

# STC Chicago Administrative Council Minutes

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

August 3, 2019, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:50 a.m.
	<b>Attendees</b>	MaryKay Grueneberg, Dan Dornbrook, Cheri Gerlach, Rita Hovorka, Pete Wagner, Elizabeth Burke
2.	<b>Minutes from Previous Meeting</b>	Minutes of May meeting sent to AC email list on May 25. Comments received May 28 and accepted. <i>8/3 - Minutes approved.</i>
3.	<b>Consent Agenda and Financials</b>	See the <b>080119 Treasurer's Report</b> on Google Drive in the <b>Treasurer Documents / 2019 Budget Materials</b> folder for general chapter financial status. Consent Agenda: <ul style="list-style-type: none"> <li>• 5/20 \$716.86 Bar Louie - May chapter meeting food and meeting room.</li> <li>• 5/28 \$74.00 Things Remembered - Gavel for the chapter.</li> <li>• 6/17 \$1,000 New York University - 2019 Scholarship check for Dani Leviss.</li> <li>• 6/20 \$469.66 Manny's Ale House - June chapter meeting food and meeting room.</li> <li>• 6/30 \$75.00 Linda Kelly - Starbucks gift cards for June meeting.</li> <li>• 7/8 \$214.80 DreamHost - Internet hosting services two-year renewal.</li> <li>• 7/15 \$20.00 Amazon - AAG Amazon eGift Card winner for July AAG Photo Contest.</li> <li>• 7/23 \$1,000 Auburn University - 2019 Scholarship check for Brandi Jones.</li> <li>• 8/1 \$47.69 Single-sourcing Solutions - Ten four-packs of tech comm magnets to be used as door prizes for our meetings.</li> </ul>
4.	<b>Announcements</b>	<p>1. Thursdays at STC</p> <p><b>June 6</b></p> <ul style="list-style-type: none"> <li>• 1 attendee at Jason's Deli in Schaumburg (Donna T.)</li> <li>• 6 attendees at Half Day Brewing in Lincolnshire (Dan)</li> </ul> <p><b>July 11</b></p> <ul style="list-style-type: none"> <li>• 3 attendees at Jason's Deli in Schaumburg (Donna T.)</li> <li>• 3 attendees at Half Day Brewing in Lincolnshire (Dan)</li> </ul> <p><b>August 1</b></p> <ul style="list-style-type: none"> <li>• 1 attendee at Jason's Deli in Schaumburg (Donna T.)</li> <li>• 2 attendees at Half Day Brewing in Lincolnshire (Dan)</li> </ul> <p>(Downtown gatherings on hiatus until fall.)</p> <p>2. [MK] <b>Apex Awards</b> - Still no word. Will keep you posted and, if positive results, will post to website with news once we have some.</p>

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		<p>3. [LJ] <b>eLearning Showcase</b> - This year's Showcase takes place on Tuesday, August 13. STC Chicago will again have a table in the expo area. Pre-approved prizes have been purchased and will be brought to the event.</p>
5.	<b>New Business</b>	<p>1. [MK] <b>Workshop</b> - We have not yet had a workshop in 2019 and we need those CAA points *grin*. Does anyone have any ideas? The new form now allows for 2-hour workshops (less points, but doable).  <i>8/3 - MK to contact Techsmith about possible workshop(s) involving SnagIt and/or Camtasia.</i></p> <p>2. [MK] <b>Innovation</b> - Again, looking at the CAA application, we don't really have anything that is new or innovative. Let's brainstorm and see if there is anything new we can implement.  <i>8/3 - Discussed submitting Friends of STC full-year sponsorship as innovation implemented this year.</i></p> <p>3. [MK] <b>Sponsors</b> - We need fresh contacts for sponsors. Let's brainstorm some ideas that we can pass on to Francis for follow-up.  <i>8/3 - PW (and possibly others) to contact past and/or present employers as potential sponsors (details discussed at meeting).</i></p> <p>4. [ELB] <b>Scholarship</b> - We need to decide and vote on the number and amounts of scholarships for college/university and high school levels. Promised that content would be posted on website at the start of August. Last year we offered two scholarships for each level: college (\$1,000 each) and high school (\$250 each). We awarded two college level and no high school awards. No one submitted for high schools, but not entirely their fault.  <i>8/3 - Approved offering two college level scholarships for \$1000 each and two high school level scholarships for \$500 each (latter for high school students graduating and starting college in following term).</i></p> <p>5. [LJ] <b>eLearning Showcase</b> - Officers to determine how to use complimentary tickets to this year's Showcase. Each host organization receives a total of three free tickets.  <i>8/3 - MK and ELB to use one each. Third to be offered to Rachel Friend (Byline editor) and then to AC members by email to list.</i></p> <p>6. [PW] MK, do you have \$43 check (for gavel, 6/5/19 email) you couldn't give me at the June chapter meeting because I couldn't make it? General request to all that have a chapter debit card: when using this card to buy something and you also have to buy something personal from the same vendor, please do two separate charges (just chapter expenses on the chapter card). [MK] Agreed that is the policy but needed to do that to get a discount on the gavel.  <i>8/3 - Payment received, question resolved.</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>.  Otherwise, find full committee reports below.</p>

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7.	<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>1. [MK] <b>Banquet review</b> - let's discuss what went well and what didn't. <i>8/3 - Agreed to keep this year's venue for next year or two.</i></li> <li>2. [MK] <b>Competition Awards</b> - we need to rethink style for next year. Acrylics have gotten too costly - I propose going back to wooden plaques if feasible. <i>8/3 - Agreed to keep acrylic plaques because of vendor surcharges for lettering on wooden plaques, which make acrylic more economical.</i></li> </ol>
8.	<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>Officer and Committee Handbook</b> - updates by MK approved by email vote.</li> <li>• <b>Competition Fees</b> - entry fees for upcoming competition approved by email vote.</li> </ul>
9.	<b>Next Meeting</b>	<p>Date: Saturday, September 14</p> <p>Location: online (link to be sent to AC email list in advance)</p>
10.	<b>Adjourned</b>	10:50 a.m.

<b>Officer Reports</b>	
<b>President's Report</b> <i>Michael Burke</i>	<b>NO REPORT SUBMITTED</b> Completed: <ul style="list-style-type: none"> <li>•</li> </ul> To Do: <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Vice President's Report</b> <i>Rita Hovorka</i>	To do: <ul style="list-style-type: none"> <li>• Review info about committees and decide which to join.</li> <li>• Review requirements for VP position and make a plan to fulfill them in the coming year.</li> </ul>
<b>Immediate Past President's Report</b> <i>MaryKay Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>• Updated the <i>Officers and Committees Handbook</i> and sent to officers for approval vote (approved handbook has been posted to the website).</li> <li>• Updated STC Accounts document and sent it to officers.</li> <li>• Updated all chapter email aliases.</li> <li>• Mentoring Rachel to get her acclimated to <i>Byline</i> Editor role.</li> <li>• Mentoring Membership Committee for 2019 campaign.</li> <li>• Uploaded August <i>Byline</i> and scheduled CC email.</li> <li>• Updated PayPal form, competition entry form, and competition pages on website for 2019 competition.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Support president, as needed.</li> <li>• Continue mentoring <i>Byline</i> editor and Membership Committee, as needed.</li> </ul>

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<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p>Total Members: 79, down from 84 a year ago but up from 73 in May</p> <p>Student Members: 8, up from 6 a year ago and 7 in May</p> <p>Retired Members: 3, down from 4 a year ago but same as in May</p> <p>New TC Professional Members: 5, up from 3 a year ago but same as in May</p> <p>Corp. Value Program members: 2, same as a year ago and in May</p> <p>New STC members since previous AC update: 3</p>
<b>Treasurer's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Received financial information from 2019 scholarship winner Dani Leviss and sent her scholarship check to New York University on June 17.</li> <li>● Received financial information from 2019 scholarship winner Brandi Jones and sent her scholarship check to Auburn University on July 24.</li> <li>● Submitted all required information via the website to PayPal on July 15 to change contact information from Renee Betke to Peter Wagner. Pete still cannot change name.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Follow up with a human being at PayPal to get contact name changed on chapter PayPal account.</li> </ul>

<b>Committee Reports</b>	
<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Discussed potential topics for future meetings.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Respond to any inquiries about Alliance network.</li> <li>● Help plan and execute future events.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	<p>Nothing to add.</p> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Next review targeted to early 2020. (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>Rachel Friend</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Deadline for August issue is July 23. No July Issue was released.</li> <li>● August <i>Byline</i> released on August 1.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Plan for October issue.</li> </ul>

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<b>Competition</b> <i>Elizabeth Burke,</i> <i>Cheri Gerlach</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Cheri (entries) and Elizabeth (judges) met in July to establish dates and fees.</li> <li>We've always had feedback that the timing for judging was difficult because of holidays. We're trying an earlier start and finish this year to address the feedback.</li> <li>Submitted recommendations for dates and fees to officers for vote, recommendations were approved.</li> <li>Wrote articles for <i>Byline</i> and AAG announcing dates and fees.</li> <li>Will ask Linda Kelley to post information to website calling for entries and judges.</li> </ul> <p>[MK] I updated the PayPal link, application form, and web pages</p> <p>To Do:</p> <ul style="list-style-type: none"> <li>Promote competition.</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Attended online planning meetings.</li> <li>Submitted articles for publication in <i>Byline</i>.</li> <li>Helped promote event online.</li> <li>Continued to work with sponsors and exhibitors.</li> <li>Gathered sponsorship agreement forms, logos, and contact info for event app.</li> <li>Confirmed details about the expo area at NIU Conference Center.</li> <li>Confirmed special rate for conference hotels in Naperville.</li> <li>Purchased chapter raffle prizes at Amazon.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Email details about expo setup times, parking, raffle, etc. to exhibitors.</li> <li>Work with new sponsorship team member to develop day-of-event tasks.</li> <li>Send receipt for prizes to treasurer.</li> <li>Attend 2019 event wrap-up meeting.</li> </ul>
<b>Historian</b> <i>Bill Leavitt</i>	<p>To Do:</p> <ul style="list-style-type: none"> <li>As assigned or requested.</li> </ul>
<b>Membership</b> <i>Heidi Hanson,</i> <i>Stacey Lohman</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Worked with MK on timeline of deliverables.</li> <li>Began working on this year's theme.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Finalize theme and prizes by August 20.</li> <li>Finalize the four ads by August 20 (September and November <i>At-A-Glance</i> and October and December <i>Byline</i>) plus Website all four months,</li> <li>Compose email blurbs for Constant Contact announcements by September 6.</li> <li>Compose Tweets for Social Media Committee by September 6.</li> <li>Create blog for website for early October and early December.</li> </ul>
<b>Mentoring</b> <i>Dan Dornbrook</i>	<p>To Do:</p> <ul style="list-style-type: none"> <li>Respond to mentoring requests as they are received.</li> </ul>

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<b>Nominating</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Identify candidates for 2020-2021 chapter officer positions by soliciting candidates from among chapter members in early 2020.</li> </ul>
<b>Programs</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Secured speakers for August, September, October, and November 2019.</li> <li>• Secured venues for August, September, October, November, and December</li> <li>• Wrote multiple <i>Byline</i> articles for August issue.</li> <li>• Wrote Website articles for August through December meetings; will have Linda K post as appropriate.</li> <li>• Created events in Constant Contact for August, September, and October meetings.</li> <li>• Sent out first invite for August meeting.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Create events in Constant Contact for November and December meetings.</li> <li>• Follow up with venues/speakers each month.</li> <li>• Begin plan for 2020 meetings.</li> </ul>
<b>Scholarship</b> <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Updated forms for college/university and high school scholarships</li> <li>• Wrote articles for <i>Byline</i> and <i>At-A-Glance</i> promoting scholarships.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Obtain vote for number and amounts of scholarships for each level.</li> <li>• Ask Linda Kelley to post information to website once vote occurs.</li> </ul>
<b>Social Media</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted announcements for chapter events, including eLearning Showcase.</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>
<b>Sponsorships</b> <i>Francis Bao</i>	<p><i>NO REPORT SUBMITTED</i></p> <p>Completed:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Hosted trivia game at June meeting and purchased prizes.</li> <li>• Posted announcements for chapter events and updated site content.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to update site content as needed.</li> <li>• MaryKay to continue site administration when needed.</li> </ul>