

STC Chicago Administrative Council Agenda

Online (GoToMeeting link: <https://global.gotomeeting.com/join/784465253>)

Saturday, January 12, 2019, 9:30 a.m.

| Meeting Business | | |
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| 1. | Call to Order | 9:40 a.m. |
| 2. | Attendees | MaryKay Grueneberg, Pete Wagner, Elizabeth Burke, Michael Burke, Dan Dornbrook, Francis Bao |
| 3. | Minutes from Previous Meeting | Minutes sent to AC email list on November 12. Two notes added at president's request. <i>1/12 - Approved.</i> |
| 4. | Consent Agenda and Financials | See the 011219 Treasurer's Report on Google Drive in the Treasurer Documents / 2019 Budget Materials folder for details. <ul style="list-style-type: none"> • 11/13 \$20.00 Starbucks - gift for November meeting speaker. • 11/15 \$169.76 Joe Welinske - Taxi from airport to chapter meeting and speaker fee. • 11/19 \$605.00 Bar Louie - Chapter meeting food, drink, space. • 12/6 \$34.12 Walgreens - posterboard and candy for Dec meeting • 12/7 \$8.25 Michaels Stores - goody bags for Dec meeting • 12/10 \$250.41 PF Chang's - AC Thank You lunch. • 12/13 \$75.00 Heidi Hanson - Gift reimbursement for member drive. • 12/14 \$22.22 Walgreens - candy for Dec meeting • 12/17 \$344.16 Olive Garden - Chapter meeting food, drink, space. • 12/24 \$47.00 Heidi Hanson - Gift reimbursement for member drive. • 12/31 \$75.00 STC - 2019 student membership for scholarship winner Sasha Strait. • 12/31 \$925.00 STC - 2019 Conference fee for Chicago chapter representative. |
| 5. | Announcements | 1. Thursdays at STC December 6, 2018 <ul style="list-style-type: none"> • 1 attendee Downtown Chicago (Russ) • 4 attendees at Jason's Deli in Schaumburg (Donna T.) • 3 attendees at Half Day Brewing in Lincolnshire (Ben) January 10, 2019 <ul style="list-style-type: none"> • 1 attendee Downtown Chicago (Russ) • 1 attendees at Jason's Deli in Schaumburg (Donna T.) • 6 attendees at Half Day Brewing in Lincolnshire (Malcolm/Ben) |
| 6. | New Business | 1. [DD] Member stats from big STC still fishy (see Secretary's Report). Probably nothing we can do about it, but let's discuss anyway. [MK] We need to discuss from which list I can pull the winners of the membership drive. <i>1/12 - Dan to send December list to MK.</i> 2. [MK] CAA application; Chapter awards <i>1/12 - DCSA nomination submitted to STC. Frank Award recipient selected by Frank Award committee. Above and Beyond, Chapter Star, Volunteer of Year awards discussed during AC meeting.</i> |

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| | | <p>3. [MK] Feb - No speaker for February at the moment; ideas? <i>1/12 - Discussed Meetup as possible alternative for February.</i></p> <p>4. [MK] April - we have two speakers, one will be downtown; we need all hands on deck to help make sure downtown event does not have to be cancelled again as the speaker is flying in. <i>1/12 - Discussed advance outreach for downtown event.</i></p> <p>5. [PW] Consent Agenda items - See treasurer's report/consent agenda, seeking info/receipts on several "mystery meat" items. [MK] items accounted for.</p> <p>6. [PW] Summit - MK, did you register for the national conference as we discussed? I only saw one registration post to the bank account (the registration I did). [MK] I registered on 1/11/19 so the charge will probably come through on Monday, 1/14/19. I still was able to get the \$925 price because I am a Gold Member. <i>1/12 - We will discuss at the February meeting whom the chapter will send to the Summit.</i></p> <p>7. [MK] Elections - We need to step up the nominating process and start reaching out more aggressively to both new and senior members. <i>1/12 - Discussed outreach by current officers to members.</i></p> <p>8. [MK] AC alias - I corrected the alias forwards list to include Elizabeth Burke's current email.</p> |
| 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 | [ELB] Need to transfer debit card to Michael. <i>1/12 - Pete to discuss offline with Elizabeth and Michael (all three need to go to bank together).</i> |
| 10. | Next Meeting | Date: Saturday, February 23, 2019 Location: Barnes and Noble Bookstore, 590 E. Golf Road, Schaumburg |
| 11. | Adjourned | 10:25 a.m. |

Officer Reports

President's Report

MaryKay
Grueneberg

Completed:

- Wrote brief article about Mike Starr's passing for Feb *Byline*
- Completed and submitted CAA application; we are expecting Platinum
- Added some Tweets and FB posts related to Society events and deadlines
- Reinstated some 'lost' pages on our Website prior to 31 Dec., in order to be compliant for the CAA

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| | <p>To Do:</p> <ul style="list-style-type: none"> ● Write additional articles for February <i>Byline</i> ● Will need to select winners of the membership drive drawing; winners will be notified by email and announced in the Feb <i>Byline</i> ● Assist VP as questions arise |
| <p>Vice President's Report <i>Michael Burke</i></p> | <p>NO REPORT SUBMITTED</p> <p>To Do:</p> <ul style="list-style-type: none"> ● Work with Dan & MaryKay for Social Media effort. |
| <p>Immediate Past President's Report <i>Elizabeth Gecas</i></p> | <p>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. |
| <p>Secretary's Report <i>Dan Dornbrook</i></p> | <p>Total Members: "48", up from "43" a year ago but down from 97 a month ago (huh?) Student Members: 3, up from "none" a year ago but down from 6 a month ago (huh?) Retired Members: "none," down from 2 a year ago and 5 a month ago New TC Professional Members: 3, up from 2 a year ago but down from 7 a month ago Corp. Value Program members: 1, same as a year ago but down from 2 a month ago New STC members since previous AC update: 1</p> |
| <p>Treasurer's Report <i>Pete Wagner</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> ● Sent final 2019 budget document to STC National before the deadline. ● Signed up Sasha Strait up for 2019 STC student membership (college scholarship award). ● Contacted Ava Roelle's mother (HS scholarship winner; mother is only contact information I have) and ask if she would like the chapter to sign Ava up for 2019 STC student membership. No response. |

| Committee Reports | |
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| <p>Alliance <i>Linda Jansak</i></p> | <p>NO REPORT SUBMITTED</p> <p>To Do: [Move items to Completed list when done.]</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. |
| <p>Bylaws Review <i>Becky Hall</i></p> | <p>NO REPORT SUBMITTED</p> <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. |

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| <p>Byline <i>Robert Delwood</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> ● Released December <i>Byline</i> <p>To Do:</p> <ul style="list-style-type: none"> ● February issue ● Articles due January 18, 2019 |
| <p>Competition <i>Elizabeth Burke (Judges), Elizabeth Gecas/MK Grueneberg (Entries)</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> ● [ELB/MK] have been working through team issues, helping with consensus <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> ● ELB: (Judges) Monitor progress / status of judging effort. |
| <p>eLearning Showcase <i>Linda Jansak</i></p> | <p>NO REPORT SUBMITTED</p> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> ● Attend final wrap-up meeting. |
| <p>Historian <i>Bill Leavitt</i></p> | <p>Nothing to report this month.</p> |
| <p>Membership <i>Heidi Hanson, Stacey Lohman</i></p> | <p>To Do:</p> <ul style="list-style-type: none"> ● Nothing left for this committee at this time |
| <p>Mentoring <i>Dan Dornbrook</i></p> | <p>To Do:</p> <ul style="list-style-type: none"> ● Respond to mentoring requests as they are received. |
| <p>Nominating <i>Pete Wagner</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> ● Casually been approaching candidates; no takers so far. <p>To Do:</p> <ul style="list-style-type: none"> ● Hard press to identify candidates for 2019-2020 chapter officer positions by soliciting candidates from among chapter members in next month or so. ● Conduct chapter officer elections in April 2019. |
| <p>Programs <i>MK Grueneberg</i></p> | <p>Completed:</p> <ul style="list-style-type: none"> ● Secured Jan, April, and May speakers (March is Banquet, June is Trivia night) ● Wrote articles for AAG/Website for January meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Secure a Feb speaker ● Plan venues for 2019 - need two venues for April ● Secure venue for Banquet ● ELB: Research how we can make recorded monthly programs available [MK] once we can figure out how to make reliable recordings |
| <p>Scholarship <i>Elizabeth L. Burke</i></p> | <p>NO REPORT SUBMITTED</p> <p>To Do:</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>. |

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| Social Media <i>Dan Dornbrook</i> | Completed: <ul style="list-style-type: none">• Posted multiple announcements to Facebook and Twitter. To Do: <ul style="list-style-type: none">• Continue to post announcements, as necessary, related to chapter activities. |
| Sponsorships <i>Francis Bao</i> <i>MK Grueneberg</i> | NO REPORT SUBMITTED To Do: I will continue working on Illumen for January chapter meeting sponsorship. |
| Webmaster <i>Linda Kelley</i> | Completed: <ul style="list-style-type: none">• Posted announcements for chapter events and updated site content. To Do: <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. |