

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/149193213>)

Saturday, September 12, 2020, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:43 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, Rita Hovorka, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on August 8. No changes requested. <i>9/12 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the <b>091220 Treasurer's Report</b> on Google Drive in the <b>Treasurer Documents / 2020 Budget Materials</b> folder for details. 1. 9/2 \$358.88 GoToMeeting - subscription renewal. 2. 9/4 \$20.00 Amazon - Gift card for September At-A-Glance photo contest winner.
5.	<b>Announcements</b>	1. <b>Thursdays at STC</b> - on hiatus until further notice. 2. [DD] <b>Debit cards</b> - Went to TCF Bank to pick up my debit card for the chapter bank account and instead arranged to have it mailed (on-site card printing is offline because of the in-progress bank merger). Rita and Francis can either do the same or wait for the merger to finish. (Pete already has a working card, so he is all set.)
6.	<b>New Business</b>	1. From Historian's Report: Bill asks: "I have revised the 2020-2021 list of STC Chicago leaders in the historical document. I am still missing five committees plus the entire Nominating Committee. Can someone provide the current count of members of STC Chicago and also the entire STC?" [DD] Bill has emailed me, and I will give him the info. 2. [MK] <b>Distinguished Community Service Award</b> - Nomination due date is November 4ish (that was the 2019 date and the 2020 date is not yet published - I reached out to Vicki Dill to ask for a 2020 date). The form is an online short form. We did not submit anyone last year. The officers need to determine if we have a viable candidate this year and submit the form before the deadline. <i>9/12 - Officers to review criteria before October AC meeting and decide whether to nominate anyone this year.</i> 3. [MK] <b>Associate Fellow and Fellow</b> - These are due on November 2 and November 1, respectively, and are self-submitted. The officers are expected, however, to look through the membership list for suitable candidates and encourage them to submit for the honor (and send MK a copy of said encouraging email as proof for Community Achievement Award application). Hopefully we can get some new AF applicants. I've written an article for <i>Byline</i> about the application deadline and a link to the guidelines. <i>9/12 - Pete to follow up with potential AF candidate who was approached last year.</i>

## STC Chicago Administrative Council Minutes

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|  |  | <p>4. [MK] <b>Competition update?</b> Without more advertisement (website posts, updated Website information, email blasts), I don't think this competition will happen - certainly not in the timeframe that was initially announced. There's nothing that says we can't re-plan the dates of the competition and extend everything going forward. It just needs to be completed by end of January in time for a possible banquet in March. Is there something the committee needs help with?</p> <p>[RH] I sent Linda K info for updating the Website and moved the dates out. I need to give her my address for mailing physical entries. I am struggling to find Elizabeth's info on Google Drive. Do I need additional access? What other options are there for finding a co-manager for the competition?</p> <p>[MK] No other access is needed. I often have the same issue with Google Drive, which is why I hate it. I have sent you all of the files you will need for the competition via email this morning (three separate emails). As for finding a co-manager, reach out to past managers. I will send you a list of people to contact directly via email with a personal request for help, I find that usually works a lot better than a general volunteer request anyway.</p> <p>5. [MK] <b>Membership Drive</b> - If we can't find a new Membership Drive manager in the immediate future, let's go old school and have the officers/AC brainstorm a few basic ideas and get something going for the fall. Kick it off in October through December. We can repeat something we've done before - something basic. Take a look through old <i>Byline</i> issues for ideas, if needed.</p> <p><i>9/12 - Dan to review last year's tweets and update as needed.</i></p> <p><i>9/12 Pete to write article for next Byline, combining general request for volunteers with specific call for Membership Drive manager. If no one volunteers, we won't worry about filling the position this year and have the AC do activities as described above.</i></p> <p>6. [LJ] <b>May/June 2020 Issue of Intercom</b> - The May/June 2020 issue of <i>Intercom</i> is devoted to the topic of Career Transformation. This issue would be of interest to those who participate in our "Get Real!" Interview Program. Should we ask STC if they could provide several complementary issues to share with future "Get Real!" participants? Are there other uses for the May/June issue (for example, to support our membership drive or perhaps to use as a giveaway to non-member attendees of our meetings?).</p> <p><i>9/12 - Rita to email PDF of issue to Linda and Dan.</i></p> <p>7. [PW] <b>Treasurer handoff</b> - Was scheduled to complete the treasurer handoff with Francis via GoToMeeting last Wednesday, but Francis was ill and had to cancel. Pete completed the financial reports for this month, and asked Francis to pick a day/time the week of September 22</p> |
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## STC Chicago Administrative Council Minutes

		to reschedule this meeting and complete the handoff. <i>9/12 - Pete to follow up with Francis.</i>
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>	N/A
9.	<b>Other</b>	N/A
10.	<b>Next Meeting</b>	Date: Saturday, October 10 Location: online (link to be sent to AC email list in advance)
11.	<b>Adjourned</b>	10:36 a.m.

<b>Officer Reports</b>	
<b>President's Report</b> <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> <li>• Attended Tech Comm Trivia Night online (first chapter event of season).</li> <li>• Exchanged emails with other officers about chapter business.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• 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).</li> <li>• Pick up debit card at TCF Bank or arrange to have it mailed.</li> </ul>
<b>Vice President's Report</b> <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> <li>• Nothing new to report.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Complete Treasurer hand-off with Francis.</li> </ul>
<b>Immediate Past President's Report</b> <i>Michael Burke</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>Secretary's Report</b> <i>Dan Dornbrook</i>	Total Members: 68, down from 79 a year ago but up from 67 a month ago Student Members: 12, up from 8 a year ago and same as a month ago Retired Members: 2, down from 3 a year ago but same as a month ago New TC Professional Members: 2, down from 5 a year ago but same as a month ago Corp. Value Program members: 2, same as a year ago and a month ago New STC members since previous AC update: 1
<b>Treasurer's Report</b> <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> <li>• [PW] Submitted this month's reports (see New Business item).</li> </ul> To Do: [Move items to Completed list when done.] <ul style="list-style-type: none"> <li>• Finish transition of treasurer responsibilities from Pete to Francis.</li> </ul>

## STC Chicago Administrative Council Minutes

	<ul style="list-style-type: none"> <li>• Change chapter contact name on PayPal account.</li> <li>• Prepare Treasurer's Report and Consent Agenda before AC meeting.</li> <li>• Pick up debit card at TCF Bank or arrange to have it mailed.</li> </ul>
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Committee Reports	
<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing new to report.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Respond to inquiries as they are received.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• [MK] Posted a PDF of Becky's table of proposed changes to the website in a hidden spot to link to the invite to vote</li> <li>• [MK] Created single question survey in SurveyMonkey for the 2020 Bylaws vote</li> <li>• [MK] Sent request to vote to eligible members 9/8/2020 via Constant Contact - vote will close 10/8/2020.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• On October 8, results from SurveyMonkey will be sent to officers, including the suggested additional changes (very minor corrections) that are coming in through the comments). Assuming approval, Bylaws will be updated and published to the website. Results will be announced in the November AAG.</li> </ul>
<b>Byline</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Requested AC article submissions for October <i>Byline</i> (due by Sept. 25).</li> <li>• Sent requests to two student members asking if they were willing to write articles regarding living/learning in Covid-19 times and am waiting to hear back.</li> <li>• Have talked to Jack Molisani regarding an article for our October issue.</li> <li>• Have written brief articles for Fellow/AF deadlines and for the banquet cancellation announcement; have also collected the Society news for October edition.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Prepare and release October <i>Byline</i>.</li> </ul>
<b>Competition</b> <i>Rita Hovorka,</i> <i>co-manager to be</i> <i>named later</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• [DD] See discussion item in New Business.</li> <li>• Provided updated entry form and new timeframe to the Webmaster to update website for this year's competition (Sep 12-Oct 18 Call for entries; Oct 25 Judge meeting; Oct 26-Dec 13 judging).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Send Webmaster mailing address for physical entries.</li> <li>• Find co-manager for this year's competition.</li> </ul>

## STC Chicago Administrative Council Minutes

<b>eLearning Showcase</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Met with planning committee via Zoom on Sept. 2 to continue discussion of 2021 event.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>More discussions to come in October?</li> </ul>
<b>Get Real Interview Committee</b> <i>Manager needed</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>[DD] Replied to request for informational interview (first request in almost a year). Exchanged emails with requester and interviewee, who held interview. Will send thank-you/follow-up emails to both and update records on Google Drive.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Find new manager for committee.</li> <li>Respond to interview requests as they are received.</li> </ul>
<b>Historian</b> <i>Bill Leavitt</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>I have revised the 2020-2021 list of STC Chicago leaders in the historical document. I am still missing five committees plus the entire Nominating Committee. I can send the entire list to any board member who requests it, but it is not yet finished.</li> <li>Also, I provided an article to <i>Byline</i> about Chicago Chapter International Conferences. [MK] That article was published in the August <i>Byline</i>.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Can someone provide the current count of members of chapter and society?</li> </ul>
<b>Membership</b> <i>Manager needed</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Nothing to report this month (but see discussion item in New Business).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Find new manager for committee (see President's Report).</li> <li>Write set of tweets for fall membership drive (to be posted to Twitter by Social Media Committee).</li> </ul>
<b>Nominating</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Dan to serve as third member to assist Pete for 2020-2021 cycle.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Identify potential candidates for chapter officer elections in April 2021.</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Scheduled Tech Comm Trivia Night as virtual event for September 10, announced event through Constant Contact email and At-a-Glance as well as social media. Sent follow-up email about need to fill out Eventbrite form to get Zoom link for meeting. Sent signup list from CC to host, got Zoom link, emailed link to registrants. (In future, will get meeting link up front.)</li> <li>Received suggestion, based on another chapter's fall kickoff, of virtual happy-hour-type event with members sharing stories of how we're all getting through this year. Considering that we counted our crowd-sourced tool-tips meeting as an "interactive workshop" for our CAA application, maybe this event</li> </ul>

## STC Chicago Administrative Council Minutes

	<p>could serve that purpose in the pinch that we are all in?</p> <ul style="list-style-type: none"> <li>• Held virtual trivia night, had 20 registrations, of whom 16 attended.</li> <li>• Exchanged emails with Liz Fraley about chapter participation in Virtual Content Events calendar, which apparently requires use of Google Calendar. Liz to follow up with Linda K as webmaster.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Plan date, title, and description for virtual happy hour (see above) and send it to MK for October <i>Byline</i> (and to webmaster for website).</li> <li>• Reschedule locally hosted trivia contest for later in program year.</li> <li>• Continue scheduling virtual events for the remainder of 2020 and probably until sometime in 2021. We are, indeed, not alone in this.</li> <li>• Reach out to potential speakers for virtual program meetings in future months, coordinating with Webinars Committee to prevent any duplication or conflicts.</li> </ul>
<b>Scholarship</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Pete to serve as manager because of prior participation in process as treasurer and having volunteered to review applications.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Find ongoing volunteer to help with the program, and revisit scope of scholarship program and consider adding or substituting continuing education grants for professional development, as discussed during previous program year.</li> </ul>
<b>Social Media</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posting announcements, as necessary, 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> <li>• Follow up with Liz Fraley about her suggestion to use Virtual Content Events to automate some social media posts.</li> </ul>
<b>Sponsorships</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Have spoken to Jack and he will make his first of two payments for the Friends of STC Chicago sponsorship in the next week.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Work on garnering new sponsors for the 2020-21 program year, as needed.</li> </ul>
<b>Webinars</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Secured October speaker: Jack Molisani. Topic: Building a Business Case for Resources (aka "How to Get What You Want").</li> <li>• Working with OC STC on an inter Chapter Webinar for either November or December with speaker Janne Jul from Denmark. Topic: "The Cognitive Abilities of the Human Mind: Why some things are just so darn hard!" This will take place on a Thursday at noon rather than our typical Wednesday and will be via Zoom.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to work on 2020-21 program year webinars.</li> </ul>
<b>Webmaster</b>	<p>Completed:</p>

## STC Chicago Administrative Council Minutes

<i>Linda Kelley</i>	<ul style="list-style-type: none"><li>• Posted announcements for chapter events and updated site content.</li><li>• Updated WordPress plug-ins.</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>• Update WordPress version after site is backed up.</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>
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