Board of Directors Meeting
October 15, 2018, 2:00pm ET

Minutes
Draft: October 15, 2018
Accepted: November 19, 2018

Attendees
@Denise S @Laura K @Elana C @Jeanette M @Christine G @Tim H @Brett M @Erika Kustra k @Gavan W @Valerie L

Regrets
@Aline G

Reference Material
- September 2018 minutes: Link
- Problems with current issue of CELT 2018: Link
- Approval process for 2019 STLHE operating budget: Link
- Student Advocacy submissions: Link
- STLHE 2020: Folder Link
- TLN discussion in Basecamp: Link
- Article 6 revisions: Link
- Policy 6 revisions: Link
- Policy 9 revisions: Link
- Signed UA / STLHE agreement: Link
Notes

Agenda

1. Call to order and welcome
   Leader: D. Stockley

2. Approval of the agenda
   Time: 1 min
   Purpose: make a decision
   Leader: @Denise S
   Preparation: Review agenda
   • Agenda approved by consensus

3. Approval of minutes of September 2018
   Time: 5 minutes
   Purpose: make a decision
   Leader: @Denise S
   Preparation: Review September minutes
   • Minutes approved by consensus

4. Chair’s report
   Time: 5 minutes
   Purpose: share information
   Leader: @Denise S
   Preparation: none.
   • Denise notes that the E21 meeting occurring next Monday in Ottawa; she is attending
   • Denise is attending a full-day meeting related to academic materials on the following day

5. CSEC update
   Time: 5 minutes
   Purpose: share information
   Leader: @Denise S
   Preparation: none.
   • This is an information update.
   • A reminder that no STLHE member came forward to be elected as chair.
   • There is no current chair.
   • Without a chair and without approved bylaws, the board will be in the position to dissolve CSEC in December.
   • Valerie notes that she has canvased potential parties for chair without any interest.
   • Christine notes that AQPC is interested in collaborating with STLHE
6. Report: Bilingualism
Time: 15 minutes
Purpose: Share information
Leader: @Christine G
Preparation: None noted

- Christine notes willingness of STLHE 2019 organizing committee to support bilingualism.
- Has been in touch with Heritage Canada for securing conference support; still working on this and may need Denise to step in to assist.
- Thinking about a bilingual STLHE 2019 pre-conference; topic could be blended learning.
- Considering using money related to bilingualism strategy for the pre-conference
  o Denise noted that the money for the bilingual strategy still needs to be earmarked for specific projects; to be discussed in the December board meeting.

Floor opened to questions
- Jeanette notes that a sponsorship letter in French is planned for STLHE 2018

Time: 15 minutes
Purpose: Share information
Leader: @Dianne B
Preparation: (update, October 15) Review “Problems with current issue of CELT 2018” document

- Dianne reports that CSoTL is on-track.
- Dianne introduces some challenges with current issue of CELT and looking for guidance on how to proceed with providing feedback to current editorial board.
- Dianne will follow-up with current CELT editorial board with feedback.
- Update provided on Green Guides.

8. 2019 Operating Budget Instructions
Time: 10 minutes
Purpose: Share information
Leader: @Elana C
Preparation: Review “Approval process for 2019 STLHE operating budget” document

- We will meet in December to approve the budget
- It is the responsibility of the full board to create and approve the budget (not the Treasurer)
- Elana will be reaching out to people identified in the operating budget document for 2019 updates
- Budgets required from board members ASAP

Time: 15 minutes
Purpose: Share information
Leader: @Valerie L
Preparation: None noted.

Awards Ceremony

- Valerie notes that the award process at STLHE 2018 was effective
- Valerie worked closely with Jeanette to coordinate; will do this again
- Slides will be used again; translated into French

3MNTF

- Nominations closed
- Deb Dawson taking over coordination

3MNSF

- Cynthia Korpan has created a month-by-month outline for the award coordination
- Call to be sent out shortly

D2L Award

- Award application package will be due mid-January to allow appropriate amount of time for adjudication
- Should improve timing of award announcement

Knapper Lifetime Achievement Award

STLHE Outstanding Volunteer

- Coordinated by Valerie

SoTL Poster Award

- Denise is in communication with Pat Rogers to ensure she is aware of the name change (was called Pat Rogers Poster Award), but no updates yet

TAGSA award

- nothing to report

Alan Blizzard Award

- Website updated and translated with new criteria and description
- Call for award coordinator will be going out shortly (when criteria have been updated)
- Call for awards will also going out shortly
- If any board member knows of anyone interested in taking on role of coordinator, Valerie would be happy to speak with them

Floor opened to questions

- Brett asks about SoTL poster award; SoTL Canada has been developing an award rubric
  - SoTL Canada asks if there will be a small monetary award, supported by STLHE
- Valerie noted that this was discussed, and it was decided (at the time) that the award was to remain a certificate; open to future discussions on different kinds of recognition.
MOTION (Moved by V. Lopes, Seconded by J. McDonald): I move that STLHE commits to sponsoring the Alan Blizzard Award in the amount of $5,000.00 for the next 3 years – 2019, 2020 and 2021.

Y: 10
N: 0
A: 0

• Motion passes unanimously.

10. Select Student Advocacy board member
Time: 20 minutes
Purpose: Make a decision
Leader: @Gavan W
Preparation: Review two submissions for Student Advocacy role

MOTION (Moved by G. Watson, Seconded by J. McDonald): I move that the meeting move to an in camera discussion for agenda item number 10, selecting a student advocacy board member.

• Motion passes unanimously.

11. STLHE 2020
Time: 15 minutes
Purpose: Make a decision
Leaders: @Laura K & @Elana C
Preparation: Review three documents: 1) Ottawa Bid - STLHE; 2) Proposal Shaw Centre and; 3) STLHE Conference 2020 SWOT

• Laura reviewed SWOT
• Elana noted the opportunity cost of organizing the conference high

Floor opened to questions

• Jeanette asked what conversation has taken place with Carleton University & U of Ottawa
• Erika notes that POD has a model of a committee organizing a conference with a local committee
• EDC in discussion of with U of Ottawa hosting 2021 EDC conference
• Gavan shared his discomfort with approving a motion to approve hosting the conference with the level of detail in the information provided
• Elena and Laura will go forward and bring a budget to the board for November

12. December Face-to-Face Board Meeting
Time: 10 minutes
Purpose: Share information.
Leader: @Denise S & @Gavan W
Preparation: None.

• Not a regular meeting and no regular business will take place (November and December meeting still occurring)
• This day is turning approved money and resources into action
• Timing: Start on Sunday 3-4pm, done by Monday 4pm
• Denise will arrange a group booking
• STLHE will pay for a hotel meeting Sunday night
• Board members can go ahead and book flights

13. Approve changes to Article 6 and Policies 6 and 9 resulting from the addition of Teaching and Learning Networks
Time: 15 minutes
Purpose: Make a decision
Leader: @Jeanette M
Preparation: Read discussion in Basecamp; review revised article 6, policy 6 and 9 (in Dropbox, linked in Basecamp discussion and above)

MOTION (Moved by J. McDonald, Seconded by B. McCollum): I move that we approve updates to Article 6 with any further Board changes.
  • Motion passes unanimously.

MOTION (Moved by J. McDonald, Seconded by V. Lopes): I move that we approve updates to Policy 6 with any further Board changes.
  • Motion passes unanimously.

MOTION (Moved by J. McDonald, Seconded by X): I move that we approve updates to Policy 9 with any further Board changes.

14. Renewal of Letter of Agreement with University Affairs
Time: 5 minutes
Purpose: remind board of our agreement, note that it is expiring at the end of 2018, and seek approval to continue the partnership and renew the letter of agreement.
Leader: @Jeanette M
Preparation: Review UA / STLHE agreement to familiarize self with its terms

• Item moved to November board meeting

MOTION (Moved by J. McDonald, seconded by X): I move that the Board approve a continued relationship and a renewed letter of agreement with University Affairs as one of the Society’s media partners.

15. Other business

Meeting adjourned at 3:47pm ET

Next board meeting
Monday, November 19, 2:00-3:30pm Eastern
Decisions

Action items

Items for next meeting