

STC Chicago Administrative Council Status Reports

No AC meeting in December -- Please submit reports instead

Officer Reports	
President's Report <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Wrote president's message for December <i>Byline</i>, along with articles related to design contest, Summit, membership drive, and election candidates • Attended Nov. AC meeting conference call • Reviewed and updated proposed 2019 budget; provided input for Activity Report and Plan <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> • Continue to support the various committees, as needed
Vice President's Report <i>Michael Burke</i>	<p>Completed: NO REPORT SUBMITTED</p> <ul style="list-style-type: none"> • <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> • Complete <i>Byline</i> article.
Immediate Past President's Report <i>Elizabeth Gecas</i>	<p>Completed: NO REPORT SUBMITTED</p> <ul style="list-style-type: none"> • <p>To Do:</p> <ul style="list-style-type: none"> • Assist committees and officers, as needed.
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 97, up from 86 a year ago and 92 a month ago Student Members: 6, up from "none" a year ago but down from 7 a month ago (huh?) Retired Members: 5, up from 4 a year ago and same as a month ago New TC Professional Members: 7, up from 6 a year ago and 5 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: 3</p>
Treasurer's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Finished preparing 2019 budget materials and sent for email review by AC. • Received final review feedback from the AC and updated the budget document. <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> • Send final 2019 budget document to STC National by December 10. • 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.

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Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Nothing to report To Do: [Move items to Completed list when done.] <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>	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 Dellwood</i>	Completed: <ul style="list-style-type: none"> ● Preparing December issue starting 11.18.18 ● To Do: [Move items to Completed list when done.] <ul style="list-style-type: none"> ● ●
Competition <i>Elizabeth Burke (Judges), Elizabeth Gecas, MK Grueneberg (Entries)</i>	Completed: <ul style="list-style-type: none"> ● ELB: (Judges) Attended November AC meeting ● ELB: (Judges) Keeping in touch with all judges to make sure the teams are on track and keeping to the schedule ● ELB/MK: working through issues from teams as they arise ● ELB/MK: working on our own entry reviews; logging judge award recommendations; facilitating discussions for teams with disparity in recommendations To Do: [Move items to Completed list when done.] <ul style="list-style-type: none"> ● ELB: (Judges) Continue to monitor progress / status of judging effort
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Nothing to report this month To Do: [Move items to Completed list when done.] <ul style="list-style-type: none"> ● Attend final wrap-up meeting.
Historian <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> ● n/a 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"> ● Purchased the prizes for the membership drive; will hand off to MK at the Thanks for Giving Lunch To Do: <ul style="list-style-type: none"> ● Nothing left for this committee at this time

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<p>Mentoring <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended November AC meeting. <p>To Do:</p> <ul style="list-style-type: none"> ● Attend January AC meeting. ● Respond to mentoring requests as they are received.
<p>Nominating <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● [MK] Wrote article for Byline soliciting candidates [PW] Thank you! ● Began talking to potentials candidates for running for office next year. No volunteers to date. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to 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.
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Wrote December and January meeting articles for <i>Byline</i> and website and handed off to the appropriate managers for publication ● Have secured speakers for April and May - still finalizing February; once February is secured, the 2018-19 program year will be complete <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> ● 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; some chapters use Zoom rather than Periscope and it seems more reliable so perhaps we should look into that
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Nothing to report this month <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> ● 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>Completed:</p> <ul style="list-style-type: none"> ● Attended November AC meeting. <p>To Do:</p> <ul style="list-style-type: none"> ● Attend January AC meeting. ● Continue to post announcements, as necessary, related to chapter activities.
<p>Sponsorships <i>Francis Bao</i></p>	<p>Completed: NO REPORT SUBMITTED</p> <ul style="list-style-type: none"> ● <p>To Do:</p> <ul style="list-style-type: none"> ● Work on getting banquet sponsors
<p>Webmaster</p>	<p>Completed:</p>

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Linda Kelley

- Posted announcements for chapter events and updated site content.
- To Do:
- Continue to post announcements for chapter events and update site content as needed.
 - Finish posting missing old *Byline* issues.