

STC Chicago Administrative Council Agenda

Online (GoToMeeting link: <https://global.gotomeeting.com/join/535073565>)

Saturday, February 10, 2018, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:33 a.m.
2.	Attendees	Dan Dornbrook, Elizabeth Burke, Elizabeth Gecas, Linda Jansak, MaryKay Grueneberg, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on January 13. One correction received from Pete (removed note with question that was answered during meeting). <i>Approved.</i>
4.	Consent Agenda and Financials	See the <i>021018 Treasurer's Report</i> on Google Drive in the Treasurer Documents / 2018 Budget Materials folder for details. <ul style="list-style-type: none"> ● 01/18 \$398.50 Olive Garden - January chapter meeting room, food. ● 01/18 \$125.00 Shannon Tipton - January speaker stipend. ● 01/24 \$179.00 Communication Concepts (APEX 2018 Awards entry payment). ● 01/26 \$1,500.00 CETS - 2018 Chicago eLearning Showcase chapter seed money. ● 01/28 \$925.00 MaryKay Grueneberg - Reimbursement for STC National Conference registration. ● 01/29 \$9.95 UPS Kiosk - [MK] postage for mailing membership drive prize to Huntley Eshenroder. ● 02/08 Staples - \$43.99 - HDMI cable for chapter projector.
5.	Secretary's Report	Total Members: 70 , down from 138 a year ago but up from 43 a month ago Student Members: 3, down from 12 a year ago but up from NONE a month ago (which we know was incorrect) Retired Members: 2, down from 5 a year ago but same as a month ago New TC Professional Members: 2, down from 7 a year ago but same as a month ago Corporate Value Program members: 1, same as a month ago New STC members since previous AC update: three (names to be provided to Constant Contact administrator) NOTE: Chapter is continuing to work with STC office to resolve apparent discrepancies in membership records.
6.	Announcements	Thursdays at STC February 1, 2018 <ul style="list-style-type: none"> ● 4 attendees Downtown Chicago (Pete/Russ) ● 1 attendee at Jason's Deli in Schaumburg (Donna T.) ● 4 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben)
7.	New Business	1. [MK] Social Media - we are looking for someone to take over the social media posting (FB, Twitter, and LinkedIn). Would anyone like to volunteer, or do we know who we can approach for this?

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		<p><i>EG to reach out to Linda Kelley, who previously indicated interest in assisting with social media. Linda Jansak offered to assist with Twitter, EG with Facebook.</i></p> <p>2. [MK] Science Fair - we have been contacted once again to participate in the Chicago Non-Public Schools' Science Exposition as special judges, which comes along with a request for prize money. In the past, we have had 2-3 volunteers attend as special judges and have provided two prizes: one for \$100 and another for \$75. The date is March 3 at the Museum of Science and Industry (approx. 9:30 a.m. to noon). We do not need to be present at the awards ceremony the following day. Vote needed: request a vote of the officers to approve the two proposed prizes. We will, however, have to supply judges to select the winners. I will be out of country and cannot participate this year. <i>Approved prizes. EG and/or PW to follow up with MKG about availability to participate as judges.</i></p> <p>3. [MK] Pacesetter Award - I think we should enter our Tech Comm Panel at the High School for Pacesetter. It is a very unique way of passing on information about the field and STC to HS Seniors interested in Tech Comm. If agreed, I will write it up and submit. <i>Agreed.</i></p> <p>4. [LJ] CETS Host Org Status - Chicago ISPI is closing its chapter. Their Board will continue to support CETS this year and are making plans for how to contribute to future events. I will update the AC when I learn more about this transition and its potential impact on CETS. <i>STC Chicago to publicize 2018 CETS through Byline and social media as in the past. LJ to follow up with CETS host organizations about plans for future years.</i></p>
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.
11.	Next Meeting	Date: Saturday, March 10 Location: online (link to be sent before meeting)
12.	Adjourned	10:06 a.m.

Committee Reports

Alliance

Linda Jansak

Completed:

- Meeting with individual Alliance liaisons to gauge interest in 2018 event.

To Do:

- Continue confirm participation of Chicago Alliance organizations in future events.
- Determine topic for upcoming meeting.

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Bylaws Review <i>Dan Dornbrook</i>	<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"> ● <i>Byline</i> has been entered into the Apex competition ● February <i>Byline</i> has been released <p>To Do:</p> <ul style="list-style-type: none"> ● Find someone to write summary of February meeting ● Find someone to write an article on the banquet
Competition <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Completed final review of judges' evaluations, created PDFs, and sent collated sets to submitters ● Created the verification of names/awards email with inquiry regarding additional awards - sent to all submitters ● Created the award order form via Constant Contact - as submitters request awards, link will be sent to them to order. ● Sumitter cost for additional awards will be the same as last year: \$60 BoS, \$50 Distinguished, \$30 Excellence, \$10 Merit ● Created Banquet event in Constant Contact, sent registration link to submitters. ● Banquet cost will be \$20 STC Chicago, \$25 Students, \$30 Other STC Members, \$35 non-members ● Working with Elizabeth Burke on awards - sent unconfirmed list of award titles and contributors on 2/1/18 ● Working with Samantha Burke on banquet program - sent all input and Word file from last year on 2/1/18 <p>To Do:</p> <ul style="list-style-type: none"> ● Continue working on award orders with Elizabeth B. ● Reach out to potential competition manager for next year
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Corresponded with Chicago ISPI regarding their continued participation in CETS (due to folding of their local chapter) <p>To Do:</p> <ul style="list-style-type: none"> ● Work on new budget template with host reps ● Post link to Call for Volunteers
Historian <i>Bill Leavitt</i>	<p>No report submitted.</p>
Immediate Past President <i>Elizabeth L. Burke</i>	<p>To Do:</p> <ul style="list-style-type: none"> ● Continue to support President, Vice President, and committees as needed.
Membership <i>Heidi Hanson</i> <i>Stacey Lohman</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● [MK] Winners were drawn using the December and January rosters and an online random number generator. Winners were Stacey Lohman and Huntley

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	<p>Eshenroder. Stacey picked up her prize at the January meeting, and we shipped Huntley's prize to him.</p> <ul style="list-style-type: none"> ● [MK] Wrote article for <i>Byline</i> announcing the winners <p>To Do:</p> <ul style="list-style-type: none"> ● Nothing until next summer when we will start working on the 2018 fall membership drive campaign
<p>Mentoring <i>Josée Martens</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Working on second Tech Comm Panel at York HS, by invitation - set for 2/12/18
<p>Nominating <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Began a new discussion with the NomComm to establish a short list of people to contact to run for office ● Have reached out to Pete and Dan to see if they are willing to serve another term in their current roles - both have confirmed that they will <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to work with the NomComm to secure candidates for the 2018 election
<p>President <i>Elizabeth Gecas</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attend January meeting ● Assist with social media <p>To Do:</p> <ul style="list-style-type: none"> ● Feb. President's message for <i>Byline</i> ● Assist with CAA application, as needed ● Assist committees, as needed
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attend and host January meeting ● Notified submitters of the design contest with results (winner Rachel Friend) ● Wrote article for <i>Byline</i> to announce design contest winner ● Requested 1 small change to cover design and Rachel has made the change ● Confirmed February speaker and venue ● Created February meeting event and email invitations in Constant Contact ● Posted in FB and Twitter to advertise the programs and STC topics in general <p>To Do:</p> <ul style="list-style-type: none"> ● Continue working on venues for 2018 ● Attend and host the February meeting ● Purchase an HDMI cable prior to Feb meeting ● Confirm the remaining planned speakers through June 2018
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Nothing to report this month.</p>
<p>Social Media <i>Mandy Morgan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● January chapter meeting and webinar information posted to FB and Twitter ● February chapter meeting and webinar information posted to FB and Twitter

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	<p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements, as necessary, related to the chapter events
<p>Sponsorships <i>Francis Bao</i> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● No sponsor was secured for January meeting ● Ken Cook Co. will be second Gold Sponsor for March Banquet <p>To Do:</p> <ul style="list-style-type: none"> ● Find a sponsor for February meeting
<p>Treasurer <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Contacted John Hartigan and gave him the approved guidelines for purchasing a gift for the Frank Award, then asked him to submit the receipt for reimbursement. ● Followed up with big STC regarding sending a second person and getting the early bird rate. Per email and conversation with Elaine Gilliam, we have until April 2 to identify a second person, if we do, we should fill out the registration form she sent Pete, and she will process it manually and we will still get the early bird rate. ● Received 2018 chapter funding check from STC National (\$1,410.00) and deposited it in our checking account. ● Wrote summary of January chapter meeting presentation for February <i>Byline</i>.
<p>Vice President <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Completed the CAA application and submitted on January 26 (included a disclaimer regarding any and all website links but also provided screenshots as substantiation for all items requiring website exposure) ● Worked with the president to finalize the list of chapter volunteer recognition recipients and finalize citations ● Continuing to work with Kobla on website issues - Tim Esposito has stepped in and is trying to help as well (he has helped other chapters with post-migration issues) <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"> ● Worked with MK to resolve ongoing issues on Website ● Posted applicable articles for January meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Post articles as needed for programming ● Figure out issues with Wordpress