

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/441631549>)

Saturday, January 9, 2021, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:33 a.m.
2.	<b>Attendees</b>	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on December 12, 2020. Clarifications received December 15 from MaryKay and accepted. <i>1/9 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the latest treasurer's report on Google Drive in the <b>Treasurer Documents / 2021 Budget Materials</b> folder for details. Jack Molisani sent in \$650 sponsorship fee (December 30). \$20 Amazon gift card to photo contest winner (January 4).
5.	<b>Announcements</b>	1. Thursdays at <b>STC</b> - on hiatus until further notice.
6.	<b>New Business</b>	<ol style="list-style-type: none"> <li>1. [PW] <b>Scholarship Program</b> - Finalize details of the program. <i>1/9 - Pete shared screen, will email draft verbiage to officers.</i></li> <li>2. [PW] <b>IJAS Region 2 Special Award Sponsor</b> (Chicago non-public grade/high school competition we have sponsored in the past). Discuss if we will sponsor again this year, let the organization know our decision. <i>1/9 - Approved sponsoring awards of \$150 and \$75 (same as in 2020). Checks to be sent to the organization after winners are chosen. Volunteers willing to judge only virtually, so any students seeking our awards must provide photos of exhibit posters, which are what we judge.</i></li> <li>3. [PW] <b>Debit card</b> - Apparently TCF Bank sent Pete's new debit card to Francis. [DD] Can Francis mail it to you? [RH] Seems we need a general discussion on the debit cards. Francis is also having a problem with his debit card. [DD] Francis has a working card and has mailed Pete's card.</li> <li>4. [PW] <b>Spam Emails</b> - quick review/primer. <i>1/9 - Discussed standard precautions for email security.</i></li> <li>5. [MK] <b>Nominating Slate</b> - It's time to be getting a slate together for the 2021-2022 election. [DD] Top priority: potential VP candidates. <i>1/9 - Dan to send roster to Pete and highlight Gold members.</i></li> <li>6. [MK] <b>Strategic Planning Meeting</b> - In preparing for the CAC Panel that is coming up on January 19 on Strategic Planning, I realized that we did not hold our two-year Strategic Planning Meeting in 2020, as required. It should have taken place in the July/August timeframe. Unless it happened with just officers? If so, please advise. If not, we need to make a plan ASAP for a 2020-2022 Two-Year Strategy Plan. [PW] This is required by big STC? [MK] No, by our chapter, to stay on track with our strategic plan. <i>1/9 - MK to send draft of Initiatives to officers during the week. Dan to schedule online planning meeting for 9:30 a.m. Saturday, January 16. Pete to email prospective attendees other than officers.</i></li> </ol>

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		<p>7. [MK] <b>Chapter Awards</b> - We need to order chapter awards at the same time we are ordering competition awards to get the bulk discount. Have the officers discussed the chapter awards yet? (President's, Volunteer of Year, Chapter Star, Above and Beyond, Golden Support, a new category?) [DD] No, so let's discuss them at this meeting. [RH] I agree, let's discuss. I personally don't see a need for a new category. <i>1/9 - Officers to discuss offline and reply to MK by end of month with awardee names and citations.</i></p> <p>8. [MK] <b>Program Plans</b> - We need to start looking at possible half-day or evening workshop topics for 2021. <i>1/9 - Pete suggested structured topic-based authoring as possible topic, and volunteered to put together and run the workshop. MK suggested a two-evening online workshop if a Saturday is not feasible. Pete and Dan to set up.</i></p>
7.	<b>Committee Reports</b>	<p>Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
8.	<b>Unfinished Business</b>	<p>1. [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? [PW] Given Francis's recent issues with the latest debit cards, we should consider a switch ASAP IMHO. [RH] Agree. <i>1/9 - Discussion deferred to February AC meeting.</i></p> <p>2. [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. [UPDATE] draft presented and reviewed by officers and others. Still need some discussion. <i>1/9 - Ideas for new activities to be discussed in Strategic Planning.</i> <i>AC thanks MK for dedication to preparing the application for submission.</i></p>
9.	<b>Other</b>	<p>Chapter payment of registration for STC Summit for incoming VP is already approved, so Pete will use his debit card to get Early Bird pricing of \$795 and later transfer registration to incoming VP.</p>
10.	<b>Next Meeting</b>	<p>Date: Saturday, February 13</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	<b>Adjourned</b>	<p>12:03 p.m.</p>

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Officer Reports	
<b>President's Report</b> <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> <li>Reviewed CAA draft</li> </ul> To Do: <ul style="list-style-type: none"> <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>Reviewed CAA draft routed by MK.</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> <li>Pete to register for STC Summit before January 31 to get Early Bird pricing.</li> <li>Pete to update Chicago non-public grade/high school competition of our decision to support the competition again this year.</li> <li>Work with Dan to schedule workshop on structured authoring. .</li> <li>Develop structured authoring workshop.</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: 33, down from 42 (or was it 87?) a year ago and 76 a month ago Student Members: 2, down from 9 a year ago and 14 a month ago Retired Members: 3, same as a year ago and a month ago New TC Professional Members: 2, up from 1 a year ago but down from 3 a month ago Corp. Value Program members: none, down from 1 a year ago and 2 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>Budget form and engagement plan sent to STC HQ on Dec 30.</li> <li>Transferred \$3400 to our checking account from PayPal account.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Continue to watch for any transactions made from chapter activities.</li> </ul>

Committee Reports	
<b>Alliance</b> <i>Linda Jansak</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>Consider sponsoring a booth at career fair(s) hosted by local graduate schools.</li> </ul>

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	<p>Currently, these fairs are held virtually. Alliance to consider waiting until fall 2021 at earliest, to participate at physical location(s).</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>Published updated Bylaws (including corrections) to chapter website.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Nothing left to do until the next scheduled review in two years.</li> </ul>
<b>Byline</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Began preparing articles for February issue.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Reach out to College of DuPage contact to see if there are any students ready with articles to submit for the February issue.</li> <li>Prepare and release February <i>Byline</i>.</li> </ul>
<b>Competition</b> <i>Rita Hovorka,</i> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Judging process is complete; all awards have been determined, including BoS.</li> <li>All submitters have been notified of results. Judge evaluations and award verifications to follow.</li> <li>MK and Rita had a call to make plans for remaining tasks to wrap up the competition; award styles were selected.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Send judge evaluation forms to submitters.</li> <li>Work on award verification notices.</li> <li>Begin award order process with Finer Line.</li> <li>Create and print modified Awards Program.</li> <li>Ship awards w/program to award submitters (grouped by company/submitter, not by winners).</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Nothing to report this month.</li> </ul> <p>To Do:</p> <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>	<p>Completed:</p> <ul style="list-style-type: none"> <li>[MK] Mentoring a student from College of DuPage who is planning to enter the field of Tech Comm when she transfers to U of Arkansas after next semester.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <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>Nothing to report.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>As assigned or requested.</li> </ul>
<b>Membership</b>	<p>Completed:</p>

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<i>Manager needed</i>	<ul style="list-style-type: none"> <li>• [DD] Fall membership drive completed.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Dan to mail thank-you gifts to members who joined or renewed for 2021.</li> </ul>
<b>Nominating</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• See New Business section for discussion.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Identify potential candidates for chapter officer elections in April 2021, starting with Gold members.</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Held December Virtual Holiday Party with Lightning Talks (29 were registered)</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Find speakers for online meetings on technical communication topics in winter and spring 2021. Scheduling will depend on availability of speakers.</li> <li>• Reschedule locally hosted trivia contest for sometime in 2021 (in spring if virtual, possibly as a member-only “surprise” event as proposed by MK).</li> </ul>
<b>Scholarship</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Sent initial updates for the Scholarship Program website page to Linda Kelly.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Create final draft of scope of program for 2021 and route it to the AC.</li> <li>• Once AC confirmation is received, send final content to Linda Kelly for posting to chapter website.</li> <li>• Announce the program updates via email to STC Chicago members, and blurbs in the next AAG and Byline newsletter.</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>• Jack Molisani paid (both the September and the January payments) for the Friends of STC Chicago sponsorship.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Contact Ken Cook (although now retired) to see if his company would be willing to partially sponsor the shipping of competition awards.</li> <li>• Work on garnering new sponsors for 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>• Created Constant Contact event and invite schedule for January Webinar, posted article on website, and gave info to Adam for AAG.</li> <li>• Have reached out to a couple of potential speakers for the winter/spring webinar season; waiting to hear back.</li> </ul> <p>To Do:</p>

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	<ul style="list-style-type: none"><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 WordPress plug-ins.</li></ul> <p>To Do:</p> <ul style="list-style-type: none"><li>• Resolve Wordfence security issues. (MK asked Tim Esposito for assistance.)</li><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 the Gutenberg version first, which is harder to use.)</li></ul>