



STC Chicago Administrative Council Minutes

Barnes & Noble, 590 E Golf Rd, Schaumburg, IL 60173

September 10, 2016 9:30 a.m.

Meeting Business		
1.	Call to Order	9:46
2.	Attendees	Elizabeth Burke, Elizabeth Gecas, MK Grueneberg, Michael Burke, Cheri Gerlach
3.	Minutes from Previous Meeting	June Minutes - Majority Approved August Minutes - Majority Approved
4.	Consent Agenda and Financials	See September Treasurer's report on Googledrive in the Treasurer Documents / 2016 Budget Materials folder for details. <i>8/13/16, \$103.33 Linda Jansak CETS 2016 prizes - Majority Approved.</i>
5.	Announcements	<ul style="list-style-type: none"> Thursdays at STC – September 1, 2016 2 Downtown Chicago (Pete) ? Downers Grove (Betsy) 3 attendees at Jason's Deli in Schaumburg (Dan) ? attendees at Noodles & Co in Lincolnshire (Malcolm?)
6.	New Business	<ul style="list-style-type: none"> (ELB) October Newsletter - Officer and Committee Articles - Secretary and Scholarship <i>Cheri will submit an article to Michael by the end of September</i> (ELB) If any AC member would like to recommend members for DCSA, please contact me soon. <i>Anyone with suggestions should let Elizabeth know.</i> (ELB) Found 4 members who are possibly eligible for Associate Fellow. Reached out to them and encouraged them to apply. (ELB) The 2016 CAA application and guidelines are posted to our Google drive. Please contribute to the document. (DD) STC website (stc.org) now provides much less information about chapter members. Depending on which link I click in my profile (under Account History, of all places), we have either 210 members or 65 members. Membership types (such as student or retired) are no longer listed, and contact information is no longer provided (only names and effective dates). If these changes persist, member lists may be less useful to chapter officers and committee managers than they have been until now. <i>STC Society-level is aware of issues and working on a fix.</i>

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		<ul style="list-style-type: none"> (MK) We need a downtown venue for the November meeting (the Parthenon has shut down). Anyone have any ideas? <i>MK will reach out to Adam for suggestions. Failing any, we will see if we can get the Carleton.</i>
7.	Committee Reports	<ul style="list-style-type: none"> Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>.
8.	Unfinished Business	<ul style="list-style-type: none"> (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. UPDATE: Have begun discussions with Bernard. We will not be able to proceed until Big STC's website migration is completed (and that appears to be taking quite a bit of time).
9.	Other	<p>(MK) It has been hard to get information from Joe Welinske for our October meeting. MK wants to offer an honorarium when she does speak to Joe. <i>Honorarium of \$150 for Joe - Majority Approved</i></p> <p>(MK) Continuing to look for a portable screen that is smaller than the one she originally was looking at; it was far too big and heavy.</p> <p>(MK) Discussed replacing our projector with a smaller one. <i>Up to \$400 for a smaller projector - Majority Approved</i></p>
10.	Next Meeting	October 8, 2016 at 9:30, Barnes & Noble, 590 E Golf Rd, Schaumburg, IL 60173
11.	Adjourned	10:23

Committee Reports	
Alliance <i>Linda Jansak</i>	No report submitted.
Bylaws Review <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> Most recent revisions to Bylaws were ratified by members in April 2015. To Do: <ul style="list-style-type: none"> Committee will follow AC guidance on when to start process for next review.
Byline <i>Michael Burke</i>	Completed: <ul style="list-style-type: none"> August Byline Completed and sent to other chapters Sent email to several chapters to share our newsletter for CAA requirement To do: <ul style="list-style-type: none"> Starting work on October Issue

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Competition <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> Secured a Judging Manager - Bernadette Cash. She was our scholarship winner last spring. Updated the website pages: competition main page, call for entries page, and call for judges page (thanks to Mandy and Elizabeth G., all links and forms are also now up and running for competition entry payment and for judging applications). Updated the judges' application form. Worked with Bernadette to send out a Call for Judges via email to past judges. The next Call for Judges will go out to the full membership. Wrote article for website and Byline for September program <p>To do:</p> <ul style="list-style-type: none"> Create a schedule for the next couple of weeks for Mandy and Elizabeth G. related to timing of needed email blasts, posts on social media, and article posts on the website. Write all of the blasts for the bullet above and create a combined Call for Entries and Call for Judges letter to be sent out to the full membership via Constant Contact. Work with Bernadette to help secure a full slate of judges Help promote the competition and try to encourage members and non-members to submit. Continue working on the program schedule for the remainder of the program year.
eLearning Showcase <i>Linda Jansak</i>	No report submitted.
Historian <i>Bill Leavitt</i>	No report submitted.
Immediate Past President <i>Betsy Maaks</i>	No report submitted.
Internship <i>Elizabeth Gecas</i>	Nothing to report for September meeting.
Membership <i>Dan Dornbrook</i>	<p>Total Members: 210 (?) – up from 123 a year ago Student Members: information no longer provided by big STC Retired Members: information no longer provided by big STC New TC Professional Members: information no longer provided by big STC New STC members since previous AC update: 3 (but <u>no contact information</u> provided, only names) * STC website (stc.org) now displays two versions of chapter member list, neither of which contains all details previously provided. (One version lists only 65 members). This may change when website updates are completed (or not).</p>

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	To do: Monitor situation provide available information going forward.
Mentoring <i>Josée Martens</i>	Nothing to report. No new inquiries.
Nominating <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> • Sent test email to Nominating Committee alias to confirm that it works now. To Do: <ul style="list-style-type: none"> • Begin preparations for spring 2017 chapter elections as indicated in Bylaws.
President <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> • Wrote several articles for August Byline • Provided presentation materials to CARA for Fall Workshop, will deliver Portfolio content • Contacted eligible members regarding Associate Fellow To Do: <ul style="list-style-type: none"> • Present at Career Development workshop, attend practice session with CARA staff in advance of workshop • Attend Society level ongoing Competition sessions • Write articles for October Byline issue
Programs <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> • Attended CETS16 and manned the STC Chicago table for the first half of the day, fielding questions and talking to attendees. • Created a letter inviting consulting firms to attend our chapter meetings. We have offered them one free meeting in order for them to network with our members. Elizabeth B. will be sending it out to various consulting firms. • Sent an email to our 9 student members asking them to consider writing an article for one of the upcoming Byline issues (any Tech Comm topic - their choice). Informed them of the VIP program and that this would count toward a ticket. • Wrote several articles for August issue of Byline, including proposed program line-up for the rest of 2016. • Confirmed Ralph Strozza from InterPro as speaker for the November meeting. • Started the program year volunteer log for the VIP program. • Reached out to the AC starting we want to have committee managers do a 3-5 minute "Meet the Managers" slot at each chapter meeting (2 per meeting is the goal). The purpose is to hopefully garner new volunteers and interest in helping out the chapter. To do: <ul style="list-style-type: none"> • Find a new location for the November meeting (had planned to go to the Parthenon, but it has shut down!) • Finalize location for the December meeting
Scholarship	No report submitted.

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	<ul style="list-style-type: none"> • Solicit speakers for lightning talks for the december meeting (I will be volunteering as well) - would like to have 5-6 • Confirm with Joe Welinske of his plans to speak at the October meeting.
<i>Betsy Maaks</i>	
Social Media <i>Elizabeth Gecas</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Created event in Constant Contact for September speaker and sebt email announcement out. • Posted about September event on Twitter page. • Worked with Mandy to gain access to Facebook page. <p>To do:</p> <ul style="list-style-type: none"> • Write additional email and social media posts for September events.
Sponsorships <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> • (MK) LavaCon will be an in-kind sponsor for the September chapter meeting as Jack will be giving away one free registration to LavaCon Las Vegas (Oct. 25-28) - valued at approx \$1,700 • Provided LavaCon logo to Mandy for posting on our Home page <p>To do:</p> <ul style="list-style-type: none"> • Continue to look for sponsors for scheduled chapter meetings
Treasurer <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> • September Treasurer's report down on Googledrive in the Treasurer Documents / 2016 Budget Materials folder. <p>To Do:</p> <ul style="list-style-type: none"> • Pete needs to order STC debit card.
Vice President <i>Elizabeth Gecas</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Sent announcements out for Social Media responsibilities. <p>To do:</p> <ul style="list-style-type: none"> •
Webmaster <i>Mandy Morgan</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Updated competition entry form page and judges application. • Updated Thursdays at STC locations and dates for October. • Updated calendar for the year. • Added August edition of Byline. <p>To do:</p> <ul style="list-style-type: none"> • Need to update scholarship page. Reached out to scholarship committee, still waiting to hear back. • Continue to update the site as resources are given.