

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/565197237>)

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

Meeting Business		
1.	<b>Call to Order</b>	9:36 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, MaryKay Grueneberg, Elizabeth Burke, Pete Wagner, Michael Burke, Rita Hovorka
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on March 7. No changes requested. <i>4/11 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the <b>041120 Treasurer's Report</b> on Google Drive in the <b>Treasurer Documents / 2020 Budget Materials</b> folder for details. 5. 3/9 \$222.51 Staples - 2020 banquet program booklets and labels. 6. 3/11 \$74.20 Things Remembered - 2020 Robert G Frank Award. 7. 3/17 \$3,709.40 The Finer Line - 2020 Competition Awards. [MK] Note: some of this amount was paid for by the winners as additional awards.
8.	<b>Announcements</b>	1. <b>Thursdays at STC</b> -- canceled for April because of global pandemic 2. <b>Memorial for Andi Dunn</b> postponed until August 22, 2020. People wishing to attend are asked to email her daughter directly at hannahskessy@gmail.com.
9.	<b>New Business</b>	1. [MK] <b>Election</b> - I have everything set up in Survey Monkey. We need to determine the election dates. <i>4/11 - Plan is to start election April 13 and end April 30.</i> 2. [DD] <b>Teller's Committee</b> - Do we have volunteers who are not on this year's election ballot to count the votes in this year's election? [MK] I can. Elizabeth can too. 3. [DD] <b>Programs</b> - Do we want to attempt a May program meeting? [MK] I am doubtful the world will be reopened, and even if so, people will be focused on other things. I say no to May. [PW] Second the motion. [DD] I agree. Just thought we should decide now. 4. [MK] <b>Scholarships</b> - Have we selected the scholarship winner(s)? We need to get notifications out soon. [ELB] There was only one submission this year. I attempted to upload the files to the STC Google Drive but could not log in. Was the password changed? I think others should also review the submission. It was more of a creative writing article than technical writing and there were errors. [MK] I've sent ELB the new password. <i>4/11 - Pete to review submission. If it does not meet chapter standards, we may decide not to award a scholarship this year. Committee to consider alternate ideas for next year, including grants to members for professional development (criteria and process to be defined).</i> 5. [PW] <b>Chapter Funds</b> - Heads up, our chapter funds are way down (not surprisingly), from \$18,321.30 to \$9,736.94 this month. Not overly concerned, I have some checks that still need to be cashed, including

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		<p>\$1,230 from big STC for our yearly chapter funding. We paid big banquet expenses (\$4,000 for awards and banquet booklets) and then had to refund all the banquet registrations. We're still well within guidelines for funding, and when things get back to normal, I wouldn't anticipate any problems.</p> <p>[MK] Have we received the funds from the 2019 Showcase?</p> <p>[PW] Check to be deposited.</p> <p>6. [MK] <b>Bylaws update</b> - Since we do not yet have the final list of updates, I have left this off the election survey and will set up a separate survey for approval at a later date.</p>
10.	<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>
11.	<b>Unfinished Business</b>	N/A
12.	<b>Other</b>	<ul style="list-style-type: none"> <li>● <b>Offline vote:</b> On March 12, the officers and Ellizabeth Burke (as Competition Manager) had an offline vote to postpone the banquet (this was in advance of the Shelter in Place order). It was a unanimous vote to postpone for the safety of our membership. The venue has been reserved for June 18 as a tentative new date. All registrants received an email notification and a refund. Announcements were posted on social media and the website.</li> <li>● By majority vote, the chapter will cover membership fees for 2020 for current President Michael Burke in consideration of hardship due to unemployment.</li> <li>● By majority vote, the annual business meeting and officer handoff will be moved to August. Officer terms still officially start July 1.</li> </ul>
13.	<b>Next Meeting</b>	<p>Date: Saturday, May 9</p> <p>Location: online (link to be sent to AC email list in advance)</p>
14.	<b>Adjourned</b>	10:37 a.m.

<b>Officer Reports</b>	
<p><b>President's Report</b> <i>Michael Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Voted to postpone the banquet, shortly before we were ordered to Shelter at Home. We would've had to cancel anyway.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Continue to monitor current conditions to determine when we can continue with normal STC operations.</li> </ul>
<p><b>Vice President's Report</b> <i>Rita Hovorka</i></p>	<p>Nothing to report this month.</p>

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<b>Immediate Past President's Report</b> <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted articles and links on FB</li> <li>• Updated Committee Handbook with committee name change ("Mentor" to "Get Real! Interview Program"); sent file to LK to be posted on website</li> <li>• Have opened and checked all awards; sorted out all the the Salesforce awards as those are to be mailed - will mail once I have updated home addresses</li> <li>• Wrote articles for April <i>Byline</i>: <ul style="list-style-type: none"> <li>• "A Message from the Administrative Council"</li> <li>• Election article</li> <li>• CAA Award announcement</li> <li>• Student Writing Contest</li> </ul> </li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Support the 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>Total Members: "56", down from "63" a year ago but up from "52" a month ago  Student Members: 12, up from 6 a year ago and same as a month ago  Retired Members: 1, down from 3 a year ago but same as a month ago  New TC Professional Members: 1, down from 4 a year ago but same as a month ago  Corp. Value Program members: 2, up from 1 a year ago and same as a month ago  New STC members since previous AC update: 2</p>
<b>Treasurer's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• See Consent Agenda.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Fill out and return the Vendor Setup and Electronic Funds Transfer Form for the Chicago Chapter's 2020 funds from STC.</li> <li>• Straighten out conference registration payment shortfall with STC.</li> <li>• Follow up with PayPal to get contact name changed on chapter account.</li> </ul>

<b>Committee Reports</b>	
<b>Alliance</b> <i>Linda Jansak</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>• Respond to any inquiries about the Alliance network.</li> <li>• Help plan and execute future events.</li> <li>• Research new ways to update WordPress calendar.</li> <li>• Speak with ATD Chicago representatives about interest in co-hosting a meeting with STC Chicago in 2020-2021.</li> </ul>

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<b>Bylaws Review</b> <i>Becky Hall</i>	Completed: <ul style="list-style-type: none"> <li>Sent summary of changes requested by AC members to officers in March for email review. Waiting for replies from two of five officers.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Summarize responses from officers to proposed changes and send a summary to AC for decision on submitting changes to members for vote.</li> </ul>
<b>Byline</b> <i>Rachel Friend</i>	Completed: <ul style="list-style-type: none"> <li>April <i>Byline</i> released</li> </ul> To Do: <ul style="list-style-type: none"> <li>Start collecting articles for June <i>Byline</i></li> </ul>
<b>Competition</b> <i>Elizabeth Burke,</i> <i>Cheri Gerlach</i>	Completed: <ul style="list-style-type: none"> <li>Banquet was postponed, tentatively to Thursday, June 18.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Nothing to report this month -- 2019 competition is complete (with the exception of handing out awards at the banquet).</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>Nothing to report this month.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Write an article about this year's Showcase for April issue of <i>Byline</i>.</li> <li>Finalize survey feedback, 2020 volunteer roles.</li> <li>Attend 2020 planning meeting.</li> </ul>
<b>Get Real Interview Committee</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>Nothing to report this month.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Find new committee manager for 2020-21 program year.</li> <li>Respond to interview requests as they are received.</li> </ul>
<b>Historian</b> <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> <li>Nothing to report this month.</li> </ul> To Do: <ul style="list-style-type: none"> <li>As requested.</li> </ul>
<b>Membership</b> <i>Heidi Hanson,</i> <i>Stacey Lohman</i>	Nothing to report this month -- annual campaign is complete.
<b>Nominating</b> <i>MK on behalf of Pete Wagner</i>	Completed: <ul style="list-style-type: none"> <li>Collected candidate biographies to be used in online ballot for chapter officer elections in April 2020.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Find volunteers who are not on election ballot to count election votes.</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>• April in-person program planning stopped (Josee will do her topic via Webinar and is in discussion with Adam for either a second April webinar or for May)</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Replan June meeting as banquet only (with September as backup date)</li> <li>• August meeting will now be Trivia Night, if LK is available</li> </ul>
<b>Scholarship</b> <i>Elizabeth L. Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Received one submission, a local candidate (Carol Stream)</li> <li>• Attempted to upload files but could not, please see New Business for details.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Review scholarship applications and select recipients.</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.</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>• Found new committee manager for 2020-21 program year.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue looking for sponsors for future meetings.</li> </ul>
<b>Webinars</b> <i>MK on behalf of Adam Evans</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• April 8 “Become a Content Hero” - a replay of a 2015 Summit presentation</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Transition to new committee manager by end of June.</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted announcements and updated site content.</li> <li>• Updated WordPress plug-ins.</li> <li>• Tested streaming April webinar from my PC.</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>• Add program archive.</li> <li>• Attempt to adopt some ideas from the Webmaster 201 webinar.</li> <li>• Work on improving search engine optimization.</li> </ul>