

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/593749373>)

Saturday, January 11, 2020, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:39 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Pete Wagner, Linda Jansak, Elizabeth Burke, Michael Burke (technical issues)
3.	<b>Minutes from Previous Meeting</b>	Minutes of October AC meeting sent to AC email list on October 14. Corrections made October 15. No vote taken at November meeting. Minutes of November AC meeting sent to AC email list on November 10. <i>1/11 - October and November minutes approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the <b>011120 Treasurer's Report</b> on Google Drive in the <b>Treasurer Documents / 2020 Budget Materials</b> folder for details. <ul style="list-style-type: none"> <li>• 11/15 \$20.00 Amazon - gift card for November AAG contest winner.</li> <li>• 11/21 \$150.26 Heidi Hanson - Membership Drive prizes.</li> <li>• 11/22 \$330.49 Jason's Deli - November meeting food.</li> <li>• 11/27 \$188.05 VistaPrint - STC Chicago logo pens for December meeting gifts and speaker and raffle prizes for the upcoming year.</li> <li>• 12/11 \$494.05 4Imprint - STC Chicago logo notebooks</li> <li>• 12/12 \$15.91 Container Store - Gift wrap for December meeting.</li> <li>• 12/12 \$29.06 Walmart SuperCenter - Candy for December meeting.</li> <li>• 12/12 \$40.70 Dollar Tree - Stockings for December meeting.</li> <li>• 12/12 \$245.00 Alex Yant - 2020 STC dues, recipient of Andi Dunn Memorial fund.</li> <li>• 12/16 \$824.50 Bar Louie - Food and room for December meeting.</li> </ul>
5.	<b>Announcements</b>	<p>1. Thursdays at STC <b>December 5, 2019</b></p> <ul style="list-style-type: none"> <li>• 3 attendees Downtown Chicago (Rita)</li> <li>• 2 attendees at Jason's Deli in Schaumburg (Donna T.)</li> <li>• 6 attendees at Half Day Brewing in Lincolnshire (Dan)</li> </ul> <p><b>January 9, 2020</b></p> <ul style="list-style-type: none"> <li>• 4 attendees Downtown Chicago (Pete/Rita)</li> <li>• 2 attendees at Jason's Deli in Schaumburg - Jan 10 (Donna T.)</li> <li>• 1 attendees at Half Day Brewing in Lincolnshire (Dan)</li> </ul> <p>2. [MK] <b>New website page</b> - I have created a Program List (including dates, topics, meeting format, and location) for all program years from 2007-08 through current. The past four program years also included attendance numbers. I've asked Linda K. to create a new page on the website under "Activities" to post the 12 PDF files for historical purposes. 2019-20 will be added at the end of the program year.</p>
6.	<b>New Business</b>	1. [ELB] We will be placing <b>orders for awards</b> by the end of January or beginning of February at the latest. If there are any other awards, please contact the Competition Committee to provide awards needed

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		<p>and info, such as President's Award, Volunteer of the Year, etc.</p> <p>2. [MK] <b>Chapter Awards</b> - We can discuss this at the meeting, but Michael and Rita need to come up with the list of recipients so they can provide Competition Committee the info they request above. As a reminder, here are the awards to determine (the first two at a minimum, the others are optional, depending on the year):</p> <ul style="list-style-type: none"> <li>• President's Award</li> <li>• Volunteer of the Year</li> <li>• Chapter Star</li> <li>• Above and Beyond (none this year)</li> <li>• Golden Support (none this year)</li> <li>• Robert G. Frank (already selected by special committee)</li> <li>• Distinguished Chapter Service Award (none this year)</li> </ul> <p><i>1/11 - Nominees approved for first three awards. MK to circulate citation text to other officers for review.</i></p> <p>3. [MK] <b>Officers and Committee Managers for 2020-21</b> - We need to seriously work on the officers' slate. PLEASE BRING IDEAS TO THE CALL. Also, we need to find, at a minimum, Competition Manager(s) and Program Manager. @Michael and @Rita, you will need to reach out to the other committee managers and see if they are willing to continue next year.</p> <p><i>1/11 - Secretary and treasurer to run again. Potential candidates for VP and competition co-manager to be approached.</i></p> <p>4. [MK] <b>Apex Award</b> - Just putting this here as a reminder - deadline for submission for 2020 awards is Feb. 15, 2020. I will submit again if there are no objections. We will need to vote for approval of the entry fees.</p> <p><i>1/11 - Approved fees for submitting newsletter and website.</i></p> <p>5. [PW] <b>Downtown meetings</b> - Researched Litera (Pete's company, right next to Union Station) for hosting downtown meetings. It's a very nice space on the eighth floor of the 300 S. Riverside building. Usually it's clients of one sort or another, but if we have a specific date, Pete was told we should ask. If it's after hours, then the building requires more security (not sure what the cost of that would be).</p> <p>We will be moving to another building in 2020, but it's supposed to also be close to the train stations. If we have a specific month in mind in the current year, Pete can get cost information and make a request.</p> <p><i>1/11 - Litera to be added to potential list for 2020-21.</i></p> <p>6. [RH] <b>Downtown meetings</b> - I've been told that Siemens can host meetings at our current location (20 W. Kinzie) and new location (200 W. Madison). Some coordination is required to escort guests to the current space (badge is required for elevator access). Not sure of the process for the new space. We're scheduled to move in June or July.</p> <p><i>1/11 - Siemens to be added to potential list for 2020-21.</i></p>
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		<p>7. [PW] <b>Media kit</b> - Do we have an updated STC Chicago Chapter Media Kit? Copy I have is from 2014, I couldn't find anything on the website or our Google Drive. We had a new attendee at the Thursdays downtown location who works for a translation firm, and we told him how Interpro sponsors meetings, etc.</p> <p><i>1/11 - Sponsorship page on chapter website has details.</i></p>
7.	<b>Committee Reports</b>	<p>Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
8.	<b>Unfinished Business</b>	<p>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?</p> <p><i>1/11 - See update in <b>New Business</b>.</i></p> <p>2. [RH] <b>Re: downtown meetings</b> Could we try meeting on a weekday evening from 5:30 to 8:00 p.m.? Commuters can take an 8:30 train home; otherwise, they're waiting until 9:30. 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?</p> <p><i>1/11 - See update in <b>New Business</b>.</i></p> <p>3. [PW] <b>Re: downtown meetings</b> Agree with Rita's comments. 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. <i>1/11 - See update in <b>New Business</b>.</i></p>
9.	<b>Other</b>	<ul style="list-style-type: none"> <li>● <b>Email vote</b> - Officers voted by email December 12 (majority approval) to accept member donations toward 2021 Memorial Membership Grant in honor of Andi Dunn and to cover any gap between donations and cost of membership from chapter funds.</li> <li>● <b>Email vote</b> - Officers voted by email December 12 (majority approval) to match the donated 2020 Memorial Membership Grant, thereby awarding two membership grants for 2020.</li> <li>● <b>Email vote</b> - Recipients selected by email vote December 12 (majority approval) were Alex Yant for the donated grant and Rachel Friend for the chapter-funded grant (a student membership). Note: Alex had already paid for his membership, so the Treasurer refunded his cost after receiving the donated funds. The Treasurer worked with Rachel to get her student membership set up.</li> <li>● <b>Email vote</b> - Officers voted (majority approval) to allow MK to purchase 100 STC Chicago logoed notebooks and pens (\$188.05 for pens from Vistaprint and \$494.05 for notebooks from 4imprint).</li> </ul>

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		<p>The first 28 were slated for gifts at the holiday party. The remainder will be used for speaker gifts and raffle prizes.</p> <ul style="list-style-type: none"> <li>• <b>Email vote</b> - Officers voted by email December 28 (majority approval) to have the Treasurer purchase a Summit registration before the discount ended on 12/21/19. The registration is slated to be used by the incoming VP and if not, the incoming president.</li> <li>• <b>Email vote</b> - Officers voted by email December 2 (unanimous approval) to extend an invitation to past sponsors to attend our Dec. Holiday party at no cost.</li> <li>• <b>Banquet program</b> - No entries yet for design contest, so deadline to be extended to end of January.</li> </ul>
10.	<b>Next Meeting</b>	<p>Date: Saturday, February 8, 2020</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	<b>Adjourned</b>	11:20 a.m.

<b>Officer Reports</b>	
<b>President's Report</b> <i>Michael Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended November meeting</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Discuss and decide on additional awards to present at banquet</li> <li>• Attend January meeting</li> </ul>
<b>Vice President's Report</b> <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Prepared Snagit Tips &amp; Tricks to use at November chapter meeting (on tools).</li> <li>• Discussed Chicago lunch location for December with Pete and sent info to Adam for At-a-Glance.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Identify recipients for Chapter Awards.</li> <li>• Review Bylaws and send feedback.</li> <li>• Work with Michael to confirm committee managers. (Considering Competition or Mentoring for myself.)</li> </ul>
<b>Immediate Past President's Report</b> <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended November meeting; hosted December meeting</li> <li>• Wrote speech for December meeting re: Andi and the Memorial Membership Grants</li> <li>• Wrote <i>Byline</i> article and website blog for Design Contest</li> <li>• Edited December <i>Byline</i></li> <li>• Wrote volunteering blog for website to try to recruit new volunteers (one person has stepped forward so far and will be helping with <i>Byline</i>)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Worked on CAA application - it is due January 31, 2020</li> <li>• Reviewed Bylaws per request of Bylaws Committee and submitted proposed changes</li> <li>• Posted to chapter FB page and Tweeted about chapter and Society events</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Complete the CAA application before submission deadline</li> <li>• Support president, as needed</li> <li>• Continue mentoring <i>Byline</i> editor and Membership Committee, as needed</li> </ul>
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p>FYI: Chapter membership data (from report on STC website) is fishy again.</p> <p>Total Members: "42", down from "48" a year ago and (more plausible) 87 a month ago</p> <p>Student Members: 9, up from "3" a year ago but down from 11 a month ago</p> <p>Retired Members: "1", up from "none" a year ago but down from 3 a month ago</p> <p>New TC Professional Members: "1", down from 3 a year ago and 6 a month ago</p> <p>Corp. Value Program members: "1", same as 1 a year ago but down from 2 a month ago</p> <p>New STC members since previous AC update: 1</p>
<b>Treasurer's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Wrote an article about Russ Friend's contributions to the chapter/retirement for the December issue of <i>Byline</i>.</li> <li>• Prepared 2020 Chapter budget and sent to STC HQ at end of December.</li> <li>• Signed myself up for attending the 2020 STC Summit, as a placeholder for sending someone (hopefully an incoming AC member) next year. There was an issue with the online signup form, and we only got charged \$325 (instead of the full early bird registration of \$975). I gave STC a heads up on this, and they said they would get in touch with me.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Straighten out conference registration payment shortfall with STC.</li> <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> </ul>

### Committee Reports

<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Scheduled meeting with NSA rep to discuss Alliance network future.</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> <li>• Research new ways to update WordPress calendar.</li> </ul>
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<b>Bylaws Review</b> <i>Becky Hall</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Email sent 1/6/2020 soliciting review by the members of the AC. Request for comments is by 2/1/2020.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Committee to solicit change requests from chapter members.</li> <li>Previous committee manager to assist new manager when and as requested.</li> </ul>
<b>Byline</b> <i>Rachel Friend</i>	<b>No Report Submitted</b>
<b>Competition</b> <i>Elizabeth Burke, Cheri Gerlach</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>All entries complete and info sent to submitters about awards, if any.</li> <li>Results: 2 Best of Show, 8 Distinguished, 4 Excellence, 11 Merit, 3 No Award</li> <li>Evaluations have been sent to the submitters</li> <li>Award Verification email requests have been sent to the submitters to confirm entry titles and contributor names for accuracy and spelling - this email also asked winners to confirm the number of awards they need</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Reach out to Finer Line to select awards for each level and get cost quote.</li> <li>Place orders for awards.</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Finalized 2019 financial results.</li> <li>Responded to STC Chicago treasurer's request for 2020 budget feedback.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Finalize survey feedback, 2020 volunteer roles.</li> </ul>
<b>Historian</b> <i>Bill Leavitt</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>As assigned or requested.</li> </ul>
<b>Membership Drive</b> <i>Heidi Hanson, Stacey Lohman</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Created final blog for website and <i>Byline</i> for December</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Nothing - this campaign is complete</li> </ul>
<b>Mentoring</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>[MK] Tech Comm Panel is scheduled at York High School on Feb 11 at 8:30am.</li> <li>Panelists have been confirmed</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Respond to mentoring requests as they are received.</li> </ul>
<b>Nominating</b> <i>Pete Wagner</i>	<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 January and February.</li> <li>Conduct chapter officer elections in April 2020.</li> </ul>

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<b>Programs</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Ordered STC Chicago-logoed notebooks and pens to be used as gifts for December party and for raffle prizes throughout the year</li> <li>• Worked with venues and speakers for November and December meetings</li> <li>• Created gift bags (stockings) for all December attendees</li> <li>• NOTE: December holiday party was the highest non-banquet attendance in two years</li> <li>• Confirmed January speakers and venue</li> <li>• Wrote website blog and created Constant Contact event for January meeting</li> <li>• Confirmed February speaker and venue (downtown)</li> <li>• Wrote website blog (not released yet) and created Constant Contact event (registration is live) for February meeting</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>• Follow up with venues/speakers each month.</li> <li>• Find April speaker; plan April and June meetings</li> <li>• Continue looking for a Program Manager for 2020-21.</li> </ul>
<b>Scholarship</b> <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Sent reminder that any scholarship submissions are due by 1/31/2020.</li> <li>• Sent reminder to Andrew Bendelow at York High School and he passed it on to his students</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to reach out to individual entities and schools to promote scholarships.</li> </ul>
<b>Social Media</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted announcements related to chapter activities, including tweets provided by Membership Committee for fall campaign.</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>Completed:</p> <ul style="list-style-type: none"> <li>• [MK] reached out to Jack Molisani for the updated LavaCon 2020 logo for website, Byline, AAG, etc.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue looking for sponsors for future meetings.</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted announcements for chapter events and updated site content.</li> <li>• Updated AC meeting minute archives.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to post announcements for chapter events and update site content.</li> <li>• Work on improving SEO.</li> </ul>