



## STC Chicago Administrative Council Minutes

Panera Bread 1600 16th St, Oak Brook, IL 60523

August 13, 2016 9:30 a.m.

Meeting Business		
1.	Call to Order	<ul style="list-style-type: none"><li>9:31 a.m.</li></ul>
2.	Attendees	<ul style="list-style-type: none"><li>Elizabeth L. Burke, Elizabeth Gecas, Pete Wagner, Francis Bao, MaryKay Grueneberg, Linda Jansak</li></ul>
3.	Minutes from Previous Meeting	<ul style="list-style-type: none"><li>Tabled for next meeting, <b>need to send June 2016 meeting minutes with next Agenda</b></li></ul>
4.	Consent Agenda and Financials	<ul style="list-style-type: none"><li>For Consent Agenda and Financial information, contact Pete Wagner at treasurer@stc-chicago.com.</li><li>6/20 \$567.18 for Manny's Ale House, Elmhurst (June meeting)</li></ul>
5.	Announcements	<ul style="list-style-type: none"><li>Thursdays at STC – July 7, 2016 Downtown Chicago location cancelled in July Downers Grove location cancelled in July 3 attendees at Jason's Deli in Schaumburg ? attendees at Noodles &amp; Co in Lincolnshire</li><li>Thursdays at STC – August 4, 2016 Downtown Chicago location cancelled in August ? attendees at DuPage Inn in Downers Grove 4 attendees at Jason's Deli in Schaumburg ? attendees at Go Roma in Lincolnshire</li><li><i>Chapter Membership Renewal Discount</i> program - As with last year, anyone who renews their STC membership and selects STC Chicago as their chapter before 12/31/16 will receive ½ off all program meetings from the time they renew through the end of 2017.</li><li><i>New Member Recruitment Contest</i> launch - The member who brings the most non-members in total to program meetings between September and December of 2016 will receive 4 free meetings - one per quarter for 2017 (this excludes the banquet and the prize is non-transferrable). Officers are ineligible.</li><li><i>Meet the Managers</i> program launch - Beginning with the September chapter meeting, each monthly chapter meeting will have one or two of the committee managers give a 3-5 minute overview of what their committee does and how people can help (in bite-sized pieces). This will be followed up by an article in the following Byline highlighting that/those committee(s) as well. MK) Participation Incentive Program launch - details to be shared at AC meeting and will be announced in the August <i>Byline</i>.</li><li><i>VIP (Volunteer Incentive Program)</i> launch - Beginning August 15, 2016, and going through June 1, 2017, every member that contributes to the chapter will be entered</li></ul>

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		<p>into a raffle for a special gift card (specifics to be announced at a later date). Winner will be drawn at the end-of-year celebration and business meeting in June, 2017. Members get one raffle ticket for every time they volunteer (for example, one ticket for an article written for <i>Byline</i>, one ticket for being a competition judge, one ticket for doing check-in at a program meeting, ...and the list goes on). Committee managers and all members (except officers) are eligible for the drawing. Full details will be announced in an article in the August <i>Byline</i>.</p>
6.	<b>New Business</b>	<ul style="list-style-type: none"> <li>• (ELB) Secretary/Webmaster roles – Mandy shared with me that she might need to step down due to limited meeting locations. I would like to discuss options, however, I did ask that if Mandy <b>needed</b> to step down from the Secretary role would she be willing to take on webmaster role. Mandy agreed. In a conversation, Cheri Gerlach volunteered to take on Secretary role. Per the Bylaws, the President can appoint a new officer with approval of the AC. (DD) Friendly reminder: Please notify Elaine Gilliam at Big STC when changes are approved. <b>Update: Majority approval to appoint Cheri as Secretary, contacted big STC with update.</b></li> <li>• (MK, ELB) Competition - Society has initiated changes to the Chapter-level competitions. Dates and fees <i>must</i> now be consistent for all local competitions. New fees: \$100 STC Chicago members, \$125 other STC members, \$50 full-time students, \$175 non-members. This has the potential to impact participation. We need everyone's help to publicize the competition and solicit entries. <b>Update: At least one other chapter is offering early bird discount.</b> <b>Majority approval for \$25 early bird discount for entry by 9/28.</b></li> <li>• (ELB) STC Calendar - Found a number of entries from a Stephanie Woods in the STC Calendar. With further research, found an e-mail in the STC Chicago Inbox indicating this person/group had shared their calendar with us. For some reason, Google automatically shared the calendar – with no acceptance required. I removed all entries and declined the sharing.</li> <li>• (ELB) CETS - Giveaways for CETS, we are providing a copy of SnagIt, a Kindle, and a gift basket of STC branded items.</li> <li>• (ELB) CETS - Tickets for CETS, we have a couple of free tickets for CETS. <b>Update: Pete and MaryKay will each use one of the available tickets. Elizabeth B will send an announcement by Saturday evening for the remaining two tickets.</b></li> <li>• (ELB) CETS - Representation at CETS, we also need someone to represent STC during the lunch time meet and greet the hosting organizations.</li> </ul>

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		<p><b>Update: MK will cover the table during the morning, and Pete will cover the table representation during lunch.</b></p> <ul style="list-style-type: none"> <li>(MK) Approval needed - Jack Molisani has submitted his approximate flight (\$316 on Southwest) and hotel cost (\$140) for the Sept meeting.</li> </ul> <p><b>Update: Majority approved; MK contacted Jack with approval notification.</b></p> <ul style="list-style-type: none"> <li>(MK) Approval needed - I would like to purchase a portable screen to use at venues that do not have a screen. Cost will be approximately \$100 (currently on sale for \$87.99 at Best Buy).</li> </ul> <p><b>Update: Majority approved; MK will purchase within the week.</b></p> <ul style="list-style-type: none"> <li>(ELB) I would like the AC officers to write articles for the <i>Byline</i> on a rotation basis, highlighting the role to encourage members to run for office. VP-October, Treasurer-December, Secretary-February, IPP-April.</li> <li>(ELB) If any AC member would like to recommend members for DCSA, please contact me soon.</li> <li>(ELB) We will review the membership list for eligibility for Associate Fellow and Fellow submissions.</li> <li>(ELB) CAA, I will post so that everyone can contribute and we can avoid the last minute chaos.</li> <li>(ELB) Need to obtain everyone's email and phone number contact information.</li> </ul> <p><b>Update: Still need Betsy M, Josée M, Mandy M, Bill Leavitt.</b></p>
7.	<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i>.</li> </ul>
8.	<b>Unfinished Business</b>	<ul style="list-style-type: none"> <li>(JH) Need to find new host or discontinue downtown First Thursday. John will be out of town July and Aug. After that, his work situation does not allow him to commit to hosting. Check with John.</li> </ul> <p><b>Update: Pete will take the lead for downtown.</b></p> <ul style="list-style-type: none"> <li>(ELB) Need volunteer to take on Social Media (formerly PR) role. Thought Kayla was taking on role, but she communicated through Jessica that she would like to assist occasionally but cannot take on full role. Will solicit volunteers and reach out to potential volunteers. Linda will put this in the <i>Byline</i>. Also, send blast to Constant Contact list.</li> </ul> <p><b>UPDATE: Complete</b>, contacted Kayla twice, no response.</p> <p><b>Mandy will take over Webmaster role.</b></p> <ul style="list-style-type: none"> <li>(MK, AE) Website Hosting - MK gave contact information to Adam. Adam and Jessica will work with Big STC over the summer months to get the hosting conversion started. (AE): I've officially hit a roadblock with Big STC and am unable to get a response from Kobla. I can provide the email conversation, if necessary. MaryKay will contact Bernard.</li> </ul> <p><b>UPDATE: Still in progress</b> - have reached out to Bernard. No new progress yet, though.</p>

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		<ul style="list-style-type: none"> <li>IRS 990 form filed - John to submit to Big STC. Audit to take place in May. Elizabeth will follow up with John on the audit. <b>UPDATE: Complete</b>, the Society received and confirmed receipt of IRS 990 form.</li> <li>CARA's request to have job bank subscription - Betsy heard back from National STC about setting up a subscription. On hold for now. <b>UPDATE: Complete</b>, the Society announced a new option for job postings. Elizabeth communicated new option with Lisa at CARA. Item considered closed.</li> <li>2yr Planning Meeting needs to be scheduled for this summer. Elizabeth will schedule date and report at June AC meeting. July 16 early morning Elizabeth will email agenda. <b>UPDATE: Complete</b>, met July 16 and distributed meeting plan. Add projector (for meetings) with multiple ports/adaptors to the wish list. Also, look at portable screens.</li> </ul>
9.	<b>Other</b>	Consent Agenda - Include in Agenda / Minutes
10.	<b>Next Meeting</b>	September 10, 2016 @ 9:30-11 a.m. Barnes & Noble Woodfield Plaza Shopping Center 590 East Golf Road Schaumburg, IL 60173 847-310-0450
11.	<b>Adjourned</b>	10:34 a.m.

## Committee Reports

<b>Alliance</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>Attended regularly scheduled calls with Steering Committee</li> <li>Developed preliminary plans for "All Alliance" member meeting</li> <li>Attended monthly Meet the Alliance at Willis Tower networking events</li> <li>Updated Alliance Twitter site</li> </ul> To do: <ul style="list-style-type: none"> <li>Continue planning "All Alliance" member meeting</li> <li>Discuss ideas for the next large-scale Alliance event, tentatively scheduled for the 2nd Quarter of 2017</li> </ul>
<b>Bylaws Review</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>Most recent revisions to Bylaws were ratified by members in April 2015.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Committee will follow AC guidance on when to start process for next review.</li> </ul>
<b>Byline</b> <i>Michael Burke</i>	Completed: <ul style="list-style-type: none"> <li>Reviewed past issues and procedures created by Linda K. to prepare for first issue.</li> </ul>

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	<p>To Do:</p> <ul style="list-style-type: none"> <li>• We will release the next issue on August 22.</li> <li>• Need articles from President, Program Manager for Sept. program, this year's program schedule, eLearning Showcase summary, Competition program, Workshop, new programs being launched</li> </ul>
<p><b>Competition</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended several competition manager calls with Big STC regarding the new changes that are being rolled out. Will discuss impact at the AC meeting.</li> <li>• Updated the website competition pages.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Write Call for Entries blurb for the website home page</li> <li>• Write a Call for Entries and Call for Judges article for Byline</li> <li>• Attend the monthly Competition Managers call with Elaine and Kit</li> </ul>
<p><b>eLearning Showcase</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended weekly conference calls for 2016 CETS planning</li> <li>• Worked with sponsors and exhibitors to prepare for setup at venue</li> <li>• Collaborated with teams on registration, venue, and "day of" prep</li> <li>• Updated CETS social media sites to promote the event</li> <li>• Submitted signage, badges, and lunch tickets to printer</li> <li>• Created layout for exhibit space</li> <li>• Collected contact info for event app</li> <li>• Collected survey info from CARA for event app survey</li> <li>• Purchased prizes for giveaway at end of day</li> <li>• Collected prize info from host orgs</li> </ul> <p>To do:</p> <ul style="list-style-type: none"> <li>• Attend Planning Committee conference calls</li> <li>• Update CETS website and social media sites as needed</li> <li>• Promote the event</li> <li>• Pick up and deliver printed materials</li> <li>• Assist exhibitors on day of event</li> </ul>
<p><b>Historian</b> <i>Bill Leavitt</i></p>	<p>No report submitted.</p>
<p><b>Immediate Past President</b> <i>Betsy Maaks</i></p>	<p>No report submitted.</p>
<p><b>Internship</b> <i>Elizabeth Gecas</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul>
<p><b>Membership</b> <i>Dan Dornbrook</i></p>	<p>Total Members: 133 – down from 138 a year ago  Student Members: 10 – down from 11 a year ago  Retired Members: 6 – no comparable number for a year ago  New TC Professional Members: 8 – unchanged from a year ago  New STC members since previous AC update: 3  <i>New member contact information to provided to Social Media Committee (for updates to Constant Contact) when new committee manager is approved.</i></p>
<p><b>Mentoring</b></p>	<p>Completed:</p>

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<i>Josée Martens</i>	<ul style="list-style-type: none"> <li>No interview requests came in.</li> </ul>
<b>Nominating</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Provided names of current committee members (Dan Dornbrook, Cheri Gerlach, Cynthia Laughlin, Linda Jansak) for update to email assignment list. (Unknown to us, Nominating Committee alias was sending all messages to one former committee member and none to current members.)</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Begin preparations for spring 2017 chapter elections as indicated in Bylaws.</li> </ul>
<b>President</b> <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Wrote article for June Byline about CARA</li> <li>Attended Society Virtual Leadership Day, presented CAA information for MaryKay</li> <li>Met with Elizabeth G. to discuss options to accommodate Secretary role</li> <li>Reached out to Kayla regarding Social Media Committee role, no response. Mandy will take on Webmaster role</li> <li>Attended multiple meetings regarding changes in Competition by Society</li> <li>Conducted 2-Year Strategic Planning meeting</li> <li>Shared 2016 offer to CARA and TEKsystems regarding one free attendance to one program for TechComm consulting firms</li> <li>Met with CARA group and MaryKay regarding the Fall workshop</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Reach out to consulting firms and share 2016 offer for one free attendance to one program for TechComm consulting firms</li> <li>Continue to update Officer and Committee Manager handbook</li> <li>Attend monthly Society level conference calls regarding the Competition</li> <li>Write articles for Fall issue of Byline</li> <li>Research those eligible for Associate Fellow and Fellow</li> </ul>
<b>Programs</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Have been reaching out to potential speakers.</li> <li>Have secured the venues for September (Olive Garden, Downers Grove) and October (Ram, Schaumburg)</li> <li>Created a basic plan for the program year.</li> <li>Had a planning call with CARA to discuss particulars for the October 1 Career workshop.</li> <li>Secured speaker (Jack Molisani) for the September chapter meeting. Topic: "7 Career Lessons I Learned from Selling Ginsu Knives" to be held in Downers Grove on Sept. 29.</li> <li>Planned out details for rollout of new Participation Incentive Program - to be launched Sept 1 through Dec 31.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Continue to work on and finalize the 1st half of the program year plan</li> <li>Secure the meeting venues for November (Parthenon, downtown) and December (tbd)</li> <li>Finish article on VIP program launch for August Byline</li> <li>Finish article on Meet the Managers program launch for August Byline</li> </ul>
<b>Scholarship</b>	No report submitted.

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	<ul style="list-style-type: none"> <li>• Finish article on the Membership discount program and New Member Recruitment program for August Byline</li> </ul>
<i>Betsy Maaks</i>	
<b>Social Media</b> <i>Elizabeth Gecas</i>	<i>Formerly Publicity / Online</i> Nothing to report this month.
<b>Sponsorships</b> <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> <li>• Helped with obtaining sponsors for eLearning Showcase</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Secure sponsors for first half of program year once schedule is finalized</li> </ul>
<b>Treasurer</b> <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> <li>• Knowledge transfer from John Hartigan.</li> <li>• Pete is authorized on TCF bank account. Left John on for the short term, until Pete is sure that everything is up and running.</li> <li>• August Treasurer's report down on Googledrive in the <b>Treasurer Documents / 2016 Budget Materials</b> folder.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Pete needs to order STC debit card.</li> </ul>
<b>Vice President</b> <i>Elizabeth Gecas</i>	Completed: <ul style="list-style-type: none"> <li>• Attended and contributed to two-year strategy meeting.</li> <li>• Met with Elizabeth B. to discuss options to accommodate Secretary role.</li> </ul> To Do: <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Webmaster</b> <i>Mandy Morgan</i>	No report submitted.