

STC Chicago Administrative Council Minutes

June 10, 2017 9:30 a.m.

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Meeting Business		
1.	Call to Order	9:32 AM
2.	Attendees	MaryKay Grueneberg, Elizabeth Burke, Elizabeth Gecas, Dan Dornbrook, Cheri Gerlach
3.	Minutes from Previous Meeting	Majority approved.
4.	Consent Agenda and Financials	See 061017 Treasurer's report on Google Drive in the Treasurer Documents / 2017 Budget Materials folder for details. <ul style="list-style-type: none"> Treasurer not present, no consent agenda presented.
5.	Announcements	<p>1. Thursdays at STC</p> <p>May 4, 2017</p> <ul style="list-style-type: none"> ? attendees Downtown Chicago (Pete/Russ) ? Downers Grove (Betsy) 1 attendee at Jason's Deli in Schaumburg (Donna T.) 4 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) <p>June 6, 2017</p> <ul style="list-style-type: none"> 3 attendees Downtown Chicago (Pete/Russ) ? Downers Grove (Betsy) 2 attendees at Jason's Deli in Schaumburg (Donna T.) 4 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) <p>2. STC Chicago competition entries won big in the STC International Summit Awards (ISA)! Of the 8 qualifying entries from the STC Chicago competition last fall, 7 were submitted to the ISA competition (3 directly through our Chapter and 4 were self-submitted). This year, all 7 earned ISA awards! That is a huge accomplishment and goes to show that the submissions we receive at our local competition are at a really high level.</p>
6.	New Business	<p>1. [MK] 2017 Competition - the ISA competition has been suspended for 2018 (and perhaps longer). Individual Chapters are allowed to continue with local competitions. We need to discuss new entry fee structure based on this change. <i>6/10 - The new committee managers to be determined.</i></p> <p>2. [MK] Membership Drive - we need to come up with plans for a full membership drive this fall. [DD adds: also need new membership manager to lead drive, as previously discussed.] <i>6/10 - New president will determine a new manager.</i></p> <p>3. [MK] Design Competition - I propose that we hold a small design competition this year. The competition will be for members to submit design proposals for the cover of the 2018 Banquet program cover. The winner of the contest will win free</p>

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		<p>registration for two to the banquet.</p> <p><i>6/10 - The program mgr will conduct the contest in the fall.</i></p>
7.	Committee Reports	<p>Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
8.	Unfinished Business	<p>1. (MK) Website Hosting - 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 meeting. UPDATE 6/8/17 - The CAA requirement for STC hosting has been changed from "requirement" to "Bonus". I recommend we continue moving forward with the hosting transition as it is to our advantage from a security and backup standpoint. ELB: I believe this is being removed in its entirety.</p> <p><i>This item is complete for now and will be removed from the Unfinished Business section for the July meeting</i></p>
9.	Other	<p><i>6/10 - A July AC Two Year Planning meeting may be scheduled. Date, time and location are TBD by the incoming president.</i></p> <p><i>6/10 - No additional topics were added to be discussed at the meeting.</i></p>
10.	Next Meeting	<p>Date: Saturday, August 12, 2017 9:30 AM</p> <p>Location: Barnes and Noble on Golf Rd in Schaumburg.</p>
11.	Adjourned	10:44am

Committee Reports	
<p>Alliance</p> <p><i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Attended in-person TEDx planning meetings at the Metropolitan Club on a monthly basis. • Participated in Skype calls to discuss TEDx planning each month. • Considered new meeting locations for planning meetings. • Met with Second City partners to discuss TEDx plans. <p>To Do:</p> <ul style="list-style-type: none"> • Discuss future meeting options with Core Planning Team. • Review draft of application for TEDx License. • Review report from ODN about funds held in the name of the Chicago Alliance. • Continue to promote informal networking events ("Meet the Alliance at the Willis Tower"), which take place on the third Friday of each month.
Bylaws Review	Completed:

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<p><i>Dan Dornbrook</i></p>	<ul style="list-style-type: none"> Bylaws Revisions approved by chapter members in spring election. <p>To Do:</p> <ul style="list-style-type: none"> Work with webmaster to publish revised Bylaws to website.
<p>Byline <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Wrote and edited multiple articles for June issue Gathered articles from committee managers for June issue June Byline was created and released and shared with other communities Sent to Mandy to be posted on the Website <p>To Do:</p> <ul style="list-style-type: none"> Hand off to new editor in July Waiting to hear results of Apex competition - should receive results soon
<p>Competition <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Gathered all the final numbers regarding income and cost of the competition and am putting together a report for Big STC and for end-of-year Treasurer records Researched winners of ISA and learned that entries from the STC Chicago competition were 7 for 7 receiving awards at the ISA level <p>To Do:</p> <ul style="list-style-type: none"> Begin creating promotional materials for the 2017 competition Notify previous submitters of ISA suspension Work on new committee (recruit new managers, etc)
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Met with Executive Committee (Host reps from ATDChi, Chicago ISPI and STC Chicago) to review 2017 plans. Worked with ComedySportz to secure interactive entertainment for 10th anniversary celebration. Reviewed and updated sponsorship benefits for 2017 event. <p>To Do:</p> <ul style="list-style-type: none"> Continue to correspond with current 2017 sponsors and new prospects. Meet with Executive Committee to review event status.
<p>Historian <i>Bill Leavitt</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Please keep in mind that your Chapter Historian is an excellent resource for Chicago Chapter history as well as Society history and policy. With that in mind, I have reviewed the newly approved Chicago Chapter Bylaws and have a couple of questions and comments. First, under "Name and Location," shouldn't our chapter be listed as a "Subsidiary" rather than "local?" Under "Location," shouldn't we indicate that members can be from outside the Chicago area? We have or have had members from Wisconsin and Michigan. It appears that Article VIII,

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	<p>Section 2, now indicates that members of the Nominating Committee are appointed by the Chapter President rather than elected by the members. My experience indicates that STC has always had a policy (at the chapter and Society-level) of electing members of the Nominating Committee (except for the manager). This is because often candidates for other chapter/Society offices run unopposed. If the Nominating Committee members are appointed, then effectively the members have no say in who is elected to the NomCom or Administrative Council. This should be checked out with the STC Office (if it hasn't already been done).</p> <ul style="list-style-type: none"> • Note that I currently have a complete set of every Chicago Chapter newsletter published since the chapter's inception in 1955. I also have many financial reports and minutes from AC meetings (especially recent ones). I have copies of official chapter records, awards, meeting notices, membership directories, resource directories, "At-A-Glance" communications, souvenirs and other items of historical importance. • I also have every Awards Brochure since the first competition in 1971 (no brochure was produced in 1971 and no competition was held in 1972). Unfortunately, I am missing the brochures for 2013 and 2014 (41st and 42nd annual competitions). I would appreciate any help on the part of the AC to come up with at least one copy of each of these. <p><i>[MK] Bill, I have one of each of the brochures you need.</i></p>
Immediate Past President <i>Betsy Maaks</i>	No report submitted.
Internship <i>Elizabeth Gecas</i>	Nothing to report
Membership <i>Dan Dornbrook</i>	<p>Total Members: 90 (?), down from 127 a year ago (and from 128 in March) (Sudden change seems implausible unless members are allowed to cancel in midyear after renewing – see Note below.)</p> <p>Student Members: 3, down from 9 a year ago</p> <p>Retired Members: 4, down from 6 a year ago</p> <p>New TC Professional Members: 4, down from 8 a year ago</p> <p>New STC members since previous AC update: 10</p> <p>New member contact info to be provided to Constant Contact administrator.</p> <p>Note: Spot check of membership records on STC website found several inconsistencies, including listing of same individuals as both current members and lapsed or "unaffiliated" members (in area but not in chapter), when logically each person can be in only one of those categories at a time. Also, more than</p>

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	half of new members had no "Society join date" despite being "paid through 2017". Society may be having database issues. Again.
Mentoring <i>Josée Martens</i>	No new interviews
Nominating <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> Spring chapter elections completed. Thanks to the tellers, and to the webmaster and all others who assisted with online balloting. To Do: <ul style="list-style-type: none"> Work with incoming members of committee on transition to new structure described in revised Bylaws approved by chapter members.
President <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> Wrote final article as president for Byline Worked with Rachel (scholarship winner) and Pete to pay her tuition Communicating with ATD president to promote an upcoming event. Member of review team at Society level, attended meetings Spoke with Kit (Society) regarding the suspension of ISA competition To Do: <ul style="list-style-type: none"> Attend transition hmeeting to discuss president role with Elizabeth Gecas Attend year end meeting
Programs <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> Secured speaker and venue for June end-of-year meeting Secured speakers for July, August, September and October meetings Wrote Byline articles for "Upcoming Programs" Created Web page article for June meeting Created June event in Constant Contact and set up invitations and reminders Wrote program descriptions for June through October meetings To Do: <ul style="list-style-type: none"> Secure venues for July, August, September and October meetings (October needs to be Downers Grove, per speaker request) Work with Sponsorship manager to secure meeting sponsors Create CC events for July, Aug, Sept, and Oct meetings once venues are secured Create Web articles for July-Oct meetings once venues are secured and events are created
Scholarship <i>Russ Friend</i>	Completed: For 2017, the Chapter received three applications for our scholarship(s) and STC Student Membership(s). The recipients were: <ul style="list-style-type: none"> Rachelle Hayes - \$1000 scholarship and STC student membership.

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	<p>Rachelle lives in Salem, MO, and is a Master's student at Missouri State University where she is on track to earn an MA in Writing in the Professional Writing track) this month. Rachelle was the managing editor of MSU's LOGOS: A Journal of Undergraduate Research. She will be attending NYU's Summer Publishing Institute in New York this summer.</p> <ul style="list-style-type: none"> · Will Sullivan - \$500 scholarship and STC student membership. Will lives in Swarthmore, PA, where he is a student at Swarthmore College working toward a BA in Mathematics. Will has a great interest and focus on environmental science journalism and plans to use his "scientific knowledge and communication skills to inspire a more socially conscious and socially active public." · Bernadette Cash - \$500 scholarship and STC student membership. Bernadette lives in Normal, IL, where she is working towards an MA in Technical Communication through the Minnesota State University. Bernadette won the STC Chicago scholarship last year and is an active member of STC Chicago, where she recently served as Judging Manager for the 2016 Technical Communications Competition. She is also involved with the Technical Editing SIG and was temporarily a part of the student chapter in Texas. <ul style="list-style-type: none"> • The treasurer has made arrangements for scholarship payment to the appropriate schools <p>To Do:</p> <ul style="list-style-type: none"> • The treasurer will arrange for STC Student Membership • MK will reach out and request that each of the three submit a tech comm article to Byline for one of the upcoming publications
Social Media <i>Elizabeth Gecas</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted on Social Media to remind members to vote in the election • Posted on Social Media to inform members of June meeting • Published June At-a-Glance newsletter
Sponsorships <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Secured sponsor for June meeting: Ken Cook Co. as Bronze sponsor <p>To Do:</p> <ul style="list-style-type: none"> • Work on securing sponsors for future meetings
Treasurer <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Deposited Chapter funding check from STC National (\$1,860.00). • Filed form for STC federal taxes. • Prepared yearly budget report for STC National and sent in by the deadline. • Paid \$1,000 to New York University (Scholarship for Rachelle Hayes). <p>To Do:</p> <ul style="list-style-type: none"> • Pay scholarship and any other expenses (STC membership) for remaining two scholarship winners.

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Vice President <i>Elizabeth Gecas</i>	Nothing to report
Webmaster <i>Mandy Morgan</i>	No report submitted.