

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/494463005>)

Saturday, February 8, 2020, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:40 a.m.
2.	Attendees	Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on January 11. One comment (about attendance) received and accepted January 14. <i>2/8 - Approved.</i>
4.	Consent Agenda and Financials	See the 0208 Treasurer's Report on Google Drive in the Treasurer Documents / 2020 Budget Materials folder for details. <ul style="list-style-type: none"> • 1/14 \$15.00 Staples - Starbucks card for January meeting speaker. • 1/17 \$381.00 Jason's Deli - Food for January chapter meeting. • 1/17 \$6.12 - BP Gas - Water for January chapter meeting. • 1/24 \$624.84 Constant Contact - Prepaid 12-month subscription. Our cost, with pre-pay discount, is \$52.07 per month for Email Plus plan (allows for unlimited email campaigns, SEO, Event set-up, and more). • 1/29 \$75.00 STC.org - Student membership for Dani Levis, 2019 Scholarship Winner. • 1/30 \$75.00 STC.org - Student membership for Brandi Jones, 2019 Scholarship Winner. • 1/31 \$315.55 VistaPrint - Pens/notepads for Tech Comm Panel and future chapter meetings.
5.	Announcements	1. Thursdays at STC February 6 <ul style="list-style-type: none"> • No attendees Downtown Chicago (Pete/Rita) • (Feb 7) 1 attendee at Jason's Deli in Schaumburg (Donna T.) • (Jan 30) 8 attendees at Half Day Brewing in Lincolnshire (Dan) (rescheduled to accommodate attendee availability) 2. Chapter Budget and Funding [PW] STC has approved our budget and funding for 2020. Based on their membership numbers as of August 31, 2019 (82 members), our chapter will receive funding of \$1,230 USD for 2020. STC will distribute the funding in early 2020 via a check.
6.	New Business	1. [DD] Mentoring Committee - Propose to rename committee with title more descriptive of its current function. (Recently received member request for actual mentoring services/relationship, which was redirected after conversation with requester.) [MK] I would argue that the Get Real! Program <i>is</i> meant as a mentoring program. So, yes, let's discuss it at the meeting. <i>2/8 - Official name of committee is Get Real Interview Committee. Committee list on chapter website will be updated.</i>

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		<p>2. [MK] Scholarship deadline - I know in years past, we always wanted the deadline to be at the end of January so that submissions could be reviewed and winners selected in time for the awards banquet. Since our recent winners haven't attended the banquet anyway, I think we should consider extending the deadline to March 15. That still gives us enough time to work with students before the school year ends, and it would give us a chance to reach out to more schools and perhaps get some applicants. <i>2/8 - Extension approved, will be publicized.</i></p> <p>3. [DD] Chapter elections - We had a great discussion at the January meeting, so let's discuss our progress so far and focus on the two key open items: (a) Whom can we get to run for VP this spring? and (b) <u>If</u> a current officer opts to run for VP, whom can we find to run for that officer's current office? <i>2/8 - Potential candidate for treasurer role to be approached.</i></p> <p>4. [PW] Do we want to sponsor the IJAS Science Fair on 3/14 at the Museum of Science and Industry, as we have in years past? Pete forwarded the email with the information on 2/4. Sponsor fee due 3/1. <i>2/8 - Approved sponsorship and two awards: \$150 (first prize) and \$75 (second prize), as in past years. Rita and MK to judge communications aspect of entries as past judges have done.</i></p> <p>5. [MK] 65th Anniversary - this year is our chapter's 65th anniversary. I'd like to do something special at the banquet in celebration. We need to come up with some ideas. <i>2/8 - Ideas to be investigated (including keepsake for attendees, such as commemorative cover on banquet program).</i></p> <p>6. [PW] Constant Contact, got the charge for this, assume this is legit, whoever gets the receipt please forward to me. [DD] Info provided offline by MK. Consent Agenda updated.</p> <p>7. [PW] We are paying a \$200 honorarium for the May webinar speaker, Mike Parkinson (he normally charges \$1,000 for speaking engagements, but has discounted STC). Just want to confirm that I should send the check now, versus when services are rendered. <i>2/8 - Pete to coordinate with Adam.</i></p> <p>8. [RH] Adam Evans contacted me to say he's stepping back from the webinars at the end of this program year (June). He would like to continue managing the AAG. If the chapter has someone else that would like to manage the webinars, he's happy to onboard them. <i>2/8 - Potential new volunteer identified. Website to be updated to add Webinar Committee to committee list.</i></p>
7.	Committee Reports	<p>Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>

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8.	Unfinished Business	N/A
9.	Other	<ul style="list-style-type: none"> ● STC Summit - Approved \$250 chapter sponsorship of Leadership Day at STC Summit in May. ● Offline vote - the officers voted in person, by majority vote at the January meeting on January 16, 2020, to approve the citations written for the special Chapter awards. ● Online vote - a draft submission for the Pacesetter Award was sent to the officers for review and vote on 2/3/20. On 2/4/20, the officers voted unanimously to submit with minor changes as noted during the online discussion.
10.	Next Meeting	Date: Saturday, March 7 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	10:40 a.m.

Officer Reports	
President's Report <i>Michael Burke</i>	Completed: <ul style="list-style-type: none"> ● Discuss and decide on additional awards to present at banquet To Do: <ul style="list-style-type: none"> ● Nothing to report this month.
Vice President's Report <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> ● Contacted professor at College of Lake County regarding scholarship opportunity. (Sent info to MK for tracking.) To Do: <ul style="list-style-type: none"> ● Review Bylaws and send feedback. ● Work with Michael to confirm committee managers. (Considering Competition or Mentoring for myself.)
Immediate Past President's Report <i>MaryKay Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Wrote citations for the Chapter awards and sent to officers for approval. ● CAA application completed, sent to officers and select AC members for review, and submitted. ● Sent a reminder to Andrew Bendelow (York HS about the deadline for Design Contest and for Scholarship) as to date, we have no entries for either. He said he's been "beating the bushes" but no takers yet. Sigh. ● Selected and notified the winners of the 2019 Membership drive. Winners are Cynthia Laughlin and Martha Turner. ● Wrote articles for Feb <i>Byline</i> including: Memorial article about Andi Dunn and the Memorial Membership Grants, Membership Drive winners, Competition article thanking judges, 2 Society news articles (election and Summit).

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	<ul style="list-style-type: none"> Helped Competition Committee by taking on the review of two last-minute entries and coordinating for a second judge for each. Pacesetter application completed, sent to officers for approval, and submitted. <p>To Do:</p> <ul style="list-style-type: none"> Attend Tech Comm Panel at York High School on Feb. 11 and write an article afterward for April <i>Byline</i>. Help the Competition Committee with awards and distribution to those not attending the banquet. Support the president, as needed. Continue mentoring <i>Byline</i> editor and Membership Committee, as needed.
Secretary's Report <i>Dan Dornbrook</i>	<p>(Note: Still getting fishy numbers from big STC.)</p> <p>Total Members: "42", down from "58" a year ago but same as a month ago</p> <p>Student Members: 11, up from "5" a year ago and 9 a month ago</p> <p>Retired Members: 1, down from 2 a year ago but same as a month ago</p> <p>New TC Professional Members: 1, down from 3 a year ago but same as a month ago</p> <p>Corp. Value Program members: 2, up from 1 a year ago and a month ago</p> <p>New STC members since previous AC update: 3</p>
Treasurer's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Got both 2019 Scholarship winners signed up for STC student memberships. <p>To Do:</p> <ul style="list-style-type: none"> Coordinate with Adam on honorarium for speaker at May webinar. Straighten out conference registration payment shortfall with STC. Follow up with PayPal to get contact name changed on chapter account.

Committee Reports	
Alliance <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> Spoke with National Speakers Association rep about interest in hosting a meeting with STC Chicago in 2020-2021. <p>To Do:</p> <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. Speak with ATD Chi rep about interest in hosting a meeting with STC Chicago in 2020-2021.
Bylaws Review <i>Becky Hall</i>	<p>Completed:</p> <ul style="list-style-type: none"> Solicited and received change requests from AC members. Submitted article for February Byline requesting input from members. Sent a summary of AC change requests to AC members

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	<p>To Do:</p> <ul style="list-style-type: none"> • Process any change requests from chapter members (due March 1). • Present proposed changes to AC for review before spring chapter elections.
<p>Byline <i>Rachel Friend</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Completed February <i>Byline</i> - sent out through Constant Contact on 2/3/2020. <p>To Do:</p> <ul style="list-style-type: none"> • Submit reports before AC meetings.
<p>Competition <i>Elizabeth Burke, Cheri Gerlach</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • See Officers' Reports. <p>To Do:</p> <ul style="list-style-type: none"> • Reach out to Finer Line to select awards for each level and get cost quotes. • Place orders for awards.
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • Finalize survey feedback, 2020 volunteer roles.
<p>Historian <i>Bill Leavitt</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • I have updated the historical list of STC Chicago volunteers from 1955 to 2020. There are a few blanks to fill, including the manager and members of the Nominating Committee. Whom shall I send this to for checking and adding missing volunteers? [MK] Bill, you can send it to me. <p>To Do:</p> <ul style="list-style-type: none"> • As assigned or requested.
<p>Membership <i>Heidi Hanson, Stacey Lohman</i></p>	<p>Nothing to report this month -- campaign is complete.</p>
<p>Mentoring <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • [MK] All is set for the Tech Comm Panel at York High School on 2/11. Bios have been sent to Andrew Bendelow. MK will bring STC pens and sticky notes as giveaways for the students. 30 students will be in attendance. • [DD] Submitted New Business item about committee name. <p>To Do:</p> <ul style="list-style-type: none"> • Respond to mentoring requests as they are received. • Find new committee manager for 2020-21 program year.
<p>Nominating <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • [DD] Submitted New Business item for update on following item. • [In progress:] Identify candidates for 2020-2021 chapter officer positions by soliciting candidates from among chapter members. <p>To Do:</p> <ul style="list-style-type: none"> • 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"> • Wrote articles for February <i>Byline</i>: February Chapter meeting and March Awards and Recognition Banquet. • Set up the February meeting in Constant Contact and scheduled invites. <p>To Do:</p> <ul style="list-style-type: none"> • Follow up with venues/speakers each month. • Find April speaker; plan April and June meetings. • Prepare for transition to new program manager for 2020-21.
Scholarship <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> • See New Business item about extending application deadline. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to reach out to individual entities and schools to promote scholarships.
Social Media <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements related to chapter activities. <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>Completed:</p> <ul style="list-style-type: none"> • [MK] Talking to Nick at Interpro about Banquet sponsorship so they can also promote their 25th anniversary. • [MK] Secured banquet sponsorship from Ken Cook Co. <p>To Do:</p> <ul style="list-style-type: none"> • Continue looking for sponsors for future meetings.
Webmaster <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements and updated site content. • Attended Webmaster 201 webinar presented by chapter. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements for chapter events and update site content. • Add program archive. • Attempt to adopt some ideas from the Webmaster 201 webinar. • Work on improving SEO.