

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/812978037>)

Saturday, March 7, 2020, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:32 a.m.
	Attendees	Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Pete Wagner, Michael Burke
2.	Minutes from Previous Meeting	Minutes sent to AC email list on February 8. Corrections received and applied February 9. <i>3/7 - Approved.</i>
3.	Consent Agenda and Financials	See the 030720 Treasurer's Report on Google Drive in the Treasurer Documents / 2020 Budget Materials folder for details. <ul style="list-style-type: none"> • 2/12 \$200.00 IJAS - Student award money for March 2020 non-public schools science fair. • 2/18 \$358.00 APEX Awards - Chapter submission for APEX Awards (newsletter and website). • 2/24 \$790.38 Bar Louie - February chapter meeting food and room. • 3/4 \$515.30 Vistaprint - Drawstring cinch backpacks (65th Anniversary gift for March banquet). • 3/5 \$20.00 Amazon - gift card for March AAG contest winner.
4.	Announcements	1. Thursdays at STC March 5 <ul style="list-style-type: none"> • 5 attendees Downtown Chicago (Pete/Rita) • 2 attendees at Jason's Deli in Schaumburg (Donna T.) • (March 10) 4 attendees at Half Day Brewing in Lincolnshire (Dan)
5.	New Business	1. [MK] Student Writing Contest - We will once again be holding a student writing contest - Andrew has sent his top two students' articles (summary review of the Tech Comm Panel event at York High School), and I have selected the winner. The winner will receive a certificate and two registrations to the banquet. 2. [MK] Election Slate - We now have someone to run for Treasurer. We now have a full slate to announce for an April election. We will wait for the slate announcement until the last week of March. That gives us time to find any additional interested candidates. 3. [PW] STC Summit - Are we sending anyone to the Summit? We've already passed the cancellation refund date, but I think I can get this reversed, plus, they never got back to me regarding their screwup, and we only were charged \$325 to begin with. "CANCELLATION – REFUND – TRANSFER POLICY – All cancellation and refund requests must be submitted via email. Cancellations received prior to 1 March 2020 will be refunded, minus a \$150 administrative fee. Cancellation requests made on or after 1 March 2020 will not be refunded. Registrations are transferable to another

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		<p>person, with a \$50 fee. Requests to transfer must be received via email by 20 April 2020. No-shows will not be issued a refund. No phone calls for cancellations and transfers, please. Rates are subject to change without notification.”</p> <p>[MK] This should be the incoming VP or the incoming President.</p> <p>[RH] Pete, are you interested?</p> <p><i>3/7 - Rita probably can go (with some help from her employer). Pete will check to see if he can go.</i></p> <p>4. [PW] Chapter funds from STC - STC has a new form (Vendor Setup and Electronic Funds Transfer Form) that the chapter has to fill out in order to receive our yearly chapter payment. Pete was notified February 24 and had questions that were answered a few days later> He hopes to complete the form and submit in the next couple of days. Good new development is that with this new process we can have the money deposited directly to our bank account.</p> <p>5. [DD] Bylaws - Let's review the comments to date on proposed Bylaws changes (I can pull up the email chain on my screen for discussion). [MK] The process is that Becky will summarize all comments and suggestions, send it to us for approval, then we put it to a vote of approval by the membership during the election or a separate vote.</p> <p>6. [MK] Banquet Help Needed - We still need volunteers to step up for the following: registration check-in table, table tent cards with sponsors' logos and web addresses, event summary article for <i>Byline</i>. [RH] I can do table tents. <i>3/7 - Pete to write the article. Dan to do check-in.</i></p> <p>7. [MK] Science Fair - I have a conflict and cannot attend. We have two judges (Rita and her co-worker Patrick Mehl). Do we need another? We have gone with two for several years now, and it worked just fine. <i>3/7 - Two is fine. Pete to walk Rita through the judging process from his experience as a judge in previous years.</i></p>
6.	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>
7.	Unfinished Business	N/A
8.	Other	<ul style="list-style-type: none"> ● Offline vote: Elizabeth sent the proposal from Finer Line for the competition and chapter awards, including acrylic for Merit level, to the officers on February 17. It was approved with a unanimous vote.
9.	Next Meeting	<p>Date: Saturday, April 11</p> <p>Location: online</p>
10.	Adjourned	10:21 a.m.

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Officer Reports	
President's Report <i>Michael Burke</i>	No report submitted
Vice President's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> Patrick Mehl will help with the Science Fair judging at the Museum of Science and Industry on March 14. <p>To Do:</p> <ul style="list-style-type: none"> Review proposed Bylaws changes and reply to Bylaws Review Committee.
Immediate Past President's Report <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> Attended Tech Comm Panel at York HS on Feb 11. We will once again be holding a student writing contest - Andrew will send his top students' articles, and I will select the winner. The winner receives a certificate and two registrations to the chapter banquet. Pacesetter application written, approved by officers, and submitted. Apex Awards application submitted for both the newsletter and website. Hosted the February chapter meeting downtown. <p>To Do:</p> <ul style="list-style-type: none"> Help the Competition Committee; mail awards to those not attending the banquet. <p><i>3/7 - Rita offered to help with the handoff of a large set of awards to a company with offices in the same building as her workplace.</i></p> <ul style="list-style-type: none"> Support president, as needed. Continue mentoring <i>Byline</i> editor, as needed. [DD] Update chapter committee handbook (see Webmaster report for details).
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: "52", down from "63" a year ago but up from "42" a month ago</p> <p>Student Members: 12, up from 6 a year ago and 11 a month ago</p> <p>Retired Members: 1, down from 3 a year ago but same as a month ago</p> <p>New TC Professional Members: 1, down from 4 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: 1 (in Shanghai)</p>
Treasurer's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Sent check out to IJAS (non-public schools science fair awards). <p>To Do:</p> <ul style="list-style-type: none"> Fill out and return the Vendor Setup and Electronic Funds Transfer Form for the Chicago Chapter's 2020 funds from STC. Straighten out conference registration payment shortfall with STC. Follow up with PayPal to get contact name changed on chapter account.

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Committee Reports	
Alliance <i>Linda Jansak</i>	<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 Chicago representative 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"> Sent summary of changes requested by AC members to officers for email review. Waiting for replies from two of five officers. <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.
Byline <i>Rachel Friend</i>	<p>Completed:</p> <ul style="list-style-type: none"> Notified AC members of the deadline for articles for the April issue. <p>To Do:</p> <ul style="list-style-type: none"> Produce and publish April issue.
Competition <i>Elizabeth Burke, Cheri Gerlach</i>	<p>Completed:</p> <ul style="list-style-type: none"> Received awards quote from Finer Line (approved by officers in online vote). Ordered competition and chapter awards from Finer Line; MK to pick up and pay when ready. <p>To Do:</p> <ul style="list-style-type: none"> Work on open items for the banquet.
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> Provided copy for March issue of <i>At-A-Glance</i>. Updated CETS Twitter bio. <p>To Do:</p> <ul style="list-style-type: none"> Write an article about this year's Showcase for April issue of <i>Byline</i>. Finalize survey feedback, 2020 volunteer roles. Attend 2020 planning meeting.
Get Real! Interview Committee <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> [MK] Website has been updated with current committee name (list previously showed Mentoring Committee). Followed up with a member who had requested mentoring, invited her to chapter meeting instead. <p>To Do:</p> <ul style="list-style-type: none"> Respond to interview requests as they are received. Find new committee manager for 2020-21 program year.

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Historian <i>Bill Leavitt</i>	<p>Completed:</p> <ul style="list-style-type: none"> Updated the historical list of officers through 2019. <p>To Do:</p> <ul style="list-style-type: none"> As assigned or requested.
Membership <i>Heidi Hanson,</i> <i>Stacey Lohman</i>	<p>Nothing to report this month -- annual campaign is complete.</p>
Nominating <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> After one or more potential candidates for treasurer declined, one has accepted, so the slate is now complete, but additional candidates may still enter. See "Election Slate" item in New Business section. <p>To Do:</p> <ul style="list-style-type: none"> Collect candidate biographies to be used in online ballot for chapter officer elections in April 2020. Find volunteers who are not on election ballot for the Tellers Committee.
Programs <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> Helped Competition Committee - created the program booklet for the banquet; it is at the printer. Set up payment page and PayPal link for competition submitters to pay for additional awards ordered; sent out email invoice with the link to the submitters on March 3, with request for payment by March 15. Set up the banquet event in Constant Contact; created email invitations; sent article with registration link to Linda K for posting on the website. Created two 65th Anniversary logos - one for use in the banquet booklet and meeting invites and another to use on the website and elsewhere. Prepared for transition to the new Program Manager for 2020-21; have been cleaning up notes and program records. Linda K. has agreed to create the centerpieces for the banquet. Secured a speaker for the April chapter meeting. Ordered 65th anniversary giveaway for the banquet. Sent out separate banquet invites to past speakers at chapter events and to the 2019 competition submitters. <p>To Do:</p> <ul style="list-style-type: none"> Reserve venue for April meeting. Plan June meeting.
Scholarship <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> Scholarship deadline was extended to March 15, 2020. <p>To Do:</p> <ul style="list-style-type: none"> Review scholarship applications and select recipients.

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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>MK on behalf of Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> • [MK] Interpro has declined to sponsor the banquet. • [MK] Ken Cook Co. has paid the \$350 sponsorship fee. <p>To Do:</p> <ul style="list-style-type: none"> • Continue looking for sponsors for future meetings.
Webinars <i>MK on behalf of Adam Evans</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Got AC agreement to identify Webinars as committee separate from Program Committee, with separate manager whenever possible. • MK has agreed to be Webinars manager for 2020-2021 program year. <p>To Do:</p> <ul style="list-style-type: none"> • Transition to new manager by end of June.
Webmaster <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements for chapter events and updated site content, including chapter logo and getting rid of "Tweet" link before each posting. • Updated list of chapter committees on website. (Note that STC Chicago Officer and Committee Manager Handbook should be updated to match this list.) <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.