

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/471141125>)

Saturday, November 10, 2018, 9:30 a.m.

Officer attendance needed for budget discussion and voting.

Meeting Business		
1.	Call to Order	9:33 a.m.
	Attendees	Elizabeth Burke, Michael Burke, Dan Dornbrook, MaryKay Grueneberg, Linda Jansak, Pete Wagner
2.	Minutes from Previous Meeting	Minutes sent to AC email list on October 13. Corrections received from PW and applied online. <i>11/10 - Approved.</i>
3.	Consent Agenda and Financials	See the <i>111018 Treasurer's Report</i> on Google Drive in the Treasurer Documents/2018 Budget Materials folder for financial details. <ul style="list-style-type: none"> ● 10/19 \$378.09 Jason's Deli - Food for October chapter meeting. ● 10/22 \$17.34 Jewel-Osco - October Chapter meeting - water and cookies ● 11/5 \$81.55 Fedex - Competition - shipping of hard copy entries to judges ● 11/8 \$20 Amazon - eGift card for November AAG Photo Contest Winner.
4.	Announcements	1. Thursdays at STC November 1 <ul style="list-style-type: none"> ● ? attendees Downtown Chicago (Russ) ● ? attendees at Jason's Deli in Schaumburg (Donna T.) ● 6 attendees at Half Day Brewing in Lincolnshire (Malcolm/Ben) <i>11/10 - Dan to follow up with hosts for counts.</i>
5.	New Business	1. [PW] 2019 Chapter budget discussion. <i>11/10 - Pete to send spreadsheet to officers after discussion.</i> 2. [DD] Do we know locations of all Thursdays events? Just want to make sure info in all channels (website, At-a-Glance, other) is consistent. [MK] yes, we have 3 locations and website and AAG have them listed correctly [DD] OK, thanks!
6.	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.
7.	Unfinished Business	N/A
8.	Other	1. [MK] We have received a \$200 check from Argonne for their competition entries. I will deposit the check to the checking account (post-meeting update: tried and failed, will try again when I am back in town) 2. Scholarships - it was discussed and decided to plan for two scholarships for each level (HS seniors and College students) for this year. Pete will add that to the budget.

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9.	Next Meeting	Date: Saturday, January 12, 2019 Location: online (link to be sent to AC email list in advance)
10.	Adjourned	10:10 a.m.

Officer Reports	
President's Report <i>MaryKay Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Discussed social media efforts with Michael ● Hosted the October Workshop, moderated the panel, and gave mini presentation on technology and tools To Do: <ul style="list-style-type: none"> ● Write president's message for December <i>Byline</i> ● Assist VP as questions arise
Vice President's Report <i>Michael Burke</i>	Completed: <ul style="list-style-type: none"> ● Worked on draft of article for December <i>Byline</i> To Do: <ul style="list-style-type: none"> ● Will complete article. ● Will be attending November monthly program. ● Need to work with Dan & MaryKay for Social Media effort.
Immediate Past President's Report <i>Elizabeth Gecas</i>	Completed: <ul style="list-style-type: none"> ● Nothing to report To Do: <ul style="list-style-type: none"> ● Assist committees and officers, as needed.
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 92, up from 83 a year ago and same as a month ago Student Members: 7, up from "none" a year ago and same as a month ago Retired Members: 5, up from 4 a year ago and same as a month ago New TC Professional Members: 5, up from 4 a year ago and same as a month ago Corp. Value Program members: 2, down from 5 a year ago but same as a month ago New STC members since previous AC update: none
Treasurer's Report <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> ● Received check (\$11,500) for our proceeds from the eLearning conference and have deposited it in our TCF checking account. ● Sent \$20 Amazon eGift card to November AAG Photo Contest winner. ● Contacted Sasha Strait (scholarship winner) for her membership information so I can renew her student membership. Just received her information. ● Took pictures for <i>Byline</i> article about the October chapter meeting and sent them to Robert Delwood. To Do:

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	<ul style="list-style-type: none"> ● Prepare 2019 budget materials and discuss with AC at November meeting. ● Sign Sasha Strait up for 2019 STC student membership. ● Contact Ava Roelle (HS scholarship winner) and ask if she would like the chapter to sign her up for 2019 STC student membership. ● Finish writing the October <i>Byline</i> article (October panel) and send to Robert Delwood.
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Committee Reports	
Alliance <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Confirmed status of funds with ODN Chicago. ● Arrived at tentative agreement with ODN Chicago to maintain funds for the Alliance until next event. ● Reached out to Chicagoldeas.com to discuss possible collaboration. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to confirm participation of Alliance organizations. ● Determine topic for upcoming meeting. ● Look into possible venues for future joint meetings with Alliance partners
Bylaws Review <i>Becky Hall</i>	<p>To Do:</p> <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>	<p>Completed:</p> <ul style="list-style-type: none"> ● Finished October issue. <p>To Do:</p> <ul style="list-style-type: none"> ● Preparing December issue starting 11.18.18 ● All articles are due by 11.18.18
Competition <i>Elizabeth Burke (Judges), Elizabeth Gecas / MK Grueneberg (Entries)</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● ELB: (Judges) Attended October AC meeting ● ELB/MK: Finalized judging timeline; created team assignments ● MK: updated orientation slide deck ● MK: updated judge assessment forms ● ELB/MK: we ended up with 13 judges, and 31 entries for 2018 ● MK: mailed (via FedEx) hard copy entries to judges ● ELB: conducted judges' orientation call; working with teams to ensure smooth start of judging phase <p>To Do:</p> <ul style="list-style-type: none"> ● ELB: (Judges) Attend November AC meeting ● ELB: (Judges) Monitor progress / status of judging effort.

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eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Corresponded with host rep and CETS program manager about transition. ● Corresponded with Treasurer about final results. <p>To Do:</p> <ul style="list-style-type: none"> ● Attend final wrap-up meeting.
Historian <i>Bill Leavitt</i>	<p>To Do:</p> <ul style="list-style-type: none"> ● As assigned or requested.
Membership <i>Heidi Hanson, Stacey Lohman</i>	<p>To Do:</p> <ul style="list-style-type: none"> ● Nothing left for this committee at this time
Mentoring <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended October AC meeting. <p>To Do:</p> <ul style="list-style-type: none"> ● Respond to mentoring requests as they are received.
Nominating <i>Pete Wagner</i>	<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 2018 and early 2019. ● Conduct chapter officer elections in April 2019.
Programs <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Worked with Elizabeth to finalize plans for the Oct. workshop ● ELB: ordered food for workshop (Jason's Deli) ● Created Social Media and Technology handouts for the October workshop ● Created mini presentation on technology and tools for the workshop ● Secured January speaker - Scott McCormick - "Designing Effective User Experience in the Digital Age" ● 3 additional speakers tentative for 2019: Alan Horvath (Intelligent Content), and Nick Strozza (topic tbd) ● Have confirmed James Goldsmith (Design Thinking) - he is deciding between February and April ● Prepared for November meeting; set up CC event, set up invitation announcements, supplied article for AAG and Website ● December meeting will be annual holiday party and Lightning Talks - Paul Lockwood has agreed to be Ninja Talk speaker once again <p>To Do:</p> <ul style="list-style-type: none"> ● Finalize 2019 speaker order ● Plan venues for 2019 ● ELB: Research how we can make recorded monthly programs available [MK] once we can figure out how to make reliable recordings
Scholarship <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended October AC meeting.

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	<p>To Do:</p> <ul style="list-style-type: none"> ● Attend November AC meeting. ● Continue updating master forms and documents. ● Send announcements to high schools and universities. ● Write announcements for website and <i>Byline</i>.
<p>Social Media <i>Dan Dornbrook</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements, as necessary, related to chapter activities. ● Continue to post tweets provided by Membership Committee.
<p>Sponsorships <i>Francis Bao</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Ken Cook Co. and CARA were sponsors for the October workshop. ● Followed up with Illumen - they are considering sponsorship of January meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Still working on November meeting sponsor
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted announcements for chapter events and updated site content. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements for chapter events and update site content as needed. ● Finish posting missing old <i>Byline</i> issues.