

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/160006901>)

Saturday, September 8, 2018, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:33 a.m.
2.	Attendees	MaryKay Grueneberg, Pete Wagner, Dan Dornbrook, Elizabeth Burke, Linda Jansak, Linda Kelley
3.	Minutes from Previous Meeting	Minutes sent to AC email list on August 11. Updates provided by president. (See link mailed to AC members for updated version.) <i>9/8 - Approved.</i>
4.	Consent Agenda and Financials	<p>See the 090818 Treasurer's Report on Google Drive in the Treasurer Documents / 2018 Budget Materials folder for details.</p> <ul style="list-style-type: none"> ● 5/22 \$120.87 SQ XML Press - Various books to be used for chapter prizes. ● 6/15 \$100.00 Texas de Brazil - VIP Program winner, TdB gift card. ● 6/15 \$446.98 Manny's Ale House - June chapter meeting room and food. ● 6/21 \$75.00 Linda Kelly - June chapter meeting prizes. ● 8/16 \$150.00 Lavacon (Jack Molisani) - August meeting speaker honorarium. ● 8/17 \$8.76 Walgreens - Walgreens poster board for August chapter meeting. ● 8/20 \$364.68 Olive Garden - August chapter meeting room and food. ● 8/20 \$9.34 Staples - Supplies (copy paper). ● 8/21 \$250 Tulane University - Ava Roelle 2018 HS scholarship award. ● 8/22 \$139.04 Linda Jansak - Prizes for 2018 eLearning showcase. ● 8/28 \$1,000.00 Wayne State University - Scholarship check for Sasha Strait. ● 9/4 \$358.88 Logmein*GoToMeeting - Annual GoToMeeting Renewal. <p><i>9/8 - Approved.</i></p>
5.	Announcements	<p>1. Thursdays at STC</p> <p>September 6</p> <ul style="list-style-type: none"> ● ? attendees Downtown Chicago (Russ) ● ? attendees at Jason's Deli in Schaumburg (Donna T.) <i>This location will meet on September 13 this month</i> ● ? attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) <p>2. Honors Brochure - STC Summit 2018 - This year, no printed brochures were available at the Honors Luncheon, but here is a PDF of the brochure: https://www.stc.org/wp-content/uploads/2018/06/HonorsBrochure2018Final.pdf You can see our CAA award on page 20 and our Pacesetter Award on page 22.</p>

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		<p>3. STC Summit 2019 - Call for Speaker Proposals - Proposals are now being accepted for 2019. The submission form is posted on stc.org.</p> <p>4. Byline - The next edition of <i>Byline</i> will go out on October 3. If you have an article to submit, send it to the editor no later than September 18.</p>
6.	New Business	<p>1. [MK] AAG - We have not had an <i>At-A-Glance</i> email digest released at all in 2018. Do we want to bring it back? I propose we bring it back only for the months there is no <i>Byline</i>. Do we have someone we can ask to put it together and release it each month? <i>9/8 - If we can find a volunteer, we will bring it back for the non-Byline months. Will look for potential volunteers (including student members).</i></p> <p>2. [MK] Competition - The competition is officially opened. We need everyone's help in encouraging people to submit. The current Early Bird pricing ends on 15 September. Other than reaching out to past submitters, does anyone have any new ideas or thoughts?</p> <p>3. [PW] Finances - There's only \$490 in the TCF bank account (we have over \$17,000 in PayPal). Pete needs to figure out how to transfer funds from PayPal to the bank account, expects to do so next week. No big debit card charges before September 14 please! If you anticipate something before then, please check with Pete.</p> <p>4. [PW] CAC Leadership Webinar August 27. Pete attended. It was a short, basic overview of CAC activities for this upcoming year and resources. There is an email with links to the presentation (PDF and webinar recording) and the CAC website, suggestions for location on our Google Drive? <i>9/8 - Leadership Webinars folder added to chapter Google Drive.</i></p> <p>5. [MK] Scholarship Payments - Where are we at with this? Has everything been paid out? Do we still have the one outstanding that we will pay in 2019, or has that been resolved in a different way? Do we need to set deadlines for students getting us their school info? Should it be part of the application? <i>9/8 - Scholarship Committee to look into updating application to include personal (instead of school) contact information, school financial aid contact if known.</i></p>
7.	Committee Reports	<p>Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
8.	Unfinished Business	N/A
9.	Other	Pete to look into chapter paying student STC membership fees directly for scholarship winners.
10.	Next Meeting	<p>Date: Saturday, October 13</p> <p>Location: Barnes and Noble Bookstore, 590 E. Golf Road, Schaumburg</p>
11.	Adjourned	10:22 a.m.

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Officer Reports	
President's Report <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended the eLearning Showcase and worked at the STC table for the day ● Completed the "Brag Board" that was used at the Showcase and that we will display at the annual banquet ● Submitted receipt to treasurer for book purchase at the Summit (to be used as raffle prizes at meetings) ● Attended the August AC meeting ● Attended and hosted the August Chapter meeting ● Created the new Friends of STC Chicago sponsorship level and payment link for the website, per our discussion at last month's meeting ● Worked with Heidi and Stacey on the membership drive, answering questions, approving content (they did an awesome job!) ● Wrote articles for <i>Byline</i>: Twitter article, STC Summit call for proposals, Call for entries for competition, president's message, showcase article ● Located and provided <i>Byline</i> PDFs for 2007-2011 to Linda K. for posting on the Website <p>To Do:</p> <ul style="list-style-type: none"> ● Attend and host the September chapter meeting ● Assist VP as questions arise
Vice President's Report <i>Michael Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended August AC meeting
Immediate Past President's Report <i>Elizabeth Gecas</i>	<p>No report submitted.</p>
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 88, down from 95 a year ago but up from 84 a month ago Student Members: 6, up from 4 a year ago and same as a month ago Retired Members: 4, same as a year ago and a month ago New TC Professional Members: 4, same as a year ago and up from 3 a month ago Corporate Value Program members: 2, same as a month ago (not tracked a year ago) New STC members since previous AC update: 3</p>
Treasurer's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Scholarship winners (HS and college) checks were issued. ● Attended the CAC Leadership Webinar August 27. <p>To Do:</p> <ul style="list-style-type: none"> ● Figure out how to transfer funds from PayPal to the TCF bank account. ● [Also see "Other" in first section of Minutes.]

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Committee Reports	
Alliance <i>Linda Jansak</i>	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. ● Previous committee manager to assist new manager when and as requested.
Byline <i>Robert Delwood</i>	Completed: <ul style="list-style-type: none"> ● Start planning October issue. To Do: <ul style="list-style-type: none"> ● Waiting for leaders' input. All articles due by September 18.
Competition <i>Elizabeth Burke (Judges), Elizabeth Gecas (Entries)</i>	Completed: <ul style="list-style-type: none"> ● Call for Entries email sent to 2016 and 2017 submitters ● Call for Entries article posted on Website; Competition page updated To Do: <ul style="list-style-type: none"> ● ELB: (Judges) Continue promoting Call for Judges on website ● ELB: (Judges) Attend September AC meeting
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Attended eLearning Showcase ● Submitted receipt for raffle prizes to Treasurer ● Received reimbursement for raffle prizes To Do: <ul style="list-style-type: none"> ● Attend wrap-up meeting ● Provide summary/financial details to AC
Historian <i>Bill Leavitt</i>	To Do: <ul style="list-style-type: none"> ● As assigned or requested.
Membership <i>Heidi Hanson, Stacey Lohman</i>	Completed: <ul style="list-style-type: none"> ● Full membership drive campaign is now complete. It is a road trip theme, with a new promo for each month: Stay on Track, Ramp up Your Potential, Navigate Detours, and Full Speed Ahead. ● Created a list of tweets for Twitter; sent to the Social Media Committee for use starting September 1 through December 31 ● Selected prizes for the 2018 drive (\$75 gift card from The Grommet plus GPS item tracker; prepaid \$59 STC Webinar plus an eWriter) ● Created article content for Website and <i>Byline</i> To Do: <ul style="list-style-type: none"> ● Nothing left for this committee at this time
Mentoring	Completed:

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<p><i>Dan Dornbrook</i></p>	<ul style="list-style-type: none"> ● Attended August AC meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Attend September AC meeting ● Respond to mentoring requests when as they are received
<p>Nominating <i>Pete Wagner</i></p>	<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"> ● Talked to two potential speakers at CETS - if they pan out, the rest of the program year will be complete ● Secured downtown venue for September meeting (Bar Louie on Printer's Row) ● Worked with Elizabeth B. to plan October evening workshop in Oak Brook; sent details to CARA ● Secured venue for November meeting (Bar Louie in Schaumburg) ● Working on 2019 speaker list ● Wrote Oct and Nov meeting articles for October <i>Byline</i> ● ELB: Secured two consulting firm panel representatives for workshop ● ELB: Working to obtain an additional consultant representative for panel for workshop ● ELB: Attempted proof of concept to provide virtual attendance of monthly program using Periscope at the August chapter meeting. WiFi signal too weak, but was able to record presentation. ● ELB: Suggested new level of sponsorship, corporate or business year-long sponsorship with free attendance of one employee <i>{MK} This was discussed during the August AC meeting and was approved at that time by the AC.</i> <p>To Do:</p> <ul style="list-style-type: none"> ● Finalize 2019 speaker order ● Plan venues for 2019 ● ELB: Will research how we can make recorded monthly programs available
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended August AC meeting ● Attended August Program meeting <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 <i>Byline</i> ● Attend September AC meeting
<p>Social Media <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended August AC meeting ● Posted announcements about survey of technical communicators

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	<ul style="list-style-type: none"> ● Posted announcements about September program meeting, member drive <p>To Do:</p> <ul style="list-style-type: none"> ● Attend September AC meeting ● Post tweets provided by Membership Committee during membership drive ● Post announcements, as necessary, related to chapter events
<p>Sponsorships <i>Francis Bao</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● [Francis] Spoke to Illumen at CETS about possible sponsorship ● [Francis] Spoke to Ken Cook; he will sponsor the October meeting ● [MK] Spoke to Judge at CETS about possible sponsorship; Francis approached them for September meeting sponsorship - waiting to hear back ● [MK] Spoke to Jack Molisani regarding the new sponsorship level; he is interested and will get back to me <p>To Do:</p> <ul style="list-style-type: none"> ● Follow up with Illumen
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Added announcements and updated web pages as requested. ● Added Webinars to the Activities menu. <p>To Do:</p> <ul style="list-style-type: none"> ● Post announcements for chapter events and update site content as needed. ● Finish posting missing old <i>Byline</i> issues.