



STC Chicago Administrative Council Agenda

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

April 08, 2017 9:30 a.m.

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Meeting Business		
1.	Call to Order	9:39
2.	Attendees	Pete Wagner, Elizabeth Gecas, Elizabeth Burke
3.	Minutes from Previous Meeting	Approved by majority.
4.	Consent Agenda and Financials	See 040817 Treasurer's report on Google Drive in the Treasurer Documents / 2017 Budget Materials folder for details. <ul style="list-style-type: none"> \$3,074.03 - approved by majority.
5.	Announcements	<ol style="list-style-type: none"> Thursdays at STC – April 6, 2017 <ul style="list-style-type: none"> 8 Downtown Chicago (Pete/Russ) ? Downers Grove (Betsy) 1 attendee at Jason's Deli in Schaumburg (Donna T.) ? attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) STC Chicago wins 2017 Pacesetter Award! STC Chicago earns 2017 Platinum Community CAA award! Scholarship applications are being accepted through April 30. Please help us spread the word. [LJ] STC Chicago continues to work with the Chicago Alliance to produce a TEDx event. The new target date for the event is Spring 2018. If you would like to participate in the planning process, please let us know at chgoalliance@gmail.com. [LJ] Save the date! The Chicago eLearning & Technology Showcase takes place this year on August 15 at the Naperville Campus of Northern Illinois University. For details, see our website. If you'd like to become involved in planning, or simply volunteering on the day of the event, see CETS volunteer.
6.	New Business	<ol style="list-style-type: none"> [MK] STC Summit - will anyone else be attending Leadership Day? We will be presented with our CAA and Pacesetter awards at that time. I'd like to know who else will be there. Also, is anyone else going to the Honors Reception? Photographer will be available for group shots. [MK] Website hosting - request for AC vote: even if the STC Board votes to remove the <i>requirement</i> to move to their hosting, I would like to recommend that we continue to move forward with the conversion plans. Changing hosting ensures more

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		security, provides a back door access in the event of a hacking incident or unplanned AC turnover, and offers a server rewind in case of other issues.
7.	Committee Reports	Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i> . Otherwise, find full committee reports below.
8.	Unfinished Business	1. (MK) Website Hosting -UPDATE 4/7/17: I re-engaged communications with Kobla. Things are, of course, moving slowly. Also, there is a motion to the Board that the requirement to move to STC hosting be changed in the CAA application from a requirement to an optional activity. The Board will vote on the motion at their April 19 Board meeting. I will let you know the results of the vote next month.
9.	Other	[this section is for items that come up during the meeting that are not on the original agenda] William Sullivan's application acceptance for scholarship competition - approved by majority Vote on the Bylaws proposal will be addressed by email and if needed in a conference call Thursday, April 13 @ 11:30. Will incorporate Dan.
10.	Next Meeting	Date: Saturday, May 13 Location: Barnes & Noble, 590 E Golf Rd, Schaumburg, IL 60173 (between Roselle Rd and Meacham Rd)
11.	Adjourned	10:27 a.m.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> • Attended monthly Skype and in-person planning meetings. • Helped to stabilize leadership of committee going forward, with new organization in place and new target date of Spring 2018. • Helped to create communications to Alliance organizations surrounding seed money and goals for 2018. To Do: <ul style="list-style-type: none"> • Continue to participate on Core Planning Team. • Continue to serve as STC Chicago Alliance Liaison.
Bylaws Review <i>Dan Dornbrook</i>	No report submitted. Completed: <ul style="list-style-type: none"> • To Do:

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	<ul style="list-style-type: none"> •
Byline <i>Michael Burke</i> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> • April Byline created and sent out • Worked with Mandy to create an “STC Community News” page from our Resources page; it contains links to 3 other community Home pages as well as their newsletter posting pages. This was done in conjunction with NEO STC’s similar page on their site. This also qualifies for the CAA requirement of newsletter sharing with multiple communities. <p>To Do:</p> <ul style="list-style-type: none"> • Gather committee articles for June Byline • Secure authors of non-committee-related articles
Competition <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Mailed the chapter and competition awards to those not in attendance at the Banquet • Mailed the “STC Chicago Winner” logo to all competition winners • Wrote wrap-up article for the April Byline • Submitted winner list for Byline • Participated in the monthly STC competition managers’ call <p>To Do:</p> <ul style="list-style-type: none"> • Start timeline planning for next year • Start recruitment for judging and competition managers for next year
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Connected with previous sponsors/exhibitors of the event to invite participation in CETS 2017. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to solicit sponsorship for the 2017 event. • Attend all planning meetings going forward as STC Chicago host rep.
Historian <i>Bill Leavitt</i>	<p>No report submitted.</p> <p>Completed:</p> <ul style="list-style-type: none"> • <p>To Do:</p> <ul style="list-style-type: none"> •
Immediate Past President <i>Betsy Maaks</i>	<p>No report submitted.</p> <p>Completed:</p> <ul style="list-style-type: none"> • <p>To Do:</p> <ul style="list-style-type: none"> •

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Internship <i>Elizabeth Gecas</i>	Nothing to report
Membership <i>Dan Dornbrook</i>	No report submitted. Completed: <ul style="list-style-type: none"> • To Do:
Mentoring <i>Josée Martens</i>	No report submitted. Completed: <ul style="list-style-type: none"> • To Do:
Nominating <i>Dan Dornbrook</i>	No report submitted. Completed: <ul style="list-style-type: none"> • To Do: <ul style="list-style-type: none"> •
President <i>Elizabeth L. Burke</i>	No report submitted. Completed: <ul style="list-style-type: none"> • To Do: <ul style="list-style-type: none"> •
Programs <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> • Attended and hosted March program meeting • Secured speaker and venue for April meeting • Sent initial meeting invite for April meeting • There will be no May meeting (unless I can arrange for a Webinar) To Do: <ul style="list-style-type: none"> • Look into Webinars for May • Create and send out meeting reminder invites for April • Secure venue for annual business meeting in June
Scholarship <i>Russ Friend</i>	No report submitted. Completed: <ul style="list-style-type: none"> • Updated flier with 2017 dates • Sent flier to college contacts listed in spreadsheet • Sent evaluation form to AC • Sent initial applicant's material for review by AC To Do:

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	<ul style="list-style-type: none"> Collect any new applications and inform AC
Social Media <i>Elizabeth Gecas</i>	<p>Completed:</p> <ul style="list-style-type: none"> Sent out April newsletter Posted on social media about: <ul style="list-style-type: none"> March banquet Upcoming April meeting Summit registration Student scholarship <p>To Do:</p> <ul style="list-style-type: none"> Continue to promote April meeting and other events Begin brainstorming May newsletter
Sponsorships <i>Francis Bao</i>	<p>No report submitted.</p> <p>Completed:</p> <ul style="list-style-type: none"> (MK) secured April venue sponsor <p>To Do:</p> <ul style="list-style-type: none"> Secure sponsor for June meeting
Treasurer <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Received Chapter funding check from STC National (\$1,860.00). <p>To Do:</p> <ul style="list-style-type: none"> Deposit Chapter funding check from STC National. File form for STC federal taxes. Prepare yearly budget report for STC National.
Vice President <i>Elizabeth Gecas</i>	<p>Completed:</p> <ul style="list-style-type: none"> Attended March banquet program and assisted in presenting awards Looked into posting Alliance events on the main website calendar. Determined the events have to be added manually by the webmaster <p>To Do:</p> <ul style="list-style-type: none"> Discuss Bylaws revisions and prepare for election
Webmaster <i>Mandy Morgan</i>	<p>Completed:</p> <ul style="list-style-type: none"> Updated Scholarship page with newest dates Posted April meeting article Updated the STC Chicago calendar Posted scholarship article Created a new resource page called "STC Community News" Updated the Community Awards page Updated the various People pages to include our 2017 chapter award recipients Updated the 2016-27 Competition Winners page with winners list Updated the CAA and Pacesetter award logos on our Home page

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	<p>To Do:</p> <ul style="list-style-type: none">• Update the Best in Show winner on the 016-27 Competition Winners page• Update the Programs and Events page with the April meeting information
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