Board of Directors Meeting
September 2018, 2:00-3:30pm ET

Minutes
Draft: September 17, 2018
Accepted: October 15, 2018

Attendees
@Denise S, @Laura K, @Elana C, @Gavan W, @Tim H, @Jeanette M, @Aline G, @Erika Kustra k, @Dianne B, @Brett M, @Christine G

Regrets
@Valerie L.

Reference Material
- June 2018 minutes: Link
- Alan Blizzard Award Revised Criteria: Link
- Policy 1, September 2018 track changes version: Link
- Policy 10, September 2018 track changes version: Link
- New group affiliate status, background document and application form: Link
- Article 6, September 2018 version: Link
- Policy 6, September 2018 version: Link
- Policy 9, September 2018 version: Link

Notes
Agenda

1. Call to order and welcome
   Leader: D. Stockley
   - Called to order: 2:03pm ET
   - Denise officially welcomed all new and re-elected board members: Elana, Valerie & Laura

2. Approval of the agenda
   Time: 1 min
   Purpose: make a decision
   Leader: D. Stockley
   Preparation: Review agenda
   - Agenda approved

3. Approval of minutes of June 2018
   Time: 5 minutes
   Purpose: make a decision
   Leader: D. Stockley
   Preparation: Review June 2018 minutes
   - June 2019 minutes approved by consensus

4. Chair’s report
   Time: 5 minutes
   Purpose: share information
   Leader: D. Stockley
   Preparation: none.
   - Denise attended HERDSA in July
   - STLHE executive retreat held in August
   - Denise notes that the board now needs to engage with the work of enacting the newly-approved expenditures.
   - With no F2F EDC conference in February, there is possibility to meet in November
     - Doodle poll will be sent to board to consider if meeting in November for a full-day can be scheduled
   - E21 having first symposium on artificial intelligence in Ottawa; Aline will send an email with additional information to the board.

5. Report: Awards Portfolio
   Time: 10 minutes
   Purpose: Share information
   Leader: @Valerie L-
   Preparation: No preparation
6. Report: Partnerships Portfolio
Time: 10 minutes
Purpose: Share information
Leader: @Jeanette M
Preparation: No preparation
SIGs
- In June board approved Science Teaching and Learning SIG group; they are awaiting information about teaching and learning networks (TLN) as proposed for this meeting before proceeding; they could decide to become a TLN rather than a SIG
- After June conference, a STLHE member reached out to Jeanette about forming a part-time instructor SIG
- Current SIGs have been informed about slate of board meetings and STLHE-grams publication schedule for the coming year.

3M
- Current agreement comes to an end this year, work needs to be done on reviewing and continuing the agreement.

Work with awards portfolio
- Would like to develop letters of agreement with Valerie to outline responsibilities for new, incoming award coordinators.

Multi-year conference sponsorship
- Looking to secure 2-3 year agreements from sponsors
- Expectation for sponsors outside conference

7. Alan Bilizzard Award
Time: 15 minutes
Purpose: Provide feedback, make a decision
Leader: @Valerie L, @Jeanette M
Preparation: Review revised award criteria
Jeanette brought this item forward on Valerie’s behalf
- Valerie has revised the wording of award to:
  - include all forms of higher education in Canada
  - broaden what is considered as collaboration
- Added more clarification for the application package
- Criteria have been omitted from the award description; the criteria would be revised in time for the adjudication of the award.
- Jeanette notes that the announcement of the award might need to be made earlier (currently listed as December) if submission deadline is in January
  - @Denise S asks @Elana C to confirm that the $2000 is in the budget—it might have been increased to $5000?
  - There needs to be confirmation on the total amount; how much has been put aside for admin side / award winner travel.
- Jeanette noted that the board considered approaching Steelcase as a sponsor of this award; this could happen after the award description is revised
8. Policy 1 - revised to simplify membership fee details
Time: 10 minutes
Purpose: Make a decision
Leader: @Gavan W
Preparation: Review September 2018 track changes version of Policy 1

- n.b.: any revisions to Policy 1 need to be approved by the general membership at an AGM; we can approve these revisions, which makes them a “working version” until our next AGM in 2019.

MOTION (Moved by: G. Watson, Seconded by E. Kustra) I move that revisions to Policy 1 - Membership proposed in the September 2018 board meeting be approved.
Motion Passes: 10 Yes, 0 No, 0 Abstain

9. Policy 10 - revised to add details on communication type and length of elapsed time in process
Time: 10 minutes
Purpose: Make a decision
Leader: @Gavan W
Preparation: Review September 2018 track changes version of Policy 10

MOTION (Moved by: G. Watson, Seconded by A. Germain-Rutherford) I move that the board approve the adoption of the proposed revisions of Policy 10 - Civility as proposed in the September 2018 board meeting.
Motion Passes: 10 Yes, 0 No, 0 Abstain

10. Affiliated Status: New Group Option
Time: 30 minutes
Purpose: Approve concept of new group and application form
Leader: @Jeanette M
Preparation: Review: Background Document; revised Articles and Policies and; Motions.

- The addition of new group would impact Article 6, Policy 6 and Policy 9
- Approval of this proposed new affiliate will changes how groups are organized
- Jeanette reviewed the background document

MOTION (Moved by: J. McDonald, Seconded by G. Watson) I move that we approve the new category of Affiliated group category “Teaching and Learning Networks” with changes agreed upon by the Board.
Motion Passes: 10 Yes, 0 No, 0 Abstain

- Floor opened to questions.
- Aline wonders if Jeanette has been approached by anyone interested in creating a group in this category.
  - Jeanette notes that at the time that when constituency groups were initially described by the board, this was a category that wasn’t considered, but interest has emerged.
  - Acknowledges that this could be a way for more *ad hoc* groups to come together and dissolve with (relative) ease.
  - Denise notes that she was approached at EDC 2017.
- Brett recommends that under “Structure” to consider a minimum number of institutions represented rather than individuals—avoids 5 people from one institution creating a teaching and learning group.
  - Jeanette notes that the intent was to be as flexible as possible and adding institutional requirements might limit.
  - Brett asks if the threshold of 5 people is too low; is 8-10 a better number?
- Denise would like a line in the document that requires open membership — that a TLN is intended to reach a broader audience and needs to be open to accepting members.
- Denise asks if TLNs should re-apply every 3-5 years to maintain active status?
  - Jeanette suggests that 3 year time-frame would work.
- Language under TLNs in article 6 will be updated with information agreed upon by group, including:
  - Increasing the group threshold to 8 or 10, from different institutions and / or regions
  - Re-applying every 3 years to maintain active status
  - Some language about being open to members to join or describe a process how members will be able to join the TLN.
- Motions to approve revised Article 6, Policy 6 and Policy 9 will be posted to Basecamp for discussion and revision before October’s Board meeting.

**MOTION** (Moved by: J. McDonald, Seconded by X) I move that we approved revised Article 6 as proposed accounting for any changes agreed upon by the Board.
Motion X: X Yes, X No, X Abstain

**MOTION** (Moved by: J. McDonald, Seconded by X) I move that we approved revised Policy 6 as proposed accounting for any changes agreed upon by the Board.
Motion X: X Yes, X No, X Abstain

**MOTION** (Moved by: J. McDonald, Seconded by X) I move that we approved revised Policy 9 as proposed accounting for any changes agreed upon by the Board.
Motion X: X Yes, X No, X Abstain

11. Update on Student Advocacy Role appointment
Time: 10 minutes
Purpose: Share information
Leader: @Gavan W  
Preparation: Review notes below.

- There are two years remaining in SA board role  
- The board can appoint for the remaining term  
- Planned process:
  - Open call to STLHE listserv, with these details: two-year term, put name forward, 250 word submission, board will appoint role  
  - Call goes out September, two-week turn-around, goal is to appoint in October  
- We need to ensure that student understands workload  
- Question to consider: noting "heaviness" Ontario and Quebec board members, how do we address this in who we appoint (if at all)?

Floor opened to questions  
- Erika notes that sending out to Listserv will ensure wide dispersal of the announcement  
- Gavan suggests that an email via WildApricot to be sent and announcement in STLHEgram in addition to ListServ to ensure all members receive notice  
- Estimate of workload: required to attend 1 meeting a month, from September-June, two of which will be in person requiring travel; this commitment normally results in 8-15 hours of work a month.  
- Dianne notes that it should be clear that the board will appoint in the announcement.

12. Reminder about Dropbox  
Time: 10 minutes  
Purpose: Share information  
Leader: @Gavan W  
Preparation: Review notes below.

Data security, privacy
- Tim Howard and Gavan Watson are Dropbox admins for STLHE  
- As admins, we have the ability to assume board members' identities and access their STLHE Dropbox account  
- This is only used for data security and management (e.g. being able to un-delete shared filed)

Access to Dropbox
- All board members have access to Dropbox  
- In addition, as per Policy 6, affiliate groups can each have their own Dropbox account; if you are an affiliate group chair, please check to see the Dropbox account is being used  
- Please ensure that you’re archiving all relevant STLHE-related materials in the Dropbox account
13. STLHE 2019 site visit update
Leader: Laura

- Are on-site for the 2019 site visit, things are going well so far
- Staying at conference hotel, visited RBC convention centre
- Much more information to come as Denise and Laura complete the site visit
- Brett asks that to help ensure constituency groups to get a time for their meeting, that these meetings don’t overlap with other constituency groups
  - Noting limits of space and time that the organizing committee faces, Denise and Laura will communicate this
- Laura and Denise to also investigate what is the extra cost of hosting “extra meetings” if being hosted at a conference centre—noting that there is an extra charge for booking room space at conference centres

14. STLHE 2020
Leader: Laura

- Looking to the Ottawa area to begin for hosting the 2020
- Laura will work with Elana to prepare a proposal to bring to board for 2020 proposal
- Decision to be made in October

15. Other business

- Dianne asks all board members to please review CELT publication and provide feedback on Volume 11; will be an agenda item in October.

Meeting adjourned at 3:27pm ET

Next board meeting
October 15, 2:00-3:30pm Eastern

Decisions

Action items

Items for next meeting