



## STC Chicago Administrative Council Agenda

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

March 11, 2017 9:30 a.m.

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Meeting Business		
1.	<b>Call to Order</b>	9:40 a.m.
2.	<b>Attendees</b>	Elizabeth Gecas, Pete Wagner, Elizabeth Burke
3.	<b>Minutes from Previous Meeting</b>	Postponed until next meeting as last month's minutes need to be distributed for review.
4.	<b>Consent Agenda and Financials</b>	See 031117 Treasurer's report on Google Drive in the <b>Treasurer Documents / 2017 Budget Materials</b> folder for details. <ul style="list-style-type: none"> <li>\$3,169.56, majority approved</li> </ul>
5.	<b>Announcements</b>	<ul style="list-style-type: none"> <li>Thursdays at STC – <b>March 2, 2017</b> <ul style="list-style-type: none"> <li>3 Downtown Chicago (Pete/Russ)</li> <li>? Downers Grove (Betsy)</li> <li>2 attendee at Jason's Deli in Schaumburg (Donna T.)</li> <li>? attendees at Noodles &amp; Co in Lincolnshire (Malcolm/Ben)</li> </ul> </li> </ul>
6.	<b>New Business</b>	1. None
7.	<b>Committee Reports</b>	Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i> . Otherwise, find full committee reports below.
8.	<b>Unfinished Business</b>	1. (MK) Website Hosting -UPDATE 3/10/17: I have nothing new to report. Chapters are still having responsiveness issues.
9.	<b>Other</b>	[this section is for items that come up during the meeting that are not on the original agenda]
10.	<b>Next Meeting</b>	Date: April 8, 2017 Location: Barnes & Noble, 590 E Golf Rd, Schaumburg, IL 60173 (between Roselle Rd and Meacham Rd)
11.	<b>Adjourned</b>	9:57 a.m.

Committee Reports	
<b>Alliance</b> Linda Jansak	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"> <li>Attended in-person and Skype planning meetings for TEDx Alliance event</li> <li>Worked with Core Team to make decisions about venue, date</li> </ul> To Do: <ul style="list-style-type: none"> <li>Develop strategic plan for sponsorship and collaborate with team to produce leads</li> </ul>

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<b>Bylaws Review</b> <i>Dan Dornbrook</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"> <li>Drafted proposed revisions to be used submitted for AC review.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Present proposed revisions to AC for review before spring voting.</li> </ul>
<b>Byline</b> <i>Michael Burke</i>	<b>No report submitted</b>
<b>Competition</b> <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>Sent .zip files of reviewer comments to the submitters</li> <li>All award text verified with submitters</li> <li>All Merit awards printed and framed</li> <li>ELB picked up all other awards from Finer Line</li> <li>Banquet programs complete and picked up</li> </ul> To Do: <ul style="list-style-type: none"> <li>Send email to all submitter's re: banquet registration</li> <li></li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"> <li>Updated sponsorship page at CETS website</li> </ul> To Do: <ul style="list-style-type: none"> <li>Finalize email invitation to all previous sponsors</li> <li>Explore new leads for sponsorship</li> </ul>
<b>Historian</b> <i>Bill Leavitt</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"> <li></li> </ul> To Do: <ul style="list-style-type: none"> <li></li> </ul>
<b>Immediate Past President</b> <i>Betsy Maaks</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"> <li></li> </ul> To Do: <ul style="list-style-type: none"> <li></li> </ul>
<b>Internship</b>	Completed: <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>
<b>Membership</b> <i>Dan Dornbrook</i>	Total Members: 128, up from 122 a year ago Student Members: 2, down from 9 a year ago Retired Members: 6, unchanged from a year ago New TC Professional Members: 7, up from 5 a year ago New STC members since previous AC update: none
<b>Mentoring</b>	Completed:

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<i>Josée Martens</i>	<ul style="list-style-type: none"> <li>• 2 interviews (YAY!)</li> </ul>
<b>Nominating</b> <i>Dan Dornbrook</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"> <li>• Identified candidates for treasurer and secretary for spring voting.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Still seeking candidate for vice president for spring voting. (Backup is to leave position vacant and proceed with election, with VP to be appointed by next year's president in accordance with Bylaws.)</li> </ul>
<b>President</b> <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> <li>• Wrote articles for Winter <i>Byline</i></li> <li>• Assisted with the Banquet awards</li> <li>• Reviewed CAA</li> <li>• Finalized the DCSA award</li> <li>• Obtained volunteer to create centerpieces for Banquet</li> <li>• Volunteered for Big STC committee</li> <li>• Working with Dan and Elizabeth for next year's officers</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Attend February meeting</li> <li>• Conference call with Dan and Elizabeth</li> </ul>
<b>Programs</b> <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>• Attended February meeting</li> <li>• Sent CC email invite for awards banquet</li> <li>• Secured April speaker</li> <li>• Working with volunteer to have sponsor table cards for banquet</li> <li>• ELB secured volunteer to make centerpieces for banquet</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Secure venue for the April meeting</li> <li>• Plan the June meeting</li> </ul>
<b>Scholarship</b> <i>Russ Friend</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"> <li>•</li> </ul> To Do: <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Social Media</b> <i>Elizabeth Gecas</i>	Completed: <ul style="list-style-type: none"> <li>• Posted March and a glance newsletter</li> <li>• Promoted February meeting on social media</li> <li>• Promoted March annual banquet on social media</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Continue to promote banquet</li> </ul>

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	<ul style="list-style-type: none"><li>• April at a glance newsletter</li></ul>
<b>Sponsorships</b> <i>Francis Bao</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"><li>• Dakota System will sponsor awards banquet at gold level \$350</li></ul> To Do: <ul style="list-style-type: none"><li>• Working on sponsorship for 10th elearning showcase.</li></ul>
<b>Treasurer</b> <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"><li>• Bought wireless speaker/microphone set.</li></ul> To Do: <ul style="list-style-type: none"><li>• File form for STC federal taxes.</li><li>• Prepare yearly budget report for STC National.</li></ul>
<b>Vice President</b> <i>Elizabeth Gecas</i>	Completed: <ul style="list-style-type: none"><li>• Reached out to potential candidate for VP role, but no response yet</li><li>• Attended February meeting on CTPC</li></ul>
<b>Webmaster</b> <i>Mandy Morgan</i>	<b>No report submitted.</b> Completed: <ul style="list-style-type: none"><li>•</li></ul> To Do: <ul style="list-style-type: none"><li>•</li></ul>