

# STC Chicago Administrative Council Minutes

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

Saturday, November 9, 2019, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:30 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, Rita Hovorka (one short of quorum for voting by AC)
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on October 14. Corrections made October 15. <i>11/09 - No quorum, so approval vote deferred to next AC meeting.</i>
4.	<b>Consent Agenda and Financials</b>	See the <b>110919 Treasurer's Report</b> on Google Drive in the <b>Treasurer Documents / 2019 Budget Materials</b> folder for details. <ul style="list-style-type: none"> <li>10/17 \$139.04 Linda Jansak - STC Chicago raffle prizes for the eLearning showcase.</li> <li>10/21 \$700.00 Bar Louie - October meeting room and food.</li> <li>11/4 \$159.71 Texas de Brazil - Payment for AC thank you lunch.</li> <li>11/4 \$449.97 MaryKay Grueneberg - Payment for gift cards used for AC thank you lunch.</li> </ul>
5.	<b>Announcements</b>	1. Thursdays at STC <b>November 7</b> <ul style="list-style-type: none"> <li>4 attendees Wells Street Market downtown Chicago (Pete/Rita)</li> <li>2 attendees at Jason's Deli in Schaumburg (Donna T.)</li> <li>2 attendees at Half Day Brewing in Lincolnshire (Dan)</li> </ul>
6.	<b>New Business</b>	1. [MK] <b>Downtown meetings</b> - Do we want to continue to offer them? We had 13 people attend the Oct. meeting downtown. It was a large loss of money. (I will update with numbers before our meeting). Do we think that offering meetings at a loss is worth it to accommodate the downtown folks OR do we discontinue for now? (Side note: as usual, the people that regularly complain about the suburban locations did not attend the downtown location.) <i>11/09 - In light of responses in "Re:" items 2 and 3, attendees agreed to defer decision until future AC meeting while Rita and Pete investigate options for one or more possible downtown meetings in 2020, possibly in April or May (or possibly in fall) if suitable venues can be found. Meanwhile, Program Committee can continue to schedule events at any venues that are or have been found to be suitable for chapter use.</i> 2. [RH] <b>Re: downtown meetings</b> Could we try meeting on a Wednesday night from 5:30 to 8:00? (I'm suggesting this because Chicago Symphony has an "after work" series on Wednesday nights from 5:30 to 8:00.) Commuters can take an 8:30 train home; otherwise, they're waiting until 9:30. The meeting room at Bar Louie on Printer's Row is nice, but it's a bit of a hike to the train station afterward. Could we find a location near Union Station or Ogilvie? Siemens is moving to a building at Madison and Wells next March(??), and we're supposed to have a private meeting space. Perhaps we can meet there and bring in food?

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		3. [PW] <b>Re: downtown meetings</b> Agree with Rita's comments. We've tried finding places close to the train stations without success, but that doesn't mean we can't try again. Also, Pete's company (Litera) is right next to Union Station, and we've hosted meetings from organizations similar to STC in our office. I will definitely check and see if we can host a meeting in the winter/spring if we decide to go that route.
7.	<b>Committee Reports</b>	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.
8.	<b>Unfinished Business</b>	N/A
9.	<b>Other</b>	Reminder that officers and committee managers are encouraged to address issues as they arise by direct communication between meetings (as long as we follow Bylaws whenever official AC action is required).
10.	<b>Next Meeting</b>	Date: Saturday, January 11, 2020 Location: online (link to be sent to AC email list in advance)
11.	<b>Adjourned</b>	10:34 a.m.

<b>Officer Reports</b>	
<b>President's Report</b> <i>Michael Burke</i>	NO REPORT SUBMITTED
<b>Vice President's Report</b> <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> <li>Wells Street Market worked well for November lunch. It didn't seem as noisy as Revival Food Hall.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Discuss Chicago lunch location for December with Pete and send info to Adam.</li> <li>Preparing Snagit Tips &amp; Tricks to use at November meeting.</li> </ul>
<b>Immediate Past President's Report</b> <i>MaryKay Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>Created new folders in Google docs (below "Secretary - AC Meeting Minutes") for calendar years 2019 back to 2007 and uploaded all agendas that I had from 2007 through 2017 (2018 and 2019 were already uploaded).</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>	Total Members: 90, down from 92 a year ago but up from 87 a month ago Student Members: 13, up from 7 a year ago and 11 a month ago Retired Members: 3, down from 5 a year ago but same as a month ago New TC Professional Members: 6, up from 5 a year ago and same as a month ago Corp. Value Program members: 2, same as a year ago and a month ago New STC members since previous AC update: 2
<b>Treasurer's Report</b> <i>Pete Wagner</i>	To Do: <ul style="list-style-type: none"> <li>Follow up with PayPal to get contact name changed on chapter account.</li> <li>Get both 2019 Scholarship winners signed up for STC student memberships.</li> <li>Prepare 2020 Chapter budget and send to AC for discussion.</li> <li>Write short article about Russ Friend's contributions to the chapter/retirement for the next issue of <i>Byline</i>.</li> </ul>

Committee Reports	
<b>Alliance</b> <i>Linda Jansak</i>	To Do: <ul style="list-style-type: none"> <li>Respond to any inquiries about Alliance network.</li> <li>Help plan and execute future events.</li> <li>Research new ways to update WordPress calendar.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	No action needed yet. The AC is welcome to begin reviewing relevant sections (or all) of the bylaws for any issues/updates to be dealt with in 2020. To Do: <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>	NO REPORT SUBMITTED
<b>Competition</b> <i>Elizabeth Burke,</i> <i>Cheri Gerlach</i>	To Do: <ul style="list-style-type: none"> <li>Oversee the judges with weekly touchpoints and reminders and answer any questions that may come up.</li> <li>Keep track of award recommendations.</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	To Do: <ul style="list-style-type: none"> <li>Finalize 2019 results, survey feedback, 2020 volunteer roles.</li> <li>Communicate event financials to AC in November.</li> </ul>

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<b>Historian</b> <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> <li>I have updated the master list of the Chicago Chapter volunteers for 2019-2020. Contact me for a copy of current updates for 2019-2020 or complete list.</li> </ul> To Do: <ul style="list-style-type: none"> <li>As assigned or requested.</li> </ul>
<b>Membership</b> <i>Heidi Hanson, Stacey Lohman</i>	To Do: <ul style="list-style-type: none"> <li>Create a second blog for website for early December.</li> </ul>
<b>Mentoring</b> <i>Dan Dornbrook</i>	To Do: <ul style="list-style-type: none"> <li>Follow up with Andrew Bendelow about scheduling Tech Comm Professionals panel discussion at York High School in February.</li> </ul>
<b>Nominating</b> <i>Pete Wagner</i>	To Do: <ul style="list-style-type: none"> <li>Identify candidates for 2019-2020 chapter officer positions by soliciting candidates from among chapter members in fall 2019 and early 2020.</li> <li>Conduct chapter officer elections in April 2020.</li> </ul>
<b>Programs</b> <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>Created a title and description for the November evening workshop to replace the previous November chapter meeting and updated the event listing in Constant Contact</li> </ul> To Do: <ul style="list-style-type: none"> <li>Follow up with venues/speakers each month</li> <li>Continue plan for 2020 meetings</li> <li>Start looking for a Program Manager for 2020-21</li> </ul>
<b>Scholarship</b> <i>Elizabeth L. Burke</i>	To Do: <ul style="list-style-type: none"> <li>Continue to reach out to individual entities and schools to promote the scholarships.</li> </ul>
<b>Social Media</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>Posted announcements related to chapter activities, including tweets provided by Membership Committee.</li> </ul> To Do: <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>	To Do: <ul style="list-style-type: none"> <li>Continue looking for sponsors for future meetings</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none"> <li>Posted announcements for chapter events and updated site content.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Continue to post announcements for chapter events and update site content.</li> <li>Update AC meeting minute archives.</li> <li>Work on improving SEO.</li> </ul>