

STC Chicago Administrative Council Minutes

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

September 9, 2017, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:36 a.m.
2.	Attendees	Elizabeth Burke, Dan Dornbrook, Elizabeth Gecas, MaryKay Grueneberg, Pete Wagner
3.	Minutes from Previous Meeting	Minutes of August meeting sent to AC email list August 12. <i>9/9 - Minutes approved.</i>
4.	Consent Agenda and Financials	See 090917 Treasurer's report on Google Drive in the Treasurer Documents / 2017 Budget Materials folder for details. <ul style="list-style-type: none"> 8/24 \$536.01 MaryKay Grueneberg - Amazon Echos for chapter membership drive; Starbucks gift cards for eLearning Showcase raffle and future speaker gifts; printing of Chicago STC posters. 8/29 \$241.38 MaryKay Grueneberg - August meeting food. 9/1 \$358.88 Adam Evans - GoToMeeting Pro subscription for chapter for webinars and other official chapter business use 9/2 \$500.00 New York University - Payment for scholarship winner Will Sullivan.
5.	Secretary's Report	Total Members: 95, down from 133 a year ago (and from 128 in March, which is implausible unless members are allowed to cancel in midyear after renewing, which big STC says they are not) 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: 6 New member contact info to be provided to Constant Contact administrator. Note: Chapter has contacted STC office (Elaine Gilliam) about questionable outputs from STC membership database and provided list of more than 50 chapter members listed in March but not now. Meanwhile, two members listed as new in June do not appear on September list. Until further notice, STC membership data should not be considered reliable.
6.	Announcements	1. Thursdays at STC September 7, 2017 <ul style="list-style-type: none"> 6 attendees Downtown Chicago (Pete/Russ) 3 attendees at Jason's Deli in Schaumburg (Donna T.) 5 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) 2. STC Chicago now has a GoToMeeting account and the Webinar Wednesdays program will begin again in October. 3. Society continues to report email among chapters regarding fraudulent attempts to get treasurers to send funds. <i>9/9 - Appropriate precautions discussed.</i>
7.	New Business	1. DCSA applications are due October 30. The officers need to begin

STC Chicago Administrative Council Agenda

		<p>confidential discussions about possible candidates. <i>9/9 - Discussions in progress.</i></p> <p>2. Need President's article for October <i>Byline</i> but would also like to highlight one or more officer roles in each issue to promote candidates. Also need list of winners at eLearning Showcase. <i>9/9 - Secretary, treasurer to provide articles to editor.</i></p> <p>3. I know we don't have a scholarship manager yet, but do we want to include High Schools this year given our presentation on Monday? <i>9/9 - Approved, pending preparation of necessary documents.</i></p>
8.	Committee Reports	<p>Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>. Otherwise, find full committee reports below.</p>
9.	Unfinished Business	N/A
10.	Other	None.
11.	Next Meeting	<p>Date: Saturday, October 14 Location: Barnes & Noble on Golf Rd in Schaumburg.</p>
12.	Adjourned	10:36 a.m.

Committee Reports	
Alliance <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Attended "Meet the Alliance at Willis Tower" networking event in August • Attended TEDx planning meeting in August <p>To Do:</p> <ul style="list-style-type: none"> • Complete and submit TEDx license application • Correspond with other Alliance reps regarding future meetings
Bylaws Review <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Revised Chapter Bylaws (approved by chapter members) posted to website. <p>To Do:</p> <ul style="list-style-type: none"> • Next review scheduled for early 2019.
Byline <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Working on October <i>Byline</i> issue • Received an announcement from member shortly after August issue. His announcement will fit nicely in the Congrats section. I would really like to expand the content in this section. • Released August issue of <i>Byline</i> • Invited recruiter to our August program as part of our Recruiter program. <p>To Do:</p> <ul style="list-style-type: none"> • Release October issue first week of October
Competition	Completed:

STC Chicago Administrative Council Agenda

MK Grueneberg	<ul style="list-style-type: none"> Updated content of the Competition pages for the Website (general page, Call for Entries, Call for Judges) Wrote Call for Entries article for the Website Deb Wuethrick has agreed to be the Judges' coordinator <p>To Do:</p> <ul style="list-style-type: none"> Actively recruit judges Send email to past entrants notifying of no ISA competition and new(old) pricing for this year
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> Worked with CETS planning committee in advance of August event Corresponded with sponsors and exhibitors about logistics and venue Worked with Host Reps to ensure successful execution of event and after-party <p>To Do:</p> <ul style="list-style-type: none"> Attend CETS debrief meeting and report results of attendee survey Distribute seed money and 2017 profit to host organizations
Historian <i>Bill Leavitt</i>	Nothing to report.
Immediate Past President <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> Attended eLearning Showcase and assisted at the STC table Attended August AC meeting <p>To Do:</p> <ul style="list-style-type: none"> Attend September AC meeting Need to arrange for September meeting food Work with President and VP for DCSA candidates
Membership <i>Heidi Hanson</i> <i>Stacey Lohman</i>	<p>Completed:</p> <ul style="list-style-type: none"> Put together main announcement article for the fall membership drive Created a list of tweets for the Social Media manager to send out during the membership drive MK purchased the two prizes (Amazon Echo) and was able to take advantage of a "\$100 off purchase of 2" offer as well as free shipping <p>To Do:</p> <ul style="list-style-type: none"> Begin the campaign in mid-September
Mentoring <i>Josée Martens</i>	<p>Completed:</p> <ul style="list-style-type: none"> 2 interviews this month <p>To Do:</p> <ul style="list-style-type: none"> Sept 11 is a panel presentation at York HS to tech comm / report writing students.
Nominating <i>MK Grueneberg</i>	<p>Nothing to report this month.</p>
President	<p>Completed:</p>

STC Chicago Administrative Council Agenda

<p><i>Elizabeth Gecas</i></p>	<ul style="list-style-type: none"> • Attended August AC meeting • Selected individuals to receive complimentary CETS tickets to attend event • Selected final member of Nominating Committee and assigned MK as manager • Wrote message for August <i>Byline</i> • Worked with Social Media to create posts about eLearning Showcase <p>To Do:</p> <ul style="list-style-type: none"> • Writing President's message for October <i>Byline</i> • Attend September Chapter meeting • Attend September AC meeting • Work with IPP and VP for DCSA nominees • Work with Webmaster to update anything on the website that is still out of date • Research individual willing to be our Scholarship manager
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Purchased Starbucks gift cards for future speaker gifts (as approved by AC vote at the August AC meeting) • Had STC Chicago posters printed and laminated for use at events and meetings • Secured speaker for November meeting (Jennifer DeVries from BlueStreak earning) - completing the 2017 calendar • Secured speaker for January (Shannon Tipton from Learning Rebels) and February (Karen Kostrinsky from Ellie Mae) meetings for 2018 • Elizabeth B. has secured Texas de Brazil for the 2018 banquet on March 15 (this will be our last year there as we try to not use a venue for more than three years) • STC Chicago now has a dedicated GoToMeeting account (thanks to Adam Evans for doing the legwork on this) - it will be used initially for the Wednesday Webinar program but will also be used for competition meetings and other Chapter business • Hosted and spoke at the August Chapter meeting • Created and sent email invitation out for the September meeting • Wrote article for Website for September meeting • Have been in contact with our October speaker - travel arrangements made <p>To Do:</p> <ul style="list-style-type: none"> • Secure speaker for April 2018 meeting to complete the 2017-18 program year • Update the "Upcoming Programs" list to include the new speakers and topics • Research and secure venues for the newest meetings
<p>Scholarship <i>To Be Appointed</i></p>	<p>No committee or committee manager at the moment.</p>
<p>Social Media <i>Mandy Morgan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Added Facebook update for September meeting. <p>To Do:</p> <ul style="list-style-type: none"> • Add Facebook and Twitter updates promoting the competition.
<p>Sponsorships <i>Francis Bao</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> • Need to secure a sponsor for the October meeting; have offered our out-of-town

STC Chicago Administrative Council Agenda

<i>MK Grueneberg</i>	speaker the standard speaker honorarium, but since she is traveling, would like to be able to offer her more
Treasurer <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Scholarship paid for Will Sullivan. Per Bernadette Cash request, will pay her \$500 award in December for her tuition in January 2018. <p>To Do:</p> <ul style="list-style-type: none"> Contact the 3 scholarship winners and ask them to sign up for student memberships, then contact the Treasurer for reimbursement.
Vice President <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> Attended and represented STC Chicago at CETS 2017; worked at the table for the duration of the event and spoke to people about STC and our chapter. Updated our Committees Resource page on the website to remove Internships and add Mentoring (also fixed a few glaring typos) For historical purposes, I uploaded the 2012-14 and 2014-16 Strategic Planning documents to the Google Drive Attended the August Chapter meeting - spoke with non-members about the value of STC membership and STC Chicago membership Attended August AC meeting <p>To Do:</p> <ul style="list-style-type: none"> Attend the September Chapter meeting Attend September AC meeting Work with the president on any chapter issues that come up Help initiate and launch the membership campaign that Heidi and Stacey put together Work with the president and IPP to research possible DCSA nominees for 2017
Webmaster <i>Mandy Morgan</i>	<p>Completed:</p> <ul style="list-style-type: none"> Posted the article and registration link for the September Chapter meeting Posted updated to the Competition pages <p>To Do:</p> <ul style="list-style-type: none"> Post upcoming meeting info, as it becomes available Post the Membership Drive articles in September