

STC Chicago Administrative Council Agenda

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

Saturday, October 14, 2017, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:35 a.m.
2.	Attendees	Elizabeth Burke, Dan Dornbrook, Elizabeth Gecas, MaryKay Grueneberg, Pete Wagner
3.	Minutes from Previous Meeting	Minutes of September meeting sent to AC email list September 11. <i>10/14 - Minutes approved.</i>
4.	Consent Agenda and Financials	See 101417 Treasurer's report on Google Drive in the Treasurer Documents / 2017 Budget Materials folder for details. <ul style="list-style-type: none"> 9/20 \$100 Pete Wagner - Withdrawal for wireless microphone/speakers purchased for the chapter 3/5/17. Note purchase price was \$99.99; Pete did a withdrawal because he needed cash and he doesn't charge the chapter for the occasional stamps needed for chapter correspondence. 9/20 \$50.84 Sam's Club - Drinks for September chapter meeting. 9/20 \$394.11 Jason's Deli - Food for September chapter meeting. 10/12 \$17.63 John Hartigan - Purchase of thumb drive for Robert G. Frank committee.
5.	Secretary's Report	Total Members: 95, compared with either 64 or 210 a year ago (depending on which STC spreadsheet we looked at then) Student Members: 4, compared with (not provided by STC a year ago) and same as previous month Retired Members: 4, compared with (not provided by STC a year ago) and same as previous month New TC Professional Members: 4, compared with (not provided by STC a year ago) and same as previous month Corporate Value Program members: 10 (including four from one company and two from another) and same as previous month New STC members since previous AC update: 1 New member contact info to be provided to webmaster. Note: Chapter is continuing to work with STC office to resolve apparent discrepancies in membership records. For example, one member listed in September is missing from October list.
6.	Announcements	1. Thursdays at STC October 5, 2017 <ul style="list-style-type: none"> 6 attendees Downtown Chicago (Pete/Russ) 2 attendees at Jason's Deli in Schaumburg (Donna T.) 3 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) 2. Wednesday Webinar Series will begin in November (Adam Evans to host.)

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7.	New Business	<ol style="list-style-type: none"> [MK] Reminder: DCSA submissions are due by Oct 30. <i>Noted.</i> [MK] Competition: does anyone have any ideas of how to gather more entries besides what's been done (see the Competition Committee report to see advertising we have done). <i>10/14 - Committee to discuss.</i> [MK] Website hosting requirement: I have reached out to Kobla (again) to re-initiate discussions on steps necessary to complete our transition to STC hosting. I will keep the AC posted on progress. <i>Noted.</i> [EG] Discuss content presented in CAC Leadership Webinar: STC Community Budgeting. <i>Noted.</i> [EG] Status update on how to resolve Phishing emails. <i>Noted.</i> [EG] Does everyone have the resources to do a remote AC meeting "test run" for the November meeting? <i>10/14 - Test to proceed.</i>
8.	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.
9.	Unfinished Business	N/A
10.	Other	N/A
11.	Next Meeting	Date: Saturday, November 11, 2017 Location: Remote meeting access information to be sent before meeting.
12.	Adjourned	10:21 a.m.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> Updated "Meet the Alliance" registration page at Eventbrite Attended meeting with current TEDx planners To Do: <ul style="list-style-type: none"> Continue to explore possibilities for joint meetings
Bylaws Review <i>Dan Dornbrook</i>	To Do: <ul style="list-style-type: none"> Next review scheduled for early 2019.
Byline <i>Elizabeth L. Burke</i>	To Do: <ul style="list-style-type: none"> Working on October issue.
Competition <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> Created and sent Competition announcement / Call for Entries and Judges through Constant Contact - first email 9/20, second email 10/11 Created email templates for all staged email to go to judges before, during, and after the competition - sent to Judging coordinator Updated the Checklist for the Judging Coordinator Planned initial call with Judging Coordinator to get her acclimated Created and sent Call for Entries to past submitters (separate from the general email that went out to the full database) sent 9/20

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	<p>To Do:</p> <ul style="list-style-type: none"> • Work with Deborah to get judging teams set up as they register • Continue to work on getting submitters
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Worked with CETS committee managers on post-event details • Worked with CETS treasurer to return 2017 seed money to STC Chicago <p>To Do:</p> <ul style="list-style-type: none"> • Attend final debrief meeting • Ensure 2017 profit check is delivered to STC Chicago treasurer in November
<p>Historian <i>Bill Leavitt</i></p>	<p>No report submitted.</p>
<p>Immediate Past President <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Ordered food for September meeting. • Attended September meeting.
<p>Membership <i>Heidi Hanson</i> <i>Stacey Lohman</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Membership drive article was posted on the website • Membership drive given to ELB for October <i>Byline</i>
<p>Mentoring <i>Josée Martens</i></p>	<p>Nothing to report this month.</p>
<p>Nominating <i>MK Grueneberg</i></p>	<p>Nothing to report this month.</p>
<p>President <i>Elizabeth Gecas</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Attended September meeting • Created social media posts about upcoming meetings, the competition, and renewing STC Chicago membership • Wrote President's message for Byline • Attended AC Leadership Webinar: STC Community Budgeting • Wrote October At a Glance Newsletter <p>To Do:</p> <ul style="list-style-type: none"> • Attend October meeting • Set up remote November meeting • Assist other committees, as needed
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Sept. meeting follow-up invites sent on 9/14 and 9/19 • Created CC email invites for the October meeting; first one scheduled to go out on 10/3, second invite on 10/11 • Confirmed the November speaker - she has her flight booked and is all set • Booked venue (Roditys, Greek Town) for the November meeting • Hosted September chapter meeting • Posted October meeting article on the Website in Mandy's absence • Wednesday Webinar Series - Adam has been working on this and almost has

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	<p>the line-up complete. The webinars will begin in November. I have given him permission to create the Constant Contact invitations and post the information to the Website.</p> <p>To Do:</p> <ul style="list-style-type: none"> • Book a venue and make plans for the December meeting
Scholarship <i>To Be Appointed</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Elizabeth Burke put together initial plans for an inaugural High School level scholarship (\$250 prize) • ELB to contact 5 high schools as trial for this first year <p>To Do:</p> <ul style="list-style-type: none"> • Recruit judges to review the HS submissions
Social Media <i>Mandy Morgan</i>	<p>Completed:</p> <ul style="list-style-type: none"> • EG filling in for Mandy while she is out.
Sponsorships <i>Francis Bao</i>	<p>No report submitted.</p>
Treasurer <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Contacted the three scholarship winners 9/10 and ask them to sign up for student memberships, then contact the Treasurer for reimbursement. No one has responded. • Deposited the returned CETS seed money (\$1,500) on 9/20. The profit is returned separately, details still being finalized. • Received email from National for community budgeting process for 2017 (2018 budget). Due October 31 unless you ask for an extension. Email stated that the membership count as of 31 August 2017 for STC Chicago Chapter is 94. • Provided Treasurer article for <i>Byline</i>. <p>To Do:</p> <ul style="list-style-type: none"> • Develop first draft of 2018 budget and route via email for review/feedback.
Vice President <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Attended the September chapter meeting; networked with attendees and promoted STC Chicago membership drive • Cleaned up the user list for WordPress (Website); removed old users with administrative rights: Rosario Carrillo, Chris Hester, Jessica Behles, and Linda Kelley (I left Adam as a third administrator for now because of his involvement with reinstating the Wednesday Webinars) • Have reached out to Kobla, once again, to re-initiate discussions for steps needed to be compliant with sTC for website hosting. <p>To Do:</p> <ul style="list-style-type: none"> • Attend the October chapter meeting • Work with the president and immediate past president on any issues that arise • Follow up with Kobla and work with him to complete website hosting transition

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Webmaster <i>Mandy Morgan</i>	<p>Completed:</p> <ul style="list-style-type: none">• FYI only: WordPress has automatically been updated to v4.8.2. There is nothing to do on our end.• Posted meeting articles• Posted competition article <p>To Do:</p> <ul style="list-style-type: none">• Post meeting articles and registration links as they become available
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