

STC Chicago Administrative Council Minutes

GoToMeeting link: <https://global.gotomeeting.com/join/627026365>

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

Meeting Business		
1.	Call to Order	9:34 a.m.
	Attendees	Michael Burke, Rita Hovorka, Pete Wagner, Dan Dornbrook, MaryKay Grueneberg, Elizabeth Burke
2.	Minutes from Previous Meeting	Minutes sent to AC email list on September 15. No changes requested. <i>10/12 - Approved.</i>
3.	Consent Agenda and Financials	See the 101219 Treasurer's Report on Google Drive in the Treasurer Documents / 2019 Budget Materials folder for details. <ul style="list-style-type: none"> • 9/19 \$250.00 ProSpring - September meeting speaker fee and transportation to meeting. • 9/20 \$17.55 Walgreens - Poster board for September meeting and roll of tape. • 9/23 \$301.72 Olive Garden - Food and room for September meeting. • 9/24 \$57.77 The Finer Line - Payment for missing/incorrect competition award and shipping costs to send directly to award winner. • 10/7 \$100.00 Walmart - Gift card for STC Chicago 2018-19 VIP program winner.
4.	Announcements	1. Thursdays at STC October 3 <ul style="list-style-type: none"> • 5 attendees Downtown Chicago (Pete/Rita) • 3 attendees at Jason's Deli in Schaumburg (Donna T.) • 2 attendees at Half Day Brewing in Lincolnshire (Dan)
5.	New Business	1. [MK] - Distinguished Chapter Service Award - submissions are due by November 4 . We need to discuss, and the president will need to complete the form. NOTE: "The requirement of Senior Membership has been waived. The award is for lifetime achievement, but if you have a member with three or four years of service who has knocked your socks off, we want you to be able to nominate that superstar." *Linda Jansak has a person she feels we should nominate. We can discuss on this call. <i>10/12 - DCSA candidate discussed, will be nominated once we receive background write-up from Linda J</i> 2. [MK] Fellow/Associate Fellow - submissions are due by Nov. 1 . The president needs to review our chapter membership list to see if anyone can apply, and we can discuss as well. We no longer submit on behalf of the person (we did years ago), but we need to review and then contact anyone who is eligible and encourage them to apply. <i>10/12 - Associate Fellow candidate discussed, will be contacted.</i>

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		<p><i>Chapter to reimburse application fee if applicable.</i></p> <p>3. [MK] AC Responsiveness - we need to discuss the responsibilities revolving around responsiveness by the AC, specifically by officers. [DD] Along those lines, let's discuss backup and how officers can make sure we cover the responsibilities outlined in Article VI of the Bylaws. <i>10/12 - Reminder to officers to respond to all STC-related emails promptly, especially if sent to single-officer aliases.</i></p> <p>4. [MK] CAA open items - there are a number of items on the CAA application that we still need to do before the end of the year. I have distributed that list to the full AC prior to this meeting. We can discuss how to get the items accomplished so we do not lose Platinum status. <i>10/12 - Discussed list, assigned action items.</i></p> <p>5. [MK/Pete] Workshop update - we will give you the update on TechSmith and present a new option: a do-it-yourself type of workshop: "Tools Workshop: Bring your tips to share and questions to ask". <i>10/12 - New option to be substituted for November program meeting.</i></p> <p>6. [PW] Received the 2020 chapter budget document from STC. Goal is to send around to the AC before the November meeting, and then discuss/finalize it at the November meeting. <i>10/12 - Noted.</i></p> <p>7. [PW] I'm volunteering to write up a short article about Russ Friend, who is retiring, his contributions to the chapter, etc. for inclusion in the next newsletter, if the AC agrees. <i>10/12 - Agreed.</i></p> <p>8. [MK] October meeting - this is our downtown meeting, Attendance is still only at 10 registrants, with no guests. We need to discuss how to drive up the attendance numbers for this meeting. Who else works downtown that we can contact? Should we offer a colleague discount? <i>10/12 - Officers to reach out to downtown colleagues.</i></p>
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	N/A
9.	Next Meeting	Date: Saturday, November 9 Location: Barnes and Noble Bookstore, Schaumburg
10.	Adjourned	10:45 a.m.

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Officer Reports	
President's Report <i>Michael Burke</i>	Completed: <ul style="list-style-type: none"> Responded to a request from a university professor to develop a relationship between STC and students. To Do: As needed.
Vice President's Report <i>Rita Hovorka</i>	To Do: <ul style="list-style-type: none"> Decide on Chicago lunch location for November and send info to Adam. Review info about committees and decide which to join. Review requirements for VP role and make plan to fulfill them in coming year.
Immediate Past President's Report <i>MaryKay Grueneberg</i>	Completed: <ul style="list-style-type: none"> Hosted September Chapter meeting Tried to boost competition submissions and garner judges by sending out a number of personalized emails Updated the "STC Account" access and security list and sent to officers Worked on the CAA application; will send out the list of open "ToDo" items to the AC prior to the meeting To Do: <ul style="list-style-type: none"> Support president, as needed. Continue mentoring <i>Byline</i> editor and Membership Committee, as needed.
Secretary's Report <i>Dan Dornbrook</i>	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: 3, down from 4 a year ago but same as a month ago New TC Professional Members: 5, up from 4 a year ago and 4 a month ago Corp. Value Program members: 2, down from 10 a year ago but same as a month ago New STC members since previous AC update: 3
Treasurer's Report <i>Pete Wagner</i>	To Do: <ul style="list-style-type: none"> Follow up with PayPal to get contact name changed on chapter account. Get both 2019 Scholarship winners signed up for STC student memberships. Prepare 2020 Chapter budget and send to AC for discussion.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> Nothing to report this month. To Do: <ul style="list-style-type: none"> Respond to any inquiries about Alliance network. Help plan and execute future events. Research new ways to update WordPress calendar.

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Bylaws Review <i>Becky Hall</i>	To Do: <ul style="list-style-type: none"> • Next review targeted to early 2020. (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>Rachel Friend</i>	NO REPORT SUBMITTED
Competition <i>Elizabeth Burke,</i> <i>Cheri Gerlach</i>	Completed: <ul style="list-style-type: none"> • Competition is underway, orientation took place on Saturday, October 5 • We have 26 entries and 11 judges: 5 teams of 2 judges and 1 team with 1 judge, 4 teams have 4 entries to review and 2 team have 5 entries. • Conducted Judges' Orientation via GoToMeeting on Saturday, October 5. To Do: <ul style="list-style-type: none"> • Oversee the judges with weekly touchpoints and reminders and answer any questions that may come up. • Keep track of award recommendations.
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> • Submitted CETS wrap-up article to <i>Byline</i> editor. • Submitted receipts for raffle prizes to treasurer. To Do: <ul style="list-style-type: none"> • Finalize 2019 results, survey feedback, 2020 volunteer roles. • Communicate event financials to AC in November.
Historian <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> • Nothing to report this month. To Do: <ul style="list-style-type: none"> • As requested or assigned.
Membership <i>Heidi Hanson,</i> <i>Stacey Lohman</i>	Completed: <ul style="list-style-type: none"> • Created a blog article for the website for the campaign To Do: <ul style="list-style-type: none"> • Create a second blog for website for early December
Mentoring <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> • [MK] I've spoken to Andrew Bendelow, and we will be scheduling another H.S. Tech Comm Professionals panel discussion in February. To Do: <ul style="list-style-type: none"> • Respond to mentoring requests as they are received.
Nominating <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> • Nothing to report this month. To Do: <ul style="list-style-type: none"> • Identify candidates for 2019-2020 chapter officer positions by soliciting candidates from among chapter members in fall 2019 and early 2020. • Conduct chapter officer elections in April 2020.

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Programs <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Completed all details for September meeting • Wrote October meeting promo articles for <i>Byline</i> and the Website • Scheduled invite emails for Oct meeting in Constant Contact • Contacted Apryl Cox Jackson about her win for the 2018-19 VIP program. Mailed her a \$100 gift card. • Working with October venue on details <p>To Do:</p> <ul style="list-style-type: none"> • Follow up with venues/speakers each month • Continue plan for 2020 meetings • Start looking for a Program Manager for 2020-21
Scholarship <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Forwarded information to professor who contacted our chapter to establish a relationship with STC Chicago for student support <p>To Do:</p> <ul style="list-style-type: none"> • Continue to reach out to individual entities and schools to promote the scholarships
Social Media <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements related to chapter activities. • Posted tweets provided by Membership Committee. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements, as necessary, related to chapter activities.
Sponsorships <i>Francis Bao</i>	<p>NO REPORT SUBMITTED</p>
Webmaster <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements and updated site content. • Updated WordPress plug-ins. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements for chapter events and update site content. • Update <i>Byline</i> archives. • Work on improving SEO.