

STC Chicago Administrative Council Minutes
 Barnes & Noble Bookstore, 590 E. Golf Rd., Schaumburg, IL 60173
 Saturday, August 11, 2018, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:36 a.m.
2.	Attendees	MaryKay Grueneberg, Michael Burke, Elizabeth Gecas, Dan Dornbrook, Elizabeth Burke, Francis Bao, Linda Jansak
3.	Minutes from Previous Meeting	<ul style="list-style-type: none"> ● Minutes of May AC meeting sent to AC email list on May 12. ● No AC meeting held in June. ● July AC meeting replaced by two-year strategic planning session for officers, which took place online on July 21. <p><i>8/11 -- May meeting minutes approved.</i></p>
4.	Consent Agenda and Financials	<p>See the latest treasurer's report on Google Drive in the Treasurer Documents / 2018 Budget Materials folder for details.</p> <p><i>8/11 -- President to follow up with treasurer, who could not attend AC meeting because of travel.</i></p>
5.	Announcements	<p>1. Thursdays at STC June 7, July 5, August 9 1 attendee each month at Jason's Deli in Schaumburg (hosted by Donna T.) <i>8/11 -- Secretary to follow up with hosts of Downtown (Pete/Russ) and Lincolnshire (Malcolm/Ben) events for attendance counts.</i></p> <p>2. August Chapter Meeting registration has been posted; please try to attend, register as soon as possible, in part because of venue space limit.</p>
6.	New Business	<p>1. [MK] Sponsorship - as discussed in the Strategic Planning meeting, we need to discuss sponsorship and come up with some ways to bring in fresh sponsors for the 2018-19 program year. <i>8/11 -- Discussed ideas, including possible new sponsorship tier that would be a year-long sponsorship, providing with one registration for each meeting in season to sponsor. President and ELB will discuss plan and come up with a name. Goal is to roll this out in August.</i></p> <p>2. [MK] AC Meetings - let's discuss whether we want to meet in person every other month and via conference call every other month or continue to meet in person until bad weather, or move to regular conference calls. <i>8/11 -- Agreed to alternate as needed between in-person and online meetings. See "Next Meeting" in each meeting's minutes for details. September will be a conference call and October will be an in-person meeting.</i></p> <p>3. [LJ] Prize Giveaway at CETS - has decision about raffle prizes been made? If not, let's look at options/ideas. <i>8/11 -- Approved providing same prizes for drawing as at previous year's Showcase: one Kindle Fire, one SnagIt software license. MK will</i></p>

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		<i>also put together a small gift bag of STC logoed items.</i>
7.	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.
8.	Unfinished Business	N/A
9.	Other	<ul style="list-style-type: none"> ● For the record, an online vote took place on June 4 to approve the appointment of Michael Burke as vice president for 2018-19. The motion carried with a majority approval vote. ● For the record, an online vote took place on June 4 to approve Pete Wagner for the Nominating Committee. The motion carried with a majority approval vote. ● eLearning Showcase: Discussed various methods of promoting chapter and STC (see President's Report and eLearning Showcase Committee report for details). Also discussed volunteer rotation to facilitate session attendance as way of identifying potential speakers for future chapter events. Known STC Chicago reps will be Francis, Linda J., Elizabeth B., Pete, MK, Apryl. Competition: Discussed ongoing preparations (see Competition Committee report for details).
10.	Next Meeting	Date: Saturday, September 8 Location: online (link to be sent to AC members in advance)
11.	Adjourned	10:41 a.m.

Officer Reports

President's Report <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Held two-year Strategic Planning Meeting (online) on July 21 ● Secured a full roster of committee managers for 2018-19 ● Wrote President's Message for August <i>Byline</i> ● Created a "brag board" and a "brag book" for the Showcase table <p>To Do:</p> <ul style="list-style-type: none"> ● Attend the eLearning Showcase and work at the STC table ● Attend and host the August chapter meeting
Vice President's Report <i>Michael Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended two-year strategic planning meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Attend August monthly program meeting ● Attend August AC meeting
Immediate Past President's Report <i>Elizabeth Gecas</i>	Nothing to report

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Secretary's Report <i>Dan Dornbrook</i>	Total Members: 84, down from 94 a year ago but up from 76 a month ago Student Members: 6, up from 4 a year ago and 4 a month ago Retired Members: 4, same as a year ago and a month ago New TC Professional Members: 3, down from 4 a year ago but same as 3 a month ago Corporate Value Program members: 2, up from 1 a month ago (not tracked a year ago) New STC members since previous AC update: 5
Treasurer's Report <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> ● Submitted National budget report for 2017. ● Contacted 2018 high school scholarship winner (Roelle) and sent scholarship money to school.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Decided to contact individual reps to determine their interest in holding a 2018 event. To Do: <ul style="list-style-type: none"> ● Continue to confirm participation of Alliance organizations. ● Determine topic for upcoming meeting.
Bylaws Review <i>Becky Hall</i>	To Do: <ul style="list-style-type: none"> ● Next review targeted to early 2019. (Reviews recommended, not required.) ● Committee to solicit change requests from chapter members, starting with AC.
Byline <i>Robert Delwood</i>	Completed: <ul style="list-style-type: none"> ● Completed and released August newsletter. To Do: <ul style="list-style-type: none"> ● Start planning next issue.
Competition <i>Elizabeth Burke (Judges), Elizabeth Gecas (Entries)</i>	Completed: <ul style="list-style-type: none"> ● (Judges) Announced Call for Judges in August <i>Byline</i> ● (Judges) We have commitment of two volunteers for judging ● (Judges) Developing master forms and documents for Competition judging (announcements, communication, etc.) for future efforts ● (Entries) Announced Call for Entries in August <i>Byline</i> To Do: <ul style="list-style-type: none"> ● (Judges) Continue promoting Call for Judges on website ● (Judges) Attend August AC meeting
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Corresponded with sponsors about how to make the most of CETS. ● Worked with venue lead to determine exhibitor layout. ● Provided update to AC about Chicago ISPI's status. ● Attended weekly planning conference calls.

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	<ul style="list-style-type: none"> ● Worked with other volunteers to coordinate materials needed. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to work with sponsors during runup to the event. ● Use social media to promote CETS.
<p>Historian <i>Bill Leavitt</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● I have revised the master historical list of Administrative Councils and volunteers and the historical list of all types of Chapter Awards. These are available from me. I am not sure if they are on the chapter website. <i>[MK] The historical list of all chapter awards is on the Website. The list of volunteers is not.</i> <p>To Do:</p> <ul style="list-style-type: none"> ● As assigned or requested.
<p>Membership <i>Heidi Hanson, Stacey Lohman</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Created four half page ads - one each for the August and October Byline and one each for the Website in September and November ● Created the theme and concept for the fall campaign <p>To Do:</p> <ul style="list-style-type: none"> ● Write tweets for social media distribution - will send to Social Media manager by September 1 ● Select and purchase the prizes
<p>Mentoring <i>Dan Dornbrook</i></p>	<p>Nothing to report this month.</p>
<p>Nominating <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Election completed in May with vote count by immediate past president as approved at May AC meeting (see minutes of May meeting for details) ● Committee contains required three members: VP (Michael Burke), IPP (Elizabeth Gecas), and member appointed by president (Pete Wagner) ● Committee manager, appointed by president, will be Pete Wagner <p>To Do:</p> <ul style="list-style-type: none"> ● Identify candidates for 2019-2020 chapter officer positions by soliciting candidates from among chapter members in fall of 2018 and early 2019 ● Conduct chapter officer elections in April 2019
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Organized June meeting (officer handoff and trivia contest) ● Talked with potential speakers for future meetings at STC Summit ● Secured August speaker: Jack Molisani “Negotiating: The Missing Ingredient to a Tech Comm Career” ● Secured September Speaker: Louis Brown “How to Beat Procrastination and Be More Productive” ● Secured November speaker: Joe Welinske (topic tbd), pending his confirmation of airfare

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	<ul style="list-style-type: none"> ● Reached out to multiple other possible speakers and am working on getting the fall schedule solidified ● Secured August venue (Olive Garden, Downers Grove) and September venue (New Line Tavern, downtown) ● Wrote <i>Byline</i> and Web articles for August and September meetings ● Wrote <i>Byline</i> article for VIP program ● Working with Elizabeth Burke on an evening workshop for October: “Trending: The Technical Communicator in a Contract Role” <p>To Do:</p> <ul style="list-style-type: none"> ● Continue working on schedule ● Secure Bar Louie in Schaumburg for November meeting
<p>Scholarship <i>Elizabeth Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended 2-year Strategic Planning meeting ● Attended End of Year June Program meeting ● In communication with Pete, MaryKay, and University Scholarship winner (Sasha Strait) to complete award ● Developing master forms and documents for Scholarship (High School and University), announcements, communication, etc., for future efforts ● Arranged in June for University winner to write article for August Byline <p>To Do:</p> <ul style="list-style-type: none"> ● Continue on master forms and documents ● Send announcements to High Schools and Universities ● Write announcements for website and Byline ● Attend August Program meeting ● Attend August AC meeting
<p>Social Media <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Got instructions for account setup to enable posting of announcements of chapter activities to Facebook and Twitter <p>To Do:</p> <ul style="list-style-type: none"> ● Post announcements, as necessary, related to chapter events
<p>Sponsorships <i>Francis Bao</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Found sponsors for June meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Try to secure a sponsor for August meeting
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Renewed DreamHost registration for 2018-19 ● Updated CARA logo and posted webinar announcement ● Posted Showcase announcement <p>To Do:</p> <ul style="list-style-type: none"> ● MaryKay to continue site administration when needed ● Continue to post announcements for chapter events and update site content

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