

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/746385701>)

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

Meeting Business		
1.	Call to Order	9:37 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Linda Kelley, Pete Wagner
3.	Minutes from Previous Meeting	Minutes of June meeting sent to AC email list on June 13. No changes requested. <i>8/8 - Approved.</i>
4.	Consent Agenda and Financials	See the 080820 Treasurer's Report on Google Drive in the Treasurer Documents / 2020 Budget Materials folder for details.
5.	Announcements	<ol style="list-style-type: none"> 1. Thursdays at STC - on hiatus until further notice. 2. [MK] Apex Award - STC Chicago has received the 2020 Apex Award for <i>Byline</i>. 3. [MK] Aliases - Chapter email aliases have been updated with the new officers and committee managers. I will continue to update the list as the remaining open manager positions are filled. 4. [MK] Officer and Committee Manager Handbook has been updated to include a month-by-month activity list for presidential duties. The new version has been sent to the officers' email list and posted on the Website by Linda K. 5. [MK] Volunteer Awards - Video presentations were completed by Rita, Michael, and Elizabeth. Video congratulations were sent to the four special award winners. An article was written and posted on the Website and added to the August <i>Byline</i>. 6. [MK] Sponsor - Happy to announce that LavaCon will renew their "Friends of STC Chicago" sponsorship for an additional 12 months!
6.	New Business	<ol style="list-style-type: none"> 1. [DD] Historian request - Bill is requesting an updated list of Chicago Chapter Volunteer Leaders for the historical file (see committee report). [RH] Updated list sent Aug 8. 2. [DD] Banquet - Do we still want to meet in person in September? [PW] With the current pandemic situation as of this writing, I don't think we should be anticipating any live (in-person) meetings through the end of the year. Both my company Litera and BMO (where my wife Nancy works) have said no one in the downtown Chicago office until January 2021 at the earliest, and I've heard that's the same with a number of other companies in the Chicago area. <i>8/8 - Banquet canceled for this year. Reservation to be canceled.</i> 3. [PW] Informational - Francis and I had issues with the GoToMeeting yesterday. Pete generated the financial report and consent agenda for this month (there has been no activity since the last meeting, including the balances of our PayPal and TCF Bank accounts). I have given

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		<p>Francis the chapter checkbook, and we discussed a number of handoff items so far, we decided it would be beneficial to meet live to go over the remaining items, we will meet some time after August 25 when Pete is back from Michigan.</p> <p>4. [PW/FB] 2020 Scholarships - were any awarded? - No, not for 2020.</p> <p>5. [PW] Not purely chapter business, but if we have time, would like to discuss:</p> <p>a. Litera will be looking for new writers very soon. "Technical Communicator" vs "Technical Writer" do you think using either term will attract higher quality candidates?</p> <p>b. ClickHelp HAT software (https://clickhelp.com/) has anyone heard of it/used it?</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>
8.	Unfinished Business	N/A
9.	Other	[RH] How to set up web access for competition entries? [PW] Will check with Elizabeth. [RH] Will review materials received from Elizabeth during committee transition, then work with Linda K. to implement process.
10.	Next Meeting	<p>Date: Saturday, September 12</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	10:35 a.m.

Officer Reports

President's Report

Rita Hovorka

Completed:

- *Byline* article outlining the need for committee managers and put the call out to colleagues. No takers yet.

To Do:

- Find new managers for following committees: Competition (second co-manager), Membership Drive (new manager or co-managers), Get Real Interview Committee, Scholarship (may change committee focus to professional development grants for members - or may *add* to existing focus).
- Appoint third member of Nominating Committee (vice president and immediate past president are automatic members) *from among current or former chapter officers other than the current president*, with confirmation by majority vote of voting members of AC, and then designate which of the three members is this year's committee manager.

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Vice President's Report <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> Started Treasurer hand-off with Francis. To Do: <ul style="list-style-type: none"> Complete Treasurer hand-off with Francis.
Immediate Past President's Report <i>Michael Burke</i>	Completed: <ul style="list-style-type: none"> Handed off president role to Rita July 1. To Do: <ul style="list-style-type: none"> As requested.
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 67, down from 79 a year ago but up from 64 in June Student Members: 12, up from 8 a year ago and same as in June Retired Members: 2, down from 3 a year ago but up from 1 in June New TC Professional Members: 2, down from 5 a year ago but up from 1 in June Corp. Value Program members: 2, same as a year ago and in June New STC members since previous AC update: 1
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> Started hand-off with Pete. To Do: <ul style="list-style-type: none"> Follow up with PayPal to get contact name changed on chapter account. (Please ask Pete about this.)

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> Nothing to report this month. To Do: <ul style="list-style-type: none"> Respond to inquiries as they are received.
Bylaws Review <i>Becky Hall</i>	Completed: <ul style="list-style-type: none"> Article submitted. File sent to MK for use in voting. To Do: <ul style="list-style-type: none"> Coordinate with MK on process to set up online member vote, tentatively targeted to September.
Byline <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> Request for August articles sent out; articles received. and edited. Updated newsletter banner created with most current awards and slightly new newsletter styling created, August <i>Byline</i> is complete; posted on the Website on 8/2/2020 and sent out via Constant Contact on 8/3/2020 To Do: <ul style="list-style-type: none"> Prepare and release October <i>Byline</i>.

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Competition <i>Rita Hovorka,</i> <i>co-manager to be</i> <i>named later</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Call for Entries and Call for Judges published in August Byline. • Met with Elizabeth to hand over duties. <p>To Do:</p> <ul style="list-style-type: none"> • Continue planning for banquet on September 17? • What needs to be done to set up entry link on the Web site?
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Met with planning committee in July and August to discuss 2021 event. • Continued to work on branding and innovation. Discussions archived at CETS Google Drive. Will update the AC and request feedback as needed. <p>To Do:</p> <ul style="list-style-type: none"> • Meet with planning committee on Sept. 2 to continue discussion about next year's event.
Get Real Interview Committee <i>Manager needed</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • Respond to interview requests as they are received.
Historian <i>Bill Leavitt</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Article on the history of Chicago STC Summits written for <i>August</i> Byline. NOTE: I need an updated list of Chicago Chapter Volunteer Leaders for the historical file. <i>8/8 - See New Business for update.</i> <p>To Do:</p> <ul style="list-style-type: none"> • Update Historical List of Chicago STC leaders.
Membership Drive <i>Manager needed</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • Find new manager for committee (see President's Report). • Plan for the Fall 2020 online membership drive.
Nominating <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • Find third committee member from among current or past chapter officers (see President's Report). • Plan for chapter officer elections in April 2021.
Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Scheduled online Trivia Night for August 20, with brief introduction of new officer team to satisfy Bylaws requirement for annual business meeting. • Agreed to substitute Tech Comm Trivia Night hosted by Jack Molisani for locally hosted trivia contest similar to those of past years.

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	<p>To Do:</p> <ul style="list-style-type: none"> • Continue planning for Tech Comm Trivia Night. Need website setup. • Reschedule locally hosted trivia contest for later in program year. • Reach out to potential speakers for virtual program meetings in future months, coordinating with Webinars Committee to prevent any duplication or conflicts.
<p>Scholarship <i>Manager needed</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"> • Find new manager for committee (must be current chapter member). • Revisit scope of scholarship program and consider adding or substituting continuing education grants for professional development, as discussed earlier.
<p>Social Media <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Posting announcements, as necessary, related to chapter activities. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements, as necessary, related to chapter activities.
<p>Sponsorships <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • LavaCon's "Friends of STC Chicago" sponsorship has been RENEWED for another year. I reached out to Jack Molisani and, given the times and financial circumstances, offered him a two-payment plan for the year-long sponsorship level. I will have him pay the first half online through PayPal. <p>To Do:</p> <ul style="list-style-type: none"> • Work on garnering new sponsors for the 2020-21 program year.
<p>Webinars <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Sent out some email requests to speakers; waiting for responses. Hoping to have a Fall lineup to list in the September AAG. <p>To Do:</p> <ul style="list-style-type: none"> • Start planning for 2020-21 program year webinars.
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements and updates. • Updated plug-ins. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements for chapter events and update site content. • Update WordPress version after site is backed up. • Add program archive. • Look into adding a calendar to our website. • Work on improving search engine optimization.