

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/205650293>)

Saturday, October 10, 2020, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:32 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on September 12. Clarifications from Pete received September 13 and accepted. <i>10/10 - Approved.</i>
4.	Consent Agenda and Financials	See the 101020 Treasurer's Report on Google Drive in the Treasurer Documents / 2020 Budget Materials folder for details. <ul style="list-style-type: none"> 9/19 \$90.98 MaryKay Grueneberg - expenses for mailing awards to winners of 2019-2020 Competition.
5.	Announcements	<ol style="list-style-type: none"> Thursdays @ STC - on hiatus until further notice. [DD] CAC Virtual Open House - The STC Community Affairs Committee (CAC) is having a virtual open house the evening of October 21 (the night before our chapter meeting). It's free, but advance registration is required. Basically, CAC tries to help chapters and big STC stay in touch and figure out how big STC can help chapters better. I can forward the email with the link if anyone is interested. [RH] I'm registered.
3.	New Business	<ol style="list-style-type: none"> [DD] Email lists - Big STC is asking if we are using our designated email lists on mailer.stc.org (Chicagometro-announce for announcements and Chicagometro-discuss for the kinds of discussions we used to have on our Yahoo Groups email list in the early 2000s). My hunch is no, but I'll gladly notify big STC either way. [MK] No. We use cPanel to control our alias forwarders. While still technically active, we no longer use our Yahoo Group list, for a number of reasons, and have not used the email lists noted above for over a decade. <i>10/10 - Dan to reply to big STC.</i> [DD] Membership drive - Whether we do the tweets or not this year, do we want to offer incentives to join or renew chapter membership by year end, as we have in recent years? If so, same incentives? Or not? <i>10/10 - Approved awarding two electronic Amazon gift cards (one for \$50 and one for \$25) to randomly drawn contestants. Pete to write article for website about drive.</i> [DD] Budgeting webinar - Did anyone attend the CAC webinar on chapter budgeting? (yes - Pete attended) Also, what's the status of the treasurer handoff? (see next item) [PW] Treasurer handoff update - Francis and I met this week and completed the basic Treasurer handoff. Given the complexity of the two

STC Chicago Administrative Council Minutes

financial documents required by STC, Pete will hold additional meetings with Francis as required to support him in these efforts.

Francis also said that STC Society has not sent him the email with the 2021 budget form. This normally is sent out mid to late September. We tested the Treasurer email and Francis received the test email sent by Pete. Pete emailed STC Society yesterday explaining the situation and asked them to send/resend the email to Francis's personal email address.

Pete also noted in his email that Francis almost certainly will ask for an extension (the normal deadline is October 31, but there is no problem asking for an extension).

We also encountered another issue, we wanted to update the TCF Bank account with Francis's email and mobile number. This is critical as TCF has implemented MFA (Multi-factor authentication) security and therefore the treasurer will sometimes need to enter a code that is either emailed or texted to them. When Pete logged on and tried to change this information, the website said it was sending him a code to do so, but the code was never received even after multiple attempts Thursday and Friday. Pete called TCF Bank on Friday and got things resolved, so now the account is updated with Francis's mobile number and contact information.

5. [PW] **DCSA** - Looked for information regarding the Society Distinguished Community Service Award on the STC Society website but found nothing about this specific award on that website. The definition on the Chicago website: "The Society initiated the Distinguished Chapter Service Award (DCSA) program in 1988 for the purpose of acknowledging the work of those chapter members who repeatedly and consistently provide exemplary service to the Society through chapter activities."

[MK] The DCSA guidelines are here:

<https://www.stc.org/membership/recognition/stc-awards/distinguished-community-service-awards/>

Also, as with all award nominations, I recommend that all names be kept out of the notes and agenda for privacy reasons. (For that reason, I removed your specific note, Pete, and will send it to the officer list so your notes are not lost.)

10/10 - Consensus is not to nominate anyone this year.

6. [MK] **Bylaws Update** - the vote is closed and the vote for changes has passed. A summary of results has been sent to the Bylaws Committee Manager and the chapter officers.

10/10 - MK will ask Becky to update the Bylaws. MK can export to Word from the PDF file. If Becky is unavailable, MK can take care of this task. MK will ask Adam to post results of the vote in the November AAG.

STC Chicago Administrative Council Minutes

4.	Committee Reports	Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i> . Otherwise, find full committee reports below.
5.	Unfinished Business	N/A
6.	Other	Discussed action items for Competition Committee. Reminder to ship awards to recipients of 2019-20 chapter awards.
7.	Next Meeting	Date: Saturday, November 14 Location: online (link to be sent to AC email list in advance)
8.	Adjourned	10:45 a.m.

Officer Reports	
President's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> Followed up with new member who got in touch about volunteering. Asked if she will help update Twitter messages for Membership Drive and judge for Competition. Forwarded a request for help to Linda Jansak from a PhD candidate looking for educators to participate in a survey. <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> Pick up debit card at TCF Bank or arrange to have it mailed. Find second co-manager for Competition Committee. Find new managers for Membership Drive and Get Real Interview Committees.
Vice President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Met with Francis 10/8/20 and completed the basic treasurer handoff. Attended the GoToWebinar - 2021 Annual Community Budgeting Process this week. Changed contact information in the TCF bank account to Francis's information. <p>To Do:</p> <ul style="list-style-type: none"> Continue meetings with Francis related to treasurer responsibilities.
Immediate Past President's Report <i>Michael Burke</i>	NO REPORT SUBMITTED
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 72, down from 87 a year ago but up from 68 a month ago Student Members: 12, up from 11 a year ago and same as a month ago Retired Members: 3, same as a year ago and up from 2 a month ago New TC Professional Members: 3, down from 6 a year ago but up from 2 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</p>

STC Chicago Administrative Council Minutes

Treasurer's Report <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> Met with Pete as part of treasurer handoff (see notes in New Business). <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> Finish transition of treasurer responsibilities from Pete to Francis. Prepare Treasurer's Report and Consent Agenda before AC meeting. Change chapter contact name on PayPal account. <p>[MK] I've sent you a message about these details.</p> <ul style="list-style-type: none"> Pick up debit card at TCF Bank or arrange to have it mailed.
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Committee Reports	
Alliance <i>Linda Jansak</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 inquiries as they are received.
Bylaws Review <i>Becky Hall</i>	<p>Completed:</p> <ul style="list-style-type: none"> Vote is closed, and changes passed with a vote of 9-1 in favor. <p>To Do:</p> <ul style="list-style-type: none"> Bylaws need to be updated and published to the website. Results will be announced in the November At-A-Glance.
Byline <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> October <i>Byline</i> completed; posted to the website and sent out via Constant Contact on Oct 1. <p>To Do:</p> <ul style="list-style-type: none"> Prepare and release December <i>Byline</i>.
Competition <i>Rita Hovorka,</i> <i>co-manager to be</i> <i>named soon</i>	<p>Completed:</p> <ul style="list-style-type: none"> Sent Webmaster mailing address for physical entries. <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> Find co-manager for this year's competition.
eLearning Showcase <i>Linda Jansak</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"> Continue planning discussions for 2021 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"> Find new manager for committee. (Could be good role for new volunteer.)

STC Chicago Administrative Council Minutes

Historian <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> Nothing to report this month. To Do: <ul style="list-style-type: none"> As assigned or requested.
Membership <i>Manager needed</i>	Completed: <ul style="list-style-type: none"> [DD] Attended STC Community Affairs Committee webinar on how Central New York Chapter (Syracuse) used LinkedIn Sales Navigator to identify prospective members and achieve dramatic growth. Webinar was recorded. Not sure we want to go that route just now, but insights were helpful. To Do: <ul style="list-style-type: none"> Find new manager for committee (see President's Report). Write set of tweets for fall membership drive (to be posted to Twitter by Social Media Committee), possibly by adapting and updating 2019 tweets.
Nominating <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> Dan agreed to be the third member (VP and IPP are automatic members). To Do: <ul style="list-style-type: none"> Identify potential candidates for chapter officer elections in April 2021.
Programs <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> Scheduled Virtual Fall Kickoff meeting for 6 to 7:30 p.m. Thursday October 22, and submitted article for October <i>Byline</i>. Created event in Constant Contact (using GoToMeeting link) and submitted article and CC link for website announcement. Sent email announcement (will send several reminders before event). To Do: <ul style="list-style-type: none"> Find speaker for online meeting on tech comm topic in November. Plan on online "Lightning Talks" for December meeting (host to time slides). Reschedule locally hosted trivia contest for first half of 2021. Continue scheduling virtual events until early to mid-2021. Reach out to potential speakers for virtual program meetings in future months, coordinating with Webinars Committee to prevent any duplication or conflicts.
Scholarship <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> Nothing to report. To Do: <ul style="list-style-type: none"> Find ongoing volunteer to help with scholarship program, and revisit scope of program and consider adding or substituting continuing education grants for professional development, as discussed during previous program year.
Social Media <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> Posting announcements, as necessary, related to chapter activities. To Do: <ul style="list-style-type: none"> Continue to post announcements, as necessary, related to chapter activities.

STC Chicago Administrative Council Minutes

	<ul style="list-style-type: none"> Follow up with Liz Fraley about her suggestion to use Virtual Content Events to automate some social media posts.
Sponsorships <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> I updated the Sponsorship levels link in PayPal to include a “Friends - Installment” option of \$325 so that Jack Molisani can finally make his first installment payment of his two-pay option of his Friends of STC Chicago sponsorship. He was going to make the payment in September but I had not set that option up in time. <p>To Do:</p> <ul style="list-style-type: none"> Work on garnering new sponsors for the 2020-21 program year, as needed.
Webinars <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> October Webinar set up in GoTo meeting, event created in Constant Contact, initial invite sent out 9/28, follow-up email scheduled. October Webinar article written and included in <i>Byline</i> and posted to the website with a link to registration. <p>To Do:</p> <ul style="list-style-type: none"> Working with speakers for November and December webinars. Continue to work on 2020-21 program year webinars.
Webmaster <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> Posted announcements for chapter events and updated site content. Added program archive. Updated WordPress 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. (MK is following up with Tim Esposito.) After WordPress is updated, embed Google calendar on our website and follow up with Liz Fraley. After WordPress is updated, install Yoast SEO plug-in.