

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/507344773>)

Saturday, May 12, 2018, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:30 a.m.
2.	Attendees	Elizabeth Burke, Dan Dornbrook, MaryKay Grueneberg, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on April 14. <i>5/12 - Approved.</i> One item in April Consent Agenda updated on April 19 by treasurer (to correct purpose of purchase of printed name tags).
4.	Consent Agenda and Financials	See the 0512/18 Treasurer's Report on Google Drive in the Treasurer Documents / 2018 Budget Materials folder for details. <ul style="list-style-type: none"> ● 4/19 \$4.07 Walmart - Water for April chapter meeting. ● 4/20 \$309.44 Jason's Deli - April Chapter meeting food. ● 5/11 \$300 STC - Leadership Program 2018 sponsorship. ● 5/11 \$45.72 Elizabeth Gecas - Gifts for April chapter meeting.
5.	Secretary's Report	Total Members: 76, down from 90 a year ago but same as a month ago Student Members: 4, up from 3 a year ago, same as a month ago Retired Members: 4, same as a year ago and a month ago New TC Pro Members: 3, down from 4 a year ago, same as a month ago CVP members: 2, up from 1 a month ago (not tracked a year ago) New STC members since previous AC update: none
6.	Announcements	Thursdays at STC May 3: <ul style="list-style-type: none"> ● 1 attendees Downtown Chicago (Pete/Russ) ● May 10 - 1 attendees at Jason's Deli in Schaumburg (Donna T.) ● 0 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben)
7.	New Business	1. [ELB] Scholarships - We did not designate the number of university-level scholarships, at least it's not recorded in the minutes. We've received two applications and we need to decide how many scholarships we will award if one or both are qualified. Can we support two scholarship awards of \$1,000 each and student memberships? [MK] We need to take into consideration that the showcase may not continue past 2018. <i>5/12 - One application found to be qualified for award.</i> 2. [MK] Tellers Committee - The election closes at midnight on May 11. Since the verification of current membership cannot be done, it will need to be a simple vote count, and we therefore do not need a full tellers committee. I propose we let Elizabeth B. handle it as a one-person tellers committee this year. I have sent the login info to ELB. [DD] Reminder: All candidates this year are unopposed and can lose only if they receive more than one-third "no" votes in a yes/no choice for each. <i>5/12 - Proposal approved.</i>

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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	<i>5/12 - June AC meeting canceled. July AC meeting to be replaced by two-year strategic planning meeting for officers (date and location TBA).</i>
11.	Next Meeting	Date: Saturday, August 11 Location: Barnes and Noble on Golf Rd in Schaumburg.
12.	Adjourned	9:56 a.m.

Committee Reports	
Alliance <i>Linda Jansak</i>	To Do: <ul style="list-style-type: none"> ● Continue to confirm participation of 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"> ● Completed and released April newsletter. To Do: <ul style="list-style-type: none"> ● Write June newsletter. ● Solicit articles for June issue with a deadline of May 26 ● Help find editor for next year
Competition <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● The potential manager I had in mind has moved out of state; I need new ideas 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"> ● Corresponded with potential sponsors ● Updated sponsorship agreement form To Do: <ul style="list-style-type: none"> ● Continue to reach out to sponsors ● Attend planning meeting on May 15
Historian <i>Bill Leavitt</i>	No report submitted.

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<p>Immediate Past President <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Arranged for food for April meeting ● Facilitated April meeting along with Elizabeth G. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to support President, Vice President, and committees as needed.
<p>Membership <i>Heidi Hanson</i> <i>Stacey Lohman</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> ● Nothing until summer when we start working on the fall membership drive
<p>Mentoring <i>Josée Martens</i></p>	<p>Nothing to report.</p>
<p>Nominating <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Set up voting in Survey Monkey ● Sent out invitation to vote on April 20; sent follow-up invitation on May 7 ● Wrote short announcement for website announcing the election <p>To Do:</p> <ul style="list-style-type: none"> ● Tellers committee (Elizabeth B.) will need to officially count the votes after close of election on May 11. Note that verification of current membership cannot be done, so it will need to be a simple vote count and we therefore do not need a full tellers committee
<p>President <i>Elizabeth Gecas</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> ● Assist committees, as needed
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Arranged the April program meeting; since I was unable to attend, I handed over all supplies to Elizabeth B. for the meeting and sent the registration list to Elizabeth G. for checking people in ● Confirmed with Linda Kelley that she is willing to do Trivia Night again at our annual business meeting ● Secured Manny's Ale House for Wednesday, June 13 ● Created announcement article for website and for <i>Byline</i> for the June meeting ● Created CC event for June meeting; created invite email and scheduled to be sent on May 15, May 29, and June 11 <p>To Do:</p> <ul style="list-style-type: none"> ● Will talk to speakers at the Summit to try to secure some speakers for the 2018-19 program year
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Received two applicants for the university-level scholarship. ● Elizabeth G and MaryKay volunteered to review the two applications. <p>To Do:</p> <ul style="list-style-type: none"> ● Write article for June <i>Byline</i> announcing high school and university-level winning recipients (one found to be qualified at university level) ● Contact university-level applicants with results.

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<p>Social Media <i>tbd (for now, MK)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted about the election, April meeting, and April webinar <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"> ● CARA sponsored April meeting with bronze level. <p>To Do:</p> <ul style="list-style-type: none"> ● Work on sponsors for final meeting of 2018
<p>Treasurer <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Completed and submitted Form 990-N (e-Postcard; chapter taxes) to IRS and STC National (CC'd Elizabeth Gecas). ● Working on National budget report for 2017; almost complete. <p>To Do:</p> <ul style="list-style-type: none"> ● Submit National budget report for 2017. ● Contact 2018 high school scholarship winner (Roelle) and get information about where to send the scholarship money.
<p>Vice President <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Reviewed and submitted evaluation thoughts on the two submissions for the college-level scholarship <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to support the president and IPP in any need that comes up ● Secure all committee manager roles for 2018-19
<p>Webmaster <i>tbd (MK for now)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted Pacesetter Award article ● Posted election notice ● Updated First Thursdays page to reflect new date for Northwestern location ● Posted June meeting announcement/registration ● On the recommendation of Tim Esposito, have installed the Wordfence plugin (firewall and malware scanner) and set notifications to be sent to web@stc-chicago.com <p>To Do:</p> <ul style="list-style-type: none"> ● Will be talking to Tim Esposito at the Summit to get some thoughts on how to keep current with WordPress updates, etc. ● Post articles as needed for programming