

STC Chicago Administrative Council Minutes
 Online Meeting (<https://global.gotomeeting.com/join/816691461>)
 Saturday, March 10, 2018, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:35 a.m.
2.	Attendees	Dan Dornbrook, Elizabeth Burke, Elizabeth Gecas, MaryKay Grueneberg, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on February 10. <i>3/10 - Approved.</i>
4.	Consent Agenda and Financials	See the 031018 Treasurer's Report on Google Drive in the Treasurer Documents / 2018 Budget Materials folder for details. <ul style="list-style-type: none"> • 02/12 \$213.01 Vistaprint - Engraved metal business card holders (judges' gifts (16), remaining 9 to be used next year). • 02/15 \$439.82 Bar Louie, Schaumburg - February chapter meeting food and room rental. • 02/19 \$175 Chicago non-public schools science fair - first and second place prize money.
5.	Secretary's Report	Total Members: 74, down from 128 a year ago but up from 70 a month ago Student Members: 4, up from 2 a year ago and 3 a month ago Retired Members: 4, down from 6 a year ago but up from 2 a month ago New TC Pro Members: 2, down from 7 a year ago, same as a month ago Corporate Value Program members: 1, same as a month ago New STC members since previous AC update: 1 (name 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	1. Thursdays at STC March 1, 2018 <ul style="list-style-type: none"> • 3 attendees at Downtown Chicago location (Pete/Russ) • 1 attendee at Jason's Deli in Schaumburg (Donna T.) • 2 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) 2. CETS deadline for session proposals extended to March 10 3. CAA results are in! <i>3/10 - Results to be announced at banquet and elsewhere.</i>
7.	New Business	1. (ELB) Recommend we include an article about Science Fair and the thank you note we received. Would request permission to include Thank You from recipient. <i>3/10 - PW to submit article for April Byline by March 30.</i> 2. (ELB) Requesting volunteers for Scholarship submission selections. <i>3/10 - MK, EG, PW to assist.</i> 3. (ELB) Discuss recommendations for HS Scholarship if we continue. <i>3/10 - Scholarship Committee to examine options for next year.</i>

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		4. (ELB) I know we have one new member because of the upcoming disbanding of the CISPI chapter. We could send a note to their president suggesting that they share [with their members] the opportunity to continue their professional participation with STC Chicago. <i>3/10 - ELB to reach out to CISPI president.</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.
11.	Next Meeting	Date: Saturday, April 14, 2018 Location: Barnes and Noble on Golf Rd in Schaumburg.
12.	Adjourned	10:06 a.m.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Confirm participation of Chicago Alliance organizations in future events. To Do: <ul style="list-style-type: none"> ● Continue confirm participation of Chicago Alliance organizations in future events. ● Determine topic for upcoming meeting.
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"> ● Volunteer will write banquet summary. ● Received summary of February meeting To Do: <ul style="list-style-type: none"> ● Solicit articles and work with volunteer to produce April issue.
Competition <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Awards have been ordered, produced, and picked up ● Sent link to payment form to competition winners who ordered extra awards ● Worked with Elizabeth B. to finalize banquet program To Do: <ul style="list-style-type: none"> ● Reach out to potential competition manager for next year
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Distributed Call for Volunteers and Speakers ● Distributed extended deadline for session proposals (March 10) To Do: <ul style="list-style-type: none"> ● Work on new budget template with host reps

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Historian <i>Bill Leavitt</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Provided STC Historical information on request. ● Helped provide obituary information for former Chicago STC member Dorothy Saxner and other recently deceased STC members.
Immediate Past President <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Participated in York HS tech comm profession panel ● Working with MaryKay on banquet awards ● Worked with volunteer to produce banquet program booklet <p>To Do:</p> <ul style="list-style-type: none"> ● Attend banquet and assist with details as needed. ● Continue to support President, Vice President, and committees as needed.
Membership <i>tbd for 2018</i>	<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
Mentoring <i>Josée Martens</i>	<p>Nothing to report</p>
Nominating <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● The committee has been having discussions related to candidates for VP for 2018-19. Have reached out to several people; none have accepted. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to work with the NomComm to secure candidates for the 2018 election
President <i>Elizabeth Gecas</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended Feb. chapter meeting ● Registered for awards banquet and volunteered to assist ● Facilitated Feb. AC meeting ● Collaborated with STC regarding DCSA <p>To Do:</p> <ul style="list-style-type: none"> ● Facilitate March AC meeting ● April president's message ● Assist committees, as needed
Programs <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended and hosted the February meeting ● Purchased an HDMI cable prior to Feb meeting ● Banquet programs have been created (ELB), and are at printer (Copresco) ● Secured volunteers for all aspects of the banquet; have follow-up and all is on track for March 15 ● Set up final reminders for banquet <p>To Do:</p> <ul style="list-style-type: none"> ● Continue working on final venues for 2018 ● Confirm the remaining planned speakers through June 2018

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<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Received 3 submissions from York HS ● Need volunteers for review of submissions <p>To Do:</p> <ul style="list-style-type: none"> ● Write article for <i>Byline</i> announcing recipient
<p>Social Media <i>Mandy Morgan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● For now, MK has taken over website/FB; Linda J is taking over Twitter posts <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"> ● Nothing to report at the moment <p>To Do:</p> <ul style="list-style-type: none"> ● Work on sponsors for remaining meetings of 2018
<p>Treasurer <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended and judged posters in Chicago Non-public Schools' Science Exposition along with my wife, Nancy, March 3 at Museum of Science and Industry. <p>To Do:</p> <ul style="list-style-type: none"> ● Get tent cards and sponsor posters printed for the March banquet. ● Write article about the science exposition for the April <i>Byline</i>.
<p>Vice President <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended the Tech Comm Panel at York High School ● Completed Website migration - all issues are now corrected ● Stepped in as Webmaster, for the moment <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>tbd (MK for now)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Website re-work is complete; WordPress issues are now under control ● Posted March Webinar and banquet articles ● Updated the competition pages <p>To Do:</p> <ul style="list-style-type: none"> ● Post articles as needed for programming ● Find a full-time Webmaster ● Update the calendar for the remainder of 2018 ● Update the historical award winners list ● Create a Competition Winners list page for 2017 competition