

# STC Chicago Administrative Council Agenda

Barnes & Noble Bookstore, 590 E. Golf Rd., Schaumburg, IL 60173

Saturday, October 13, 2018, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:40 a.m.
2.	<b>Attendees</b>	MaryKay Grueneberg, Michael Burke, Dan Dornbrook, Pete Wagner (by phone), Elizabeth Burke
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on September 8. <i>10/13 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the the 101318 Treasurer's Report on Google Drive in the <b>Treasurer Documents / 2018 Budget Materials</b> folder for details. <ul style="list-style-type: none"> <li>● 9/17 - \$123.54 MaryKay Grueneberg - books purchased for chapter meeting prizes.</li> <li>● 10/2 - \$219.67 Vistaprint - Table runner for use at chapter events, logoed notepads and ballpoint pens to give away at events.</li> </ul>
	<b>Announcements</b>	1. Thursdays at STC <b>September 13</b> (Schaumburg location only) <ul style="list-style-type: none"> <li>● 1 attendee at Jason's Deli in Schaumburg (Donna T.)</li> </ul> <b>October 4</b> <ul style="list-style-type: none"> <li>● 1 attendees Downtown Chicago (Russ)</li> <li>● 1 attendee at Jason's Deli in Schaumburg (Donna T.)</li> <li>● 0 attendees at Noodles &amp; Co in Lincolnshire (Malcolm/Ben)</li> </ul>
5.	<b>New Business</b>	1. [PW] Ben Dupre (Northern lunch organizer) asked if the chapter could provide him email addresses of other members in the north Chicago area. I said I would discuss with the AC and let him know. <i>10/13 - Chapter to solicit signups for email list (to be maintained by organizer) using existing email alias to collect opt-in signups.</i> 2. [MK] <b>Associate Fellow/Fellow</b> - deadline for application is November 1. Our job is to encourage submission. Do we know of any qualified senior members that we can encourage to apply? We currently have one member applying for AF. <i>10/13 - MK to email eligible chapter members, encouraging them to apply, and also reach out to member who considered applying in 2017.</i> 3. [MK] <b>AAG</b> - Adam Evans has stepped up and will be taking over the At-A-Glance email digest. We will begin releasing again in November and will release every other month, in months there is no <i>Byline</i> release. <i>10/13 - Discussed reviving photo/trivia contest for AAG readers, approved purchase of six \$20 Amazon gift cards as contest prizes.</i> 4. [MK] <b>Competition</b> - can we have an update? number of entries so far, number of entries expected, number of judges, etc. [EG]: No entries have been received in the mail as of 10/9/18 [ELB]: See Competition report for judge numbers. We have received submission for entries (online), but I'm not sure how many.

## STC Chicago Administrative Council Agenda

		<p><i>10/13 - So far we have 13 volunteers for judging, about 10 online entries. Entry deadline to be extended to October 28. Extension to be announced by October 18.</i></p> <p>5. [MK] <b>Downtown meetings</b> - do we continue trying? We had to cancel the September meeting due to lack of attendance - first time in memory that has happened.</p> <p><i>10/13 - Search for potential downtown venues for program meetings or workshops on hold until speaker requests one or until members volunteer to help secure one.</i></p> <p>6. [MK] <b>Meeting recordings</b> - we tried Periscope to record the September meeting, but it did not work well. If we can determine another way to record the presentations, we can post them on a YouTube channel, like other chapters do. Suggestions?</p> <p><i>10/13 - Recording only for panel to be tested at this month's meeting. MK to investigate how other chapters use YouTube channels.</i></p> <p>7. [MK] <b>Thursdays @ STC Chicago</b> - Looking at the numbers, they just keep dwindling - mostly due to loss of jobs in the areas they were held. Time to retire them (suggestion by Russ)? Time to find new locations? Time to replace them with something different?</p> <p><i>10/13 - Chapter to investigate converting downtown event to after-work gathering near commuter train stations. MK to investigate replacing Thursdays events with Meetup events (see <a href="http://meetup.com">meetup.com</a> for details).</i></p> <p>8. [PW] The chapter can pay dues directly for scholarship winners (see Treasurer Report). Pete has not received receipts from either of this year's scholarship winners. Should he reach out to them to get them signed up and paid?</p> <p><i>10/13 - PW to proceed as proposed.</i></p> <p>9. [PW] Heads up, I received the 2019 budget materials from STC National. I would like to discuss with the AC at the November meeting.</p> <p>10. [PW] Question for MK: Vistaprint - Notepads, table runner, logoed ballpoint pens [listed in Consent Agenda], consider those as general meetings and workshop expense?</p> <p><i>10/13 - Agreed.</i></p>
6.	<b>Committee Reports</b>	<p>Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
7.	<b>Unfinished Business</b>	N/A
8.	<b>Other</b>	N/A (see Officer's Reports)
9.	<b>Next Meeting</b>	<p>Date: Saturday, November 10</p> <p>Location: online (link to be sent to AC email list in advance)</p> <p>Note: Officer quorum needed for budget discussions and votes.</p>
10.	<b>Adjourned</b>	10:37 a.m.

## STC Chicago Administrative Council Agenda

<b>Officer Reports</b>	
<b>President's Report</b> <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended September AC meeting</li> <li>● Purchased a new table runner to replace the one that was lost</li> <li>● Purchased some STC Chicago logoed pens and paper pads</li> <li>● Wrote president's message for Oct. <i>Byline</i> focused on membership recruitment</li> <li>● Wrote article for Oct. <i>Byline</i> summarizing networking advantages of eLearning Showcase</li> <li>● Reviewed Oct <i>Byline</i> before release</li> <li>● Completed interview on Tech Comm careers with a local college student</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Moderate the October panel and workshop</li> <li>● Assist VP as questions arise</li> </ul>
<b>Vice President's Report</b> <i>Michael Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing to Report</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Need to work with Dan &amp; MaryKay for Social Media effort. Can we discuss at Saturday's AC meeting.</li> </ul>
<b>Immediate Past President's Report</b> <i>Elizabeth Gecas</i>	<p>To Do:</p> <ul style="list-style-type: none"> <li>● Assist committees and officers, as needed.</li> </ul>
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p>Total Members: 92, down from 95 a year ago but up from 88 a month ago            Student Members: 7, up from 4 a year ago and 6 a month ago            Retired Members: 5, up from 4 a year ago and 4 a month ago            New TC Professional Members: 5, up from 4 a year ago and 4 a month ago            Corp. Value Program members: 2, same as a month ago but down from 10 a year ago            New STC members since previous AC update: 3            Editorial comment: Kudos to Membership Committee -- we are growing!</p>
<b>Treasurer's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Transferred \$17,000 from PayPal into our TCF bank account.</li> <li>● Pete confirmed with STC National that there is no problem for us paying dues directly for scholarship winners. It sounds like our bank card should work, or they will take a check, or they will work with us to figure out whatever way works.</li> <li>● Received 2019 budget materials from STC National.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Prepare 2019 budget materials and discuss with AC at November meeting.</li> </ul>

## STC Chicago Administrative Council Agenda

<b>Committee Reports</b>	
<b>Alliance</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>● Attended September AC meeting.</li> </ul> To Do: <ul style="list-style-type: none"> <li>● Continue to confirm participation of Alliance organizations.</li> <li>● Determine topic for upcoming meeting.</li> <li>● Look into possible venues for future joint meetings with Alliance partners</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	Nothing to report. To Do: <ul style="list-style-type: none"> <li>● Next review targeted to early 2019. (Reviews recommended, not required.)</li> <li>● Committee to solicit change requests from chapter members, starting with AC.</li> <li>● Previous committee manager to assist new manager when and as requested.</li> </ul>
<b>Byline</b> <i>Robert Delwood</i>	Completed: <ul style="list-style-type: none"> <li>● Released October newsletter (October 4)</li> <li>● Started article writing/solicitation for next issue (December).</li> </ul>
<b>Competition</b> <i>Elizabeth Burke (Judges), Elizabeth Gecas (Entries)</i>	Completed: <ul style="list-style-type: none"> <li>● ELB: (Judges) Attended September AC meeting.</li> <li>● Fielded questions regarding entries from submitters.</li> <li>● EG (Entries) Secured location to send entries to. No entries have been received as of 10/9/18.</li> </ul> To Do: <ul style="list-style-type: none"> <li>● ELB: (Judges) Continue promoting Call for Judges on website</li> <li>● ELB: (Judges) Attend October AC meeting</li> <li>● We currently have 13 volunteers to judge, not sure how many entries, we may not have enough entries for the number of judges</li> <li>● EG: (Entries) Continue to wait for entries. Continue to follow up, as needed</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>● Attended September AC meeting.</li> </ul> To Do: <ul style="list-style-type: none"> <li>● Attend wrap-up meeting.</li> <li>● Provide summary/financial details to AC.</li> </ul>
<b>Historian</b> <i>Bill Leavitt</i>	To Do: <ul style="list-style-type: none"> <li>● As assigned or requested.</li> </ul>
<b>Membership</b> <i>Heidi Hanson, Stacey Lohman</i>	To Do: <ul style="list-style-type: none"> <li>● Nothing left for this committee at this time</li> </ul>

## STC Chicago Administrative Council Agenda

<p><b>Mentoring</b> <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended September AC meeting.</li> <li>● [MK] Completed phone interview with Lindsay Thompson, junior at University of Illinois - Chicago, on the topic of Tech Comm and technical writing careers</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Respond to mentoring requests as they are received.</li> </ul>
<p><b>Nominating</b> <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended September AC meeting.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Identify candidates for 2019-2020 chapter officer positions by soliciting candidates from among chapter members in fall 2018 and early 2019 .</li> <li>● Conduct chapter officer elections in April 2019.</li> </ul>
<p><b>Programs</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended September AC meeting.</li> <li>● After much hassle getting a venue secured for the September meeting and trying hard to get attendees, the meeting had to be cancelled due to lack of registrants</li> <li>● Working with Elizabeth Burke to set up and plan the October Workshop</li> <li>● ELB: Recruited additional panelist for workshop</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Finalize 2019 speaker order</li> <li>● Plan venues for 2019</li> <li>● ELB: Research how we can make recorded monthly programs available [MK] once we can figure out how to make reliable recordings</li> <li>● ELB: Will order food for workshop on Tuesday</li> </ul>
<p><b>Scholarship</b> <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended September AC meeting.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Attend October AC meeting.</li> <li>● Continue updating master forms and documents.</li> <li>● Send announcements to high schools and universities.</li> <li>● Write announcements for website and <i>Byline</i>.</li> </ul>
<p><b>Social Media</b> <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended September AC meeting</li> <li>● Posted rotating Membership Drive tweets provided by Membership Committee</li> <li>● Posted to Facebook about various chapter activities and events</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Continue to post announcements, as necessary, related to chapter activities</li> </ul>
<p><b>Sponsorships</b> <i>Francis Bao</i> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● [MK] Attended September AC meeting</li> <li>● [Francis] Secured Ken Cook about October sponsorship. He paid for Bronze \$150 sponsorship.</li> </ul>

## STC Chicago Administrative Council Agenda

	<p>To Do:</p> <ul style="list-style-type: none"><li>● [Francis] Follow up with Illumen</li><li>● Will continue working on future meeting sponsors</li></ul>
<p><b>Webmaster</b> <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"><li>● Attended September AC meeting.</li><li>● Posted announcements for upcoming chapter events and updated site content.</li></ul> <p>To Do:</p> <ul style="list-style-type: none"><li>● Continue to post announcements for chapter events and update site content as needed.</li><li>● Finish posting missing old <i>Byline</i> issues.</li></ul>