

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/346301829>)

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

Meeting Business		
1.	<b>Call to Order</b>	9:36 a.m.
2.	<b>Attendees</b>	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Linda Jansak, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on November 14. Clarifications received and accepted on November 16. <i>12/12 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the latest treasurer's report on Google Drive in the <b>Treasurer Documents / 2020 Budget Materials</b> folder for details. This month has no transactions, including PayPal, checks, or Amazon gift cards. <i>12/12 - Francis to follow up with Adam about winner of photo contest for November issue of At-a-Glance. Winner to receive gift card.</i>
5.	<b>Announcements</b>	1. Thursdays at <b>STC</b> - on hiatus until further notice. 2. All events likely to be virtual until fall 2021.
6.	<b>New Business</b>	<ol style="list-style-type: none"> <li>[FB] <b>Budget</b> - We need to discuss the 2021 budget request and engagement plan for the budget form that will be submitted to STC by December 30. <i>12/12 - Francis to email budget spreadsheet for review by Rita, Pete, Dan, Linda Jansak, Linda Kelley, MaryKay.</i></li> <li>[PW] <b>Bank</b> - Given that TCF Bank has very spotty customer service, consider switching our account to a real bank. [DD] We previously had an account with First American Bank and had great service from them. We switched mainly because a certain short-time former treasurer complained about a lack of convenient locations, but so much banking is done online now, is that still relevant? Let's talk. <i>12/12 - Discussion deferred to January.</i></li> <li>[DD] <b>Meeting Fees</b> - When we schedule virtual program meetings for winter and spring 2021, should we use the same fee policy we use for webinars, since these events will essentially be evening webinars? Or should we do something else? [MK] A lot of people sign up as "STC Chicago member" (that is, as "free"). Do we care? Do we push the issue? Should we just be happy they are attending? [DD] Indeed. <i>12/12 - Webinars are free for chapter members, \$5 for other STC members, \$10 for non-members. Consensus is to follow same policy for online programs, plan a few member-only surprise events in 2021.</i></li> </ol>
7.	<b>Committee Reports</b>	Find all <b>Committee Report</b> items requiring AC consent or advice in <b>Section 6: New Business</b> . Otherwise, find full committee reports below.

## STC Chicago Administrative Council Minutes

8.	<b>Unfinished Business</b>	N/A
9.	<b>Other</b>	<ul style="list-style-type: none"> <li>• [MK] - <b>CAA</b> - Based on the point system for the Community Achievement Awards application to be submitted in January 2021, our chapter has a slim chance of getting a Platinum award again (but will be double-checking). MK will present the completed draft to the officers after the holidays for review to see if everything has been accounted for. Let's also brainstorm ideas for new virtual activities to improve our score for the 2021 calendar year.</li> <li>• [MK] <b>Sponsor money still outstanding</b> - Still waiting on yearly sponsor money from Jack Molisani. MK will reach out again.</li> <li>• [MK] <b>PayPal balance</b> has accumulated. Suggest Francis transfer money from PayPal account to chapter bank account.</li> </ul>
10.	<b>Next Meeting</b>	Date: Saturday, January 9, 2021 Location: online (link to be sent to AC email list in advance)
11.	<b>Adjourned</b>	10:32 a.m.

<b>Officer Reports</b>	
<b>President's Report</b> <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> <li>• Co-managing competition judging (see committee report).</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Find new manager for Get Real Interview Committee (see committee report).</li> <li>• Continue co-managing competition with MK.</li> </ul>
<b>Vice President's Report</b> <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> <li>• Worked with Francis to answer questions regarding the 2021 Chapter budget document. Budget due December 30.</li> <li>• Wrote articles for December <i>Byline</i> about annual membership drive and scholarships/grants.</li> <li>• Got confirmation from MK that Pete is on email alias list for the Nominating Committee.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Scholarship program: Pete to circulate notes from discussion with officers regarding guidelines, process, timing, and number of grants.</li> </ul>
<b>Immediate Past President's Report</b> <i>Michael Burke</i>	NO REPORT SUBMITTED
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	Total Members: 76, down from 90 a year ago but same as a month ago Student Members: 14, up from 13 a year ago and same as 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

## STC Chicago Administrative Council Minutes

	<p>Corp. Value Program members: 2, same as a year ago and a month ago</p> <p><b>NOTE:</b> Only 20 of current 76 chapter members are paid through 2021. Others have yet to renew.</p>
<p><b>Treasurer's Report</b> <i>Francis Bao</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Working on STC budget form with Pete Wagner, it will be submitted on Dec 30.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Finish transition of treasurer responsibilities from Pete to Francis.</li> <li>Change chapter contact name on PayPal account.</li> </ul>

Committee Reports	
<p><b>Alliance</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Corresponded with NSA and ODN/C reps regarding EventBrite site used for events. Site remains available online. Is managed by ODN/C, which is the organization holding funds from past Alliance events.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Consider sponsoring a booth at career fair(s) hosted by local graduate schools. Currently, these fairs are held virtually. Alliance to consider waiting until fall 2021 at earliest, to participate at physical location(s).</li> <li>Respond to inquiries as they are received.</li> </ul>
<p><b>Bylaws Review</b> <i>Becky Hall</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Publish updated Bylaws (including corrections) to chapter website.</li> </ul>
<p><b>Byline</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>December <i>Byline</i> released.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Prepare and release February <i>Byline</i>.</li> </ul>
<p><b>Competition</b> <i>Rita Hovorka, MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Third week of judging is completed; judges are working together to come to consensus on award recommendations. This is final week of judging before wrap-up begins.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Continue managing the judging process until scheduled completion.</li> <li>Work with co-manager on any issues with the judging process.</li> <li>Once all judging is complete: select Best of Show (if any), begin contacting winners, work on award verification notices, and begin planning award orders.</li> </ul>

## STC Chicago Administrative Council Minutes

<b>eLearning Showcase</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>Participate in discussions about future events.</li> </ul>
<b>Get Real Interview Committee</b> <i>Manager needed</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 interview requests as they are received.</li> </ul>
<b>Historian</b> <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> <li>Wrote an article for December <i>Byline</i> regarding my year as STC Society president.</li> </ul> To Do: <ul style="list-style-type: none"> <li>As assigned or requested.</li> </ul>
<b>Membership</b> <i>Manager needed</i> <i>(report submitted by Dan Dornbrook)</i>	Completed: <ul style="list-style-type: none"> <li>Pre-written tweets being posted by Social Media Committee.</li> <li>Renewal reminder email sent through Constant Contact to current chapter members who have not yet renewed for 2021.</li> <li>Article about thank-you gift for new and renewing members submitted to <i>Byline</i> by vice president. Article content and photo also posted to Facebook.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Continue online membership drive (with pre-written tweets) until end of year.</li> <li>Send thank-you gifts to first 80 chapter members with U.S. postal addresses who join or renew by end of year, as approved by AC at November meeting.</li> </ul>
<b>Nominating</b> <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> <li>Discussed candidate search process with officers at November AC meeting.</li> </ul> To Do: <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>	Completed: <ul style="list-style-type: none"> <li>Scheduled Virtual Holiday Party with Lightning Talks for December 17.</li> <li>Sent meeting invitation in Constant Contact, will send separate reminders to registrants and to non-respondents.</li> <li>Found 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.</li> </ul> To Do: <ul style="list-style-type: none"> <li>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.</li> <li>Reschedule locally hosted trivia contest for sometime in 2021 (possibly in spring if virtual, probably in fall if not).</li> </ul>

## STC Chicago Administrative Council Minutes

<b>Scholarship</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Determine scope of program for 2021 and present to the AC, as discussed at the November AC meeting.</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> </ul>
<b>Sponsorships</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month. No sponsorships needed beyond the one Friends of STC sponsor as we have no in-person meetings currently planned.</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>• Wrote notice of no December webinar for <i>Byline</i>.</li> <li>• Secured Jamye Sagan as speaker for January webinar: "How My Cats Helped Me Develop Training Materials".</li> <li>• Sent 2020 registration and income summary for webinars to Treasurer for budget forms.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Create Constant Contact event and invite schedule for January Webinar and send article to LK to post on website once event is live</li> <li>• Continue to work on the webinar schedule for February through June.</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted announcements for chapter events and updated site content.</li> <li>• Updated plug-ins.</li> <li>• Backed up site.</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>• Embed Google calendar on our website and follow up with Liz Fraley.</li> <li>• Install Yoast SEO plug-in. (Incompatible with the classic version of WordPress we have now. Must install Gutenberg version first, which is harder to use.)</li> </ul>