - iii. We are in the process of redesigning our webpage and expect to launch in fall of 2018.
 - (1) Question from Alice Cassidy - is there a place for the blog review? Maureen responded that yes there is but this function is not often used.

- d. Vice-chair, Professional Development: Jaymie Koroluk
 - i. This position relies heavily on the work of coordinators and is a team effort.
 - ii. A suggestion to familiarize oneself with the EDC guides. There are 2 (two) more guides that will be published soon.
 - (1) A number of these guides emerge from the Action Groups - for example, the Ethical Practices Action Group has a Guide that is forthcoming
 - iii. Hoping to see more connections with our colleague internationally, spoke about recent work with SHED
 - iv. Webinars are a great way to connect and are simple to pull together. Ideas for new topics are invited at any time.
 - v. We have a host for EDC 2019 and a theme...the Great Educational Developer!

- e. Vice-chair, Awards and Recognition: Natasha Patrito Hannon
 - i. Brief overview of portfolio: bursaries, grants, awards, EDGE
 - ii. 6 bursaries (\$3000) awarded this year
 - iii. Iterated the 2 awards to recognize the important work that happens within/across EDC. Encouraged members to submit nominations (self or of others) for awards. The call will be coming out earlier this year (early April), compared to last year, to ensure that we have a huge pool of nominations at the end of the year.
 - iv. Grants program has been around for some time. Kris Knor from MacPherson Institute at McMaster spoke about the grants received in 2017. \$14,500 (21 proposals) were funded this year. Thank you to everyone who submitted and reviewed these proposals.
 - (1) Looking forward to 2018, there is a call out for Spring Grants (due April 30). Cross-institutional collaborations are being encouraged.
 - (2) Reviewers are also being sought.
 - v. Educational Developers Grants for Exchanges (EDGEs) is a pool of funding available to all for participating in an exchange (locally, nationally, internationally) to understand the work of Educational Development. Recipients will receive up to \$2000. We will fully fund 6 exchanges over the next 2 years. This grant came out of the work of the Mentorship Action Group. Information is available on the website.
 - (1) A coordinator, Deb Chen, has agreed to help Natasha in moving this forward.

- f. Secretary: Mandy Frake-Mistak
 - i. As a reminder, minutes from previous Annual General Meetings, General Meetings, and Executive Meetings are accessible online.
 - ii. An update was provided on the number of Action Groups who continue to produce resources such as Guides, webinars, etc.
 - (1) There has been some recent discussion amongst the Executive about the role of the Action Groups and clarity surrounding their organization, term of action, and outcomes. More discussion will be coming forth distinguishing between EDC Action Groups and Communities of Practice.

III. Nomination Process Mandy Frake-Mistak

- a. Two Executive positions (Chair and Vice Chair Professional Development) are coming up for election. Both Erika Kustra (current Chair) and Jaymie Koroluk (current Vice Chair PD) have agreed to let their name stand.
 - i. The EDC Executive is seeking two volunteers to join Carolyn Hoessler (EDC Executive Rep) in forming a Nominations Committee that will organize the upcoming election.
 - (1) Jessie Richards (University of Toronto) - jessie.richards@utoronto.ca
 - (2) Jenn Martin (Niagara College) - jemartin@niagaracollege.ca

IV. Revision of EDC Bylaws Erika Kustra

- a. A number of changes have been made to the Bylaws to stay in alignment with STLHE, of whom we are a constituent group
- b. Motion put forth to accept the changes to Bylaws during this meeting. Motion moved by Emma Borassa and seconded by Rosemary
- c. Erika reviewed each of the proposed changes sequentially
- d. 7.2.10 should be changed to be a separate number
- e. Friendly amendment about reporting to a member that the appointed coordinators will respond to a member of the executive in 7 (points on the coordinators that were removed)
- f. Will change revision to amended at the end
- g. Approval of bylaws unanimous

V. Review of EDC 2018 Budget

https://www.stlhe.ca/wp-content/uploads/2011/08/EDC2018_Budget-Feb2018.pdf

- a. Due to technical difficulties the video prepared by Theresa Southam was not shown during AGM.
- b. Budget was previously sent out via email.
- c. The EDC grants has been added as a budget line but this does not suggest that this will remain forever but as long as we are piloting this for the next 2 years.
- d. Income is primarily through membership fees, we usually have a small surplus from conferences and occasionally institutes.

- e. Amounts are going out are for meeting costs, special projects fund for the executive but that has been opened up to the Action Groups so that they may apply for funding. EDC grants funds, awards, annual conference, bursaries, guides, institute, and exchange.
- f. We try not to keep a surplus beyond a safety cushion

VI. Accreditation Report and Distribution of Certificates Celia Popovic

- a. Brief overview of accreditation and framework
- b. We most recently had a request for review from an university in Australia
- c. Video resources have been added to our website
- d. Certificates were distributed to McMaster, York University, Humber College (x2),

VII. Other Business

VIII. Adjournment - Alice McPherson, Russel Day

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