

# STC Chicago Administrative Council Minutes

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

August 12, 2017, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:30 a.m.
2.	<b>Attendees</b>	Elizabeth Burke, Dan Dornbrook, Elizabeth Gecas, MaryKay Grueneberg, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes of June meeting sent to AC email list August 4. <i>8/12 - Minutes approved.</i>
4.	<b>Consent Agenda and Financials</b>	See 081217 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>• 6/14 \$100 Texas de Brazil - Volunteer Incentive Program prize at June meeting (Elizabeth Burke)</li> <li>• 6/15 \$75 Linda Kelly - June meeting prizes.</li> <li>• 6/15 \$16.78 MaryKay Grueneberg - April meeting drinks.</li> <li>• 6/15 \$431.74 Manny's Ale House - June meeting room and food.</li> <li>• 7/20 \$32.88 MaryKay Grueneberg - July meeting speaker gift card and poster board.</li> <li>• 7/20 \$50 Jack Molisani - power strip and speakers purchased for July meeting (now owned by chapter).</li> <li>• 7/20 \$364.57 Olive Garden - July meeting room and food.</li> </ul> <i>8/12 - Consent Agenda approved.</i>
5.	<b>Secretary's Report</b>	Society list of chapter officers updated, so all Chicago Chapter officers should now have access to Community Reports on stc.org. Total Members: 94, down from 133 a year ago Student Members: 4, down from 10 a year ago Retired Members: 4, down from 6 a year ago New TC Professional Members: 4, down from 8 a year ago New STC members since previous AC update: 2 New member contact info to be provided to administrator of chapter's Constant Contact account. <i>8/12 - Secretary to provide updated counts later this month.</i>
6.	<b>Announcements</b>	Thursdays at STC <b>July 6, 2017</b> <ul style="list-style-type: none"> <li>• 5 attendees Downtown Chicago (Pete/Russ)</li> <li>• 2 attendees at Jason's Deli in Schaumburg (Donna T.)</li> <li>• 4 attendees at Noodles &amp; Co in Lincolnshire (Malcolm/Ben)</li> </ul> <b>August 3, 2017</b> <ul style="list-style-type: none"> <li>• 6 attendees Downtown Chicago (Pete/Russ)</li> <li>• 1 attendee at Jason's Deli in Schaumburg (Dan)</li> <li>• 4 attendees at Noodles &amp; Co in Lincolnshire (Malcolm/Ben)</li> </ul>

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7.	<b>New Business</b>	<ol style="list-style-type: none"> <li>1. [DD] <b>Byline</b> - List of officers and committee managers in <i>Byline</i> needs to be updated in next issue. <i>8/12 - [EB] Done.</i></li> <li>2. [MK] <b>Vote needed:</b> I would like to purchase an extension cord to have available at meetings for venues that don't have one. <i>8/12 - Motion for purchase approved.</i></li> <li>3. [MK] <b>Constant Contact</b> - next invoice for Constant Contact is due on 8/28/17. <i>8/12 - Invoice to be forwarded to treasurer.</i></li> <li>4. [MK] <b>Vote needed:</b> I would like to give \$25 Starbucks gift cards to speakers who do not receive an honorarium. I would like approval to purchase these in advance from Sam's Club in order to get a slight discount and to have them on hand. <i>8/12 - Motion for purchase approved.</i></li> <li>5. [MK] <b>For the record - WordPress:</b> No action needed: WordPress was auto-updated to v4.81. No cost was incurred.</li> <li>6. [MK] <b>For the record - DreamHost:</b> No action needed: our domain has been renewed for another year. No cost was incurred. <i>8/12 - Cost for current year already paid.</i></li> <li>7. [MK] <b>Vote needed:</b> The membership drive chairs would like permission to offer two prizes in the upcoming drive. Each person renewing STC membership and selecting the Chicago chapter before December 31 will be entered into the drawing, with two winners. They would like to offer Amazon Echo devices as the prizes. The cost is \$179 each with a current discount of \$100 with purchase of two, putting the cost at \$258 plus tax. <i>8/12 - Motion for purchase prizes approved.</i></li> <li>8. [EG] <b>Discussion/Vote:</b> Mandy Morgan has agreed to take on the role of Social Media manager and Webmaster for this term. Do we want to merge positions into one or keep separate? <i>8/12 - Motion to keep positions separate for now approved. (Same volunteer may hold more than one position.)</i></li> <li>9. [EG] <b>Vote:</b> To disband the Internship committee, or put on hold <i>8/12 - Motion to disband committee approved.</i></li> <li>10. [EG] <b>For the record:</b> Received unanimous approval of officers over e-mail vote to offer a Kindle Fire and a SnagIt license as prizes at 2017 eLearning Showcase.</li> <li>11. [MK] <b>Vote needed:</b> I would like to propose that the Chapter purchase a dedicated online meeting/webinar program. In the past, we used kCura's, which had a limit of 25 attendees and of course was not ours, or we had used Big STC's, and that had many issues, including unavailability and double-bookings. I propose we purchase GoToMeeting Pro. The cost is \$29/month (\$348 annually). This will allow us to bring back our popular Wednesday Webinar program, have remote AC meetings when necessary, host remote competition meetings, and more.</li> </ol>
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		<i>8/12 - Motion for purchase approved.</i>
8.	<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.
9.	<b>Unfinished Business</b>	1. [MK] <b>Membership Drive</b> - we need to come up with plans for a full membership drive this fall. <i>8/7/17 - Heidi Hanson and Stacey Lohman will head the fall membership drive. Details will be presented at the Sept AC meeting. This item is considered complete.</i>
10.	<b>Other</b>	None.
11.	<b>Next Meeting</b>	Date: Saturday, September 9 Location: Barnes and Noble on Golf Rd in Schaumburg.
12.	<b>Adjourned</b>	10:30 a.m.

<b>Committee Reports</b>	
<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended Skype call on August 2 about status of TEDx planning</li> <li>• Communicated with ODN regarding funds held in name of Alliance</li> <li>• Revisited TEDx license application draft</li> <li>• Created first draft of sponsorship guidelines for TEDx</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Submit updated draft of TEDx application</li> <li>• Update Eventbrite and Chicago Alliance Wordpress Calendar</li> <li>• Attend in-person meeting on Friday, August 25, to discuss TEDx planning status</li> </ul>
<b>Bylaws Review</b> <i>Dan Dornbrook</i>	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Work with chapter webmaster to publish revised Bylaws to website.</li> </ul>
<b>Byline</b> <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Handoff of template and files from MK to ELB completed</li> <li>• August <i>Byline</i> released</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Gather articles for October <i>Byline</i></li> </ul>
<b>Competition</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Wrote <i>Byline</i> article announcing opening of competition on 9/1/17</li> <li>• Wrote <i>Byline</i> article for Call for Judges</li> <li>• Reached out to Deb W. regarding Judging Manager - have not yet heard back</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Will work with Mandy to get the competition pages updated on the</li> </ul>

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	<p>Website</p> <ul style="list-style-type: none"> <li>• Will begin active recruitment of judges</li> <li>• Will be contacting last year's submitters to let them know of the changes and the new pricing</li> </ul>
<p><b>eLearning Showcase</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Created sponsorship agreements with 2017 sponsors</li> <li>• Negotiated in-kind sponsorship with CSz Business Chicago</li> <li>• Worked with venue to plan exhibit space</li> <li>• Secured lunch breakout room for STC Chicago</li> <li>• Purchased STC Chicago giveaways (Kindle Fire and Snagit)</li> <li>• Corresponded with host organizations and sponsors about booth setup and breakdown</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue support to core planning team</li> <li>• Provide support to sponsors/exhibitors on day of event</li> <li>• Participate in Showcase debrief</li> <li>• Inform AC of 2017 results</li> </ul>
<p><b>Historian</b> <i>Bill Leavitt</i></p>	<p><b>No report submitted.</b></p>
<p><b>Immediate Past President</b> <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended Strategic Planning meeting with president and VP</li> <li>• Attended June and July program meetings</li> <li>• Worked with president and VP to fill committee manager positions</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Help president, as needed</li> <li>• Attend the August program meeting</li> <li>• Arrange for catering of the September program meeting</li> </ul>
<p><b>Internship</b> <i>Elizabeth Gecas</i></p>	<p><b>Nothing to report</b></p>
<p><b>Membership</b> <i>Heidi Hanson</i> <i>Stacey Lohman</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Responsibility for member list transferred to secretary's position as part of Bylaws revisions approved by chapter members in spring election.</li> <li>• Heidi Hanson and Stacey Lohman have agreed to put together the fall membership campaign. [DD adds: Yay!!!! :D]</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Heidi and Stacey are planning the fall membership drive.</li> </ul>
<p><b>Mentoring</b> <i>Josée Martens</i></p>	<p>New interview opportunity to present to York High School in the works</p>
<p><b>Nominating</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• [DD] New vice president and immediate past president automatically</li> </ul>

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	<p>added to committee as per Bylaws revisions approved by chapter members in spring election.</p> <ul style="list-style-type: none"> <li>• [EG] Linda Jansak has been appointed as third member of NomComm.</li> <li>• [EG] Assigned MaryKay as committee manager.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Committee will work on gathering possible candidates for chapter officer positions throughout the fall and winter months.</li> </ul>
<b>President</b> <i>Elizabeth Gecas</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended Strategic Planning Meeting in July. Reviewed meeting minutes, and posted for officers to view on Google Drive.</li> <li>• Attended special meeting in July</li> <li>• Wrote President's Message for August <i>Byline</i></li> <li>• Selected three members to receive complementary tickets for eLearning Showcase</li> <li>• Vote to offer Kindle Fire and SnagIt subscription at eLearning Showcase</li> <li>• Worked with VP and IPP to fill committee manager positions</li> <li>• Assigned Linda Jansak as third member of Nominating Committee, and appointed MK as committee manager</li> <li>• Gave Mandy admin access on STC Chicago FB page and shared Social Media/At A Glance processes</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <i>Byline</i></li> <li>• Find Scholarship manager</li> <li>• Attend August meeting</li> </ul>
<b>Programs</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Renewed our domain name for another year (no cost incurred)</li> <li>• Changed domain account contact from Adam Evans to MK</li> <li>• Wrote <i>Byline</i> article for upcoming programs</li> <li>• New permanent equipment includes: laptop speakers and power strip</li> <li>• Confirmed August speakers and venue</li> <li>• Sent out meeting invitation for August program</li> <li>• We will be bringing back the monthly Wednesday Webinar program (assuming vote in New Business above goes through); Adam Evans has agreed to organize and host the monthly webinars</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Work on speaker for November meeting</li> <li>• Book Rodity's for November meeting</li> <li>• Purchase an extension cord (assuming AC vote approval)</li> <li>• Purchase \$25 Starbucks Gift Card for raffle giveaway at eLearning Showcase</li> </ul>
<b>Scholarship</b> <i>To Be Appointed</i>	<p><b>No report submitted.</b></p>

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<b>Social Media</b> <i>Mandy Morgan</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted FB link to At a Glance</li> <li>• Posted July meeting announcements to FB and Twitter</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Post announcements for program meetings and other chapter items, as needed</li> </ul>
<b>Sponsorships</b> <i>Francis Bao</i> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Secured sponsors for the eLearning Showcase</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Work on getting sponsors for September meeting</li> </ul>
<b>Treasurer</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Wrote August <i>Byline</i> article (July meeting presentation)</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Pay scholarship and any other expenses (STC membership) for remaining two scholarship winners.</li> </ul>
<b>Vice President</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended Strategic Planning Meeting in July</li> <li>• Updated and verified all chapter email aliases. Key changes: <ul style="list-style-type: none"> <li>◦ changed pr@ contacts to program mgr and web mgr, essentially this is an unused alias</li> <li>◦ retired thursdayswest@ and thursdaysnearnorth@ aliases; did not fully delete the aliases in case the meetings begin again</li> </ul> </li> <li>• Updated and cleaned up credentials/security access document</li> <li>• Wrote <i>Byline</i> article for 2017-18 VIP program</li> <li>• Wrote <i>Byline</i> article regarding STC Member Perks program to promote STC membership</li> <li>• Attended July chapter meeting with Jack Molisani</li> <li>• Worked with President and IPP to fill committee manager positions</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Attend August chapter meeting</li> <li>• Work with Stacey and Heidi to kick off the fall membership drive</li> <li>• Will be attending the eLearning Showcase and will work the STC table for the duration of the day</li> <li>• Work with President to find manager for last open committee (scholarships)</li> </ul>
<b>Webmaster</b> <i>Mandy Morgan</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Created and release August At a Glance</li> <li>• Posted eLearning Showcase article to Home page</li> <li>• Posted July and August meeting articles to Home page</li> <li>• Updated AC Meeting Minutes resource page</li> <li>• Posted August <i>Byline</i></li> </ul>

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	<p>To Do:</p> <ul style="list-style-type: none"><li>• Post the revised Bylaws</li><li>• Work with MK to update the competition/judging announcement pages and add submission links by September 1</li><li>• Post meeting articles, as necessary</li></ul>
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