

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/142268653>)

Saturday, November 14, 2020, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:38 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, Rita Hovorka, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on October 10. Clarifications received from MK October 12 and accepted. <i>11/14 - Approved.</i>
4.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2020 Budget Materials folder for details. <ul style="list-style-type: none"> • Paypal for Webinar \$125.00 • Amazon gift card for AAG photo contest \$20.00 (Nov 2) • USPS shipping reimbursement for MK Grueneberg \$20.80 (Oct 13) • \$8.25 charge from debit card for USPS shipping awards (Rita Hovorka) (Oct 24)
5.	Announcements	Thursdays at STC - on hiatus until further notice.
6.	New Business	<p>1. [PW] Scholarship program: "consider adding or substituting continuing education grants for professional development, as discussed during previous program year." Refresh my memory of what was discussed with the AC. <i>11/14 - Pete to circulate notes from discussion with officers regarding guidelines, process, timing, and number of grants.</i></p> <p>I talked with Elizabeth Burke and she said she will answer any questions I have, provide feedback, etc. I am working out the scope of the program right now and have some questions/ideas for the AC:</p> <p>a. Linda Kelley: What is the best way for me to communicate edits to you for an existing page on the chapter site (Student Scholarships). <i>11/14 - Pete to email Linda.</i></p> <p>b. I think the program outlined on the chapter website (Student Scholarships page) is fine. I propose we keep the scholarship awards the same as last year: according to the chapter page, there are two (2) \$1000 awards. For the high school awards (2), the best I can tell from my treasurer notes is that the award (last time we awarded it) was \$250. Remember, no money is awarded if we do not receive any entries or if the entries don't meet the standards for good technical writing. That was the case this year, we received one entry and the judges (I was one of them) thought it was unsatisfactory, so no money was awarded this past program year. <i>11/14 - Consensus is to keep amounts same for scholarships, with March deadline for applications.</i></p> <p>c. Confirm that Pete is on the email alias for scholarship@stc-chicago. <i>11/14 - Pete to check with MaryKay, who manages aliases.</i></p>

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		<p><i>[MK] Pete is added to the alias, along with the default of president, which is on all committee aliases.</i></p> <p>2. [PW] Nominating Committee: If anyone has a candidate for the AC for next year's elections, please let Pete (Nominating Manager) know if either (a) you can reach out to them to ask if they'd be interested in running for the position or (b) give Pete the contact information and any other context so he can reach out.</p> <p>3. [DD] Membership/Programs: We have about 80 perfect-bound notebooks (with pens attached) that we had printed for this year's banquet (later canceled) as a chapter anniversary commemoration. We are not likely to have another banquet (or other in-person events) until fall 2021. I propose that we (that is, I) mail the notebooks to the first 80 chapter members with U.S. postal addresses who join or renew by December 31 as a thank-you gift (similar to public radio's coffee mugs). <i>11/14 - Approved. Pete to include in article for website, Byline.</i></p> <p>4. [DD] Competition: Everything appears to be proceeding, but let's have a quick status update so we're all in the loop. <i>11/14 - Entries distributed to judges, responses being received.</i></p>
7.	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.
8.	Unfinished Business	N/A
9.	Other	N/A
10.	Next Meeting	Date: Saturday, December 12 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	10:28 p.m.

Officer Reports	
President's Report <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> Picked up debit card at TCF Bank. Have used it twice, so I know it's working! Found second co-manager for Competition Committee. To Do: <ul style="list-style-type: none"> Find new managers for Membership Drive and Get Real Interview Committees.
Vice President's Report <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> Continued to work with Francis about treasurer responsibilities. To Do: <ul style="list-style-type: none"> Meet with Francis November 20 to answer any questions regarding the 2021 Chapter budget document.
Immediate Past	NO REPORT SUBMITTED

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President's Report <i>Michael Burke</i>	
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 76, down from 90 a year ago but up from 72 a month ago Student Members: 14, up from 13 a year ago and 12 a month ago Retired Members: 3, same as a year ago and a month ago New TC Professional Members: 3, down from 6 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
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> • Had a meeting with Pete Wagner to do treasurer file transfer. To Do: <ul style="list-style-type: none"> • [MK] I've sent you a message about these details. • 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.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> • 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"> • Results announced in the November At-A-Glance. To Do: <ul style="list-style-type: none"> • Bylaws need to be updated and published to the chapter website.
Byline <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> • Began working on collecting articles for December issue. To Do: <ul style="list-style-type: none"> • Prepare and release December <i>Byline</i>.
Competition <i>Rita Hovorka, MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> • Found co-manager for this year's competition. • All entries and forms have been distributed to judges. • Judging has begun. To Do: <ul style="list-style-type: none"> • Work with co-manager on any issues with the judging process.

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eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> Nothing to report this month. To Do: <ul style="list-style-type: none"> Participate in discussions about future events.
Get Real Interview Committee <i>Manager needed</i>	Completed: <ul style="list-style-type: none"> Nothing to report this month. To Do: <ul style="list-style-type: none"> Respond to interview requests as they are received. Find new manager for committee. (Could be good role for new volunteer.)
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] Requested and received updates to tweets for fall membership drive (including removal of duplications) from new volunteer Lorraine Cunningham, who is also new to chapter. To Do: <ul style="list-style-type: none"> Continue online membership drive (including pre-written Twitter posts as in past years) until end of this year.
Nominating <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> See discussion item in New Business section. Seeking recommendations of potential candidates to be approached by committee manager. 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"> Held virtual happy hour in October using chapter GoToMeeting account, had general free-form “catching up” discussion among attendees rather than specific focus on announced theme. To Do: <ul style="list-style-type: none"> Find volunteer presenters for online “Lightning Talks” for December meeting (host to time slides while presenters speak) and start online promotions for meeting in mid-November. Find speakers for online meetings on technical communication topics in winter and spring 2021, starting in January if possible. Scheduling will depend on availability of speakers. Reschedule locally hosted trivia contest for sometime in 2021 (possibly in spring if virtual, probably in fall if not).
Scholarship <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> Discussed committee activities with Elizabeth Burke and confirmed that she will

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	<p>help out with any questions I have.</p> <p>To Do:</p> <ul style="list-style-type: none"> • Determine scope of program for 2021 and present to the AC. (See discussion item in New Business section.)
<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, including pre-written tweets for fall membership drive. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements, as necessary, related to chapter activities. • Follow up with Liz Fraley about her suggestion to use Virtual Content Events to automate some social media posts.
<p>Sponsorships <i>MK Grueneberg</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"> • Work on garnering new sponsors for the 2020-21 program year, as needed.
<p>Webinars <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Held November webinar - 35 people attended. <p>To Do:</p> <ul style="list-style-type: none"> • Working with speakers for December webinar. • Continue to work on 2021 webinars.
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements for chapter events and updated site content. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements for chapter events and update site content. • Back up site (and possibly update WordPress version). • Embed Google calendar on our website and follow up with Liz Fraley. • Install Yoast SEO plug-in.