

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/203959053>)

Saturday, June 13, 2020, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:34 a.m.
2.	<b>Attendees</b>	Dan, MK, Pete, Rita, Becky
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on May 9. <i>6/13 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the 061320 Treasurer's Report on Google Drive in the <b>Treasurer Documents / 2020 Budget Materials</b> folder for details. 1. 5/19 \$975.00 STC - 2020 Virtual Summit attendance for Rita Hovorka. 2. 5/22 \$37.64 UPS Store - Competition award shipping supplies. 3. 5/26 \$11.45 UPS - Competition Awards shipping costs.
5.	<b>Announcements</b>	Thursdays at STC - canceled until at least July.
6.	<b>New Business</b>	<p>1. [DD] <b>Bank Account</b> - Every year we make updates to our bank account and associated debit card. Which updates are needed this year? [MK] Michael and I will need to close our debit cards, and Rita and Dan will need to get debit cards. Pete unfortunately needs to be there for these transactions, so it would be great if we could find a Saturday morning we could meet at the bank and get it all done at once. [PW] Does VP not have a card? More importantly, pretty sure we want the Treasurer to have a card :) Any time after June 30 Pete is available. He can coordinate with Rita, Dan and Francis, they need to be present to get on the account. Suggest a day in early/mid July. <i>6/13 - Pete to set up meeting with Rita, Dan, Francis in July. No need to cancel Pete's card because he will transition to president next year.</i></p> <p>2. [MK] <b>Distribution Lists</b> - Just a reminder that I will update the Officer DL and the other aliases at the end of the month so that starting on or before July 1, all of the new aliases are in place. Until then, please copy Francis on anything that may affect the 2020-21 officers.</p> <p>3. [MK] <b>Bylaws update</b> - next steps. Becky would like to discuss next steps in finalizing the updates. <i>6/13 - Need article for August issue of Byline to announce online vote by members in September. Email to members in September will direct members toward ballot in SurveyMonkey (to be set up by MK). After vote, results to be announced in October issue of Byline and also communicated to big STC for their records (both from Rita).</i></p> <p>4. [MK] - <b>Chapter Volunteer Awards 2020</b> - do we want to at least notify the winners (President's Award, Volunteer of Year, Chapter Star)? <i>6/13 - Winners to be notified by emails linking to recorded videos of designated presenters acknowledging recipients on behalf of chapter. Banquet still tentatively scheduled for September, but evolving conditions may change that yet again.</i></p>

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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>	<p>1. [DD] <b>Officer Transition</b> - If we have no in-person public events planned until the annual business meeting in August, how soon can we start a quiet transition of officer responsibilities to ensure a “warm handoff”? The treasurer transition may be a gradual process anyway, and the VP is generally considered “president in training”. Trying to think ahead. [MK] I propose 1:1 calls from outgoing to incoming for each role. As proof of “officer transition/handoff” for 2020 CAA, the outgoing officer should send a meeting request to the incoming via email and can CC me on the email, and I will make sure it gets saved as proof. ALSO - I would suggest that I be on the president transition call along with Rita and Michael. [DD] Sounds good! [RH] I agree.  <i>5/9 - Pete to reach out to Francis, set up online meetings. Rita to reach out to other officers for the presidential transition.</i>  <b>UPDATE:</b> <u>ALL officer transitions should be complete before July 1.</u>  President transition call scheduled between MK/Rita on 6/16/2020.  Program Mgr transition call scheduled between MK/Dan on 6/22/2020.  Webinar Mgr transition call scheduled between Adam/MK on 6/16/2020.</p> <p>2. [LJ] <b>Showcase</b> - Any contingency plans for replacing the in-person eLearning Showcase in August? The CETS planning committee is requesting input from both host organizations.  <i>5/9 - Consensus is to accept likely cancellation of live event and accept decision of planning committee at its May meeting on whether to plan online event (based on concerns about speakers and event quality).</i>  <b>UPDATE:</b> This year's In-person event has been cancelled. Tentative date for next in-person CETS is August 17, 2021. At this time, no plans exist for an online version of CETS during 2020. The planning committee will meet on June 17 to discuss refining CETS Mission/Vision statement. The committee will also explore creating something (for example, mentorship, training) for potential and/or new speakers.</p>
9.	<b>Other</b>	N/A
10.	<b>Next Meeting</b>	Date: Saturday, August 8 Location: online (link to be sent to AC email list in advance)
11.	<b>Adjourned</b>	10:47 a.m.

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Officer Reports	
<b>President's Report</b> <i>Michael Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Final President's article for <i>Byline</i>.</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>Hand off president role to Rita July 1.</li> </ul>
<b>Vice President's Report</b> <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Wrote article for <i>Byline</i> about virtual Science Fair sponsor and judging.</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>Coordinate registration for and attendance at virtual STC Summit in May. (Discuss as Pete noted above.)</li> <li>Find new managers by the end of June (for the year starting in July) for committees discussed at the April meeting: Competition (second co-manager), Membership (new manager or co-managers), Get Real Interview Committee, Scholarship (may change committee focus to professional development grants for members).</li> </ul>
<b>Immediate Past President's Report</b> <i>MaryKay Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Transition/handoff call scheduled with Rita for president role on 6/16/2020. (Note: there is no need for a transition to IPP role.)</li> <li>All awards (except SAP Brazil) have been shipped or handed off to the recipients so they did not have to wait until fall. SAP Brazil will be shipped once the offices are reopened in São Leopoldo.</li> <li>Attended the annual STC Business Meeting.</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>Nothing left to do for this position as it ends at the end of this month.</li> </ul>
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p>Total Members: "64", up from "63" a year ago and "57" 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>2019 Financial report sent to big STC by May 15 deadline.</li> <li>Filled out and returned the Vendor Setup and Electronic Funds Transfer Form for the Chicago Chapter's 2020 funds from STC.</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>Reach out to Francis to begin Treasurer transition.</li> <li>Follow up with PayPal to get contact name changed on chapter account.</li> </ul>

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Committee Reports	
<b>Alliance</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Respond to any inquiries about the Alliance network.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	Completed: <ul style="list-style-type: none"> <li></li> </ul> To Do: <ul style="list-style-type: none"> <li>Coordinate with IPP on process to set up online member vote.</li> </ul>
<b>Byline</b> <i>Rachel Friend</i>	Completed: <ul style="list-style-type: none"> <li>June <i>Byline</i> completed and released</li> </ul> To Do: <ul style="list-style-type: none"> <li>Collect articles for August <i>Byline</i>.</li> </ul>
<b>Competition</b> <i>Elizabeth Burke,</i> <i>Cheri Gerlach</i>	Completed: <ul style="list-style-type: none"> <li>Rescheduled banquet to September 17.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Hand off Competition Manager role to Rita and new co-manager.</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>Attended planning committee meeting on May 20 to discuss the evolution of branding/mission of CETS.</li> <li>Attended AC meeting to share the status of discussion about CETS 2020.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Attend a planning committee meeting on June 17 to discuss the evolution of branding/mission of CETS.</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>Respond to interview requests as they are received.</li> <li>Find a new committee manager for the 2020-21 program year.</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 assigned or 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>Pete Wagner</i>	Nothing to report this month -- annual elections are complete.

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<b>Programs</b> <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>• Wrote articles for June <i>Byline</i>, edited issue, and sent to membership.</li> <li>• Scheduled a handoff call with Dan for 6/23/2020.</li> <li>• Elizabeth has tentatively rescheduled the banquet for 9/17/2020.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Nothing more to do for this program year.</li> </ul>
<b>Scholarship</b> <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> <li>• All 2019-2020 term tasks completed.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• New committee manager needed for 2020-2021.</li> </ul>
<b>Social Media</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>• Posted announcements related to chapter activities.</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>• Transition to new committee manager by end of June.</li> </ul>
<b>Webinars</b> <i>MK on behalf of Adam Evans</i>	Completed: <ul style="list-style-type: none"> <li>• June Webinar set up and conducted on 6/3/2020.</li> <li>• Transition call for Adam/MK set for 6/16/2020.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Start planning for 2020-21 program year webinars.</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none"> <li>• Post announcements for chapter events and updated site content.</li> <li>• Updated WordPress plug-ins to latest versions.</li> </ul> To Do: <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>• Look into adding a calendar to our website.</li> <li>• Work on improving search engine optimization.</li> </ul>