

STC Chicago Administrative Council Minutes

(Online meeting link: <https://global.gotomeeting.com/join/753699357>)

Saturday, November 11, 2017, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:33 a.m.
2.	Attendees	Dan Dornbrook, Elizabeth Gecas, Linda Jansak, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on September 22. <i>11/11 - Minutes approved.</i>
4.	Consent Agenda and Financials	See the 111117 Treasurer's Report on Google Drive in the Treasurer Documents / 2017 Budget Materials folder for details. <ul style="list-style-type: none"> ● 10/26 \$375.24 Olive Garden - Food and room rental for October Chapter meeting. ● 10/28 \$150.00 Pam Noreault - Speaker fee for October Chapter meeting.
5.	Secretary's Report	Total Members: 83 , down from 133 a year ago and 95 a month ago Student Members: NONE , down from 11 a year ago and 4 a month ago Retired Members: 4, down from 6 a year ago (same as a month ago) New TC Professional Members: 4, down from 8 a year ago (same as a month ago) Corporate Value Program members: 5, down from 10 a month ago (not tracked a year ago) New STC members since previous AC update: none, but: <ul style="list-style-type: none"> ● 5 names missing in October are listed in November ● 17 names listed in October are missing in November NOTE: Chapter is continuing to work with STC office to resolve apparent discrepancies in membership records. Lists available on request.
6.	Announcements	1. Thursdays at STC November 2, 2017 <ul style="list-style-type: none"> ● 3 attendees Downtown Chicago (Pete/Russ) ● 2 attendees at Jason's Deli in Schaumburg (Donna T.) ● 6 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) 2. Website is back up and running!
7.	New Business	1. (MK) website migration is complete. I have some things I need to finalize and clarify with Kobla and will then send out a full report with details to the officer list. I will also update our credentials/access list and send that out. <i>11/11 - (EG) Anyone who notices any issues with the site should report them to MaryKay and Mandy.</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	None.

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11.	Next Meeting	Date: Saturday, December 9 Location: Barnes and Noble on Golf Rd in Schaumburg.
12.	Adjourned	10:04 a.m.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Corresponded with Chicago Alliance reps about status of TEDx planning ● Noted delay in planning efforts, event schedule is tentative To Do: <ul style="list-style-type: none"> ● Confirm participation of Chicago Alliance organizations
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>	Completed: <ul style="list-style-type: none"> ● Released the October issue To Do: <ul style="list-style-type: none"> ● Begin December issue, I've already received some contributions
Competition <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Wrote article for October <i>Byline</i> ● Sent email to past judges and past submitters ● Collated and logged entries as they have arrived To Do: <ul style="list-style-type: none"> ● Finalize teams ● Prepare for GoToMeeting judges' orientation on November 18 ● Assign entries to teams ● Arrange for handoff of entries to physical teams
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Distributed 2017 CETS profit check ● Worked with CETS program manager to document / track budget on new template To Do: <ul style="list-style-type: none"> ● Attend final wrap-up meeting ● Submit reimbursement form for STC Chicago prize giveaways at 2017 CETS
Historian <i>Bill Leavitt</i>	Nothing to report
Immediate Past President <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> ● Attended October program meeting ● Arranging for Thanks for Giving meal for Officers and Committee Managers ● Sent invite for Thanks for Giving

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Membership <i>Heidi Hanson</i> <i>Stacey Lohman</i>	Nothing to report
Mentoring <i>Josée Martens</i>	Nothing to report
Nominating <i>MK Grueneberg</i>	To Do: <ul style="list-style-type: none"> ● Begin strategizing on getting people to submit for nomination for officer positions
President <i>Elizabeth Gecas</i>	Completed: <ul style="list-style-type: none"> ● Created invite for remote AC November meeting ● Raised awareness of Nov. meeting ● Signed up to help with competition ● Completed DCSA nomination To Do: <ul style="list-style-type: none"> ● Attend Nov. meeting ● Attend Dec. meeting ● President's message for Byline ● Competition judging / orientation ● Assist committees, as needed
Programs <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Write article for October meeting and November meeting for <i>Byline</i> ● Facilitated the October meeting ● Sent initial email about November meeting ● Posted November meeting details and registration link to the Website To Do: <ul style="list-style-type: none"> ● Contact November venue to ensure all is set ● Work on getting Lightning Talk presenters; currently have 5 ● Need to send the speaker slide deck from Oct meeting to the registrants
Scholarship <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> ● We will support a Scholarship for High School Seniors this year ● Reached out to counselors at five High Schools to announce To Do: <ul style="list-style-type: none"> ● Need to follow up with details
Social Media <i>Mandy Morgan</i>	To Do: <ul style="list-style-type: none"> ● Posts to Twitter and Facebook about November meeting, December webinar, December meeting
Sponsorships <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> ● Dakota Systems will be the November meeting sponsor ● Talked with Steve Johnson - and Copresco will sponsor the printing of the banquet programs this year ● WebWorks donated 25 of their conference giveaways for us to give out at our

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	<p style="text-align: center;">December meeting</p> <p>To Do:</p> <ul style="list-style-type: none"> ● Find a sponsor for December meeting
<p>Treasurer <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Started writing summary article for October meeting for <i>Byline</i>. ● Requested and received extension to November 30 for submitting 2018 budget. ● Started draft of 2018 budget. ● Received check for chapter profits from this year's eLearning conference (\$8,500) and deposited it. ● Note: chapter funds jumped \$10,000 from previous month (mainly from eLearning check) to \$30,000. ● Suggestion for secretary: leave the To Do list from the previous month in the current month agenda. <p>To Do:</p> <ul style="list-style-type: none"> ● Finish draft of 2018 budget and route via email for review/feedback. ● Received student STC membership receipt from Bernadette Cash (2017 scholarship winner); need to send her a reimbursement check. Have not received anything from the other two scholarship winners.
<p>Vice President <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended the October meeting; talked to a couple of non-members about membership ● Working with Kobla to complete the migration to our website - migration is complete. Still a few clean up items. Will talk to Mandy about next steps. ● Spoke with a couple of vendors regarding future sponsorship (no luck yet but have contact names and will follow up) <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to support the president and IPP in any need that comes up
<p>Webmaster <i>Mandy Morgan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Sent out AAG <p>To Do:</p> <ul style="list-style-type: none"> ● Need to update website for December webinar and meeting ● Set up time to update all dates, etc. for new year