

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/404100733>)

Saturday, August 14, 2021, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:35 a.m.
2.	Attendees	Dan, Pete, MK, Ben, Rita, Francis
3.	Minutes from Previous Meeting	Minutes of June meeting sent to AC email list on June 5. Clarifications received June 5 and accepted. <i>8/14 - Approved.</i>
4.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2021 Budget Materials folder for details. 1. PayPal received \$50 for chapter competition.
5.	Announcements	1. Thursday Meetups - Held August 12th; 11 registered, 7 attended. Next Virtual Thursday Meetup will be Sept. 9th. Meetups will remain virtual until in-person events resume. 2. APEX Award - As an official record, noting here that we received a 2021 Apex Award for our website (we submitted for <i>Byline</i> but did not receive an award for that this year).
6.	New Business	1. [PW] Pete has recruited a volunteer to be the editor of the Byline for the upcoming year. <i>8/14 - Current editor (MK) to work with volunteer on transition.</i> 2. [PW] Committees page on the chapter website needs to be updated (still has Pete as Nominating Committee manager). [MK] Already updated for all committees. 3. [PW] Let's survey the membership to gauge comfort level regarding holding live (in-person) events again. <i>8/14 - Pete to address issue in President's Message for October plus short statement for September At-a-Glance.</i> 4. [PW] Structured Authoring Workshop September 22: a. Registration and updated information set up on chapter website. b. Pete will write a message for email blast to send to the mailing list. Who can send it out? <i>8/14 - Dan to set up emails as Program Committee manager.</i> c. Pete will write September AAG blurb and send to Adam. 5. [PW] Proposed UIC Student Chapter. Pete sent Phil Hayek the Bylaws for Student Chapter template and the STC Committee Handbook (info on starting a student chapter, thanks MK!) and also made the offer to set up a meeting with Big STC to discuss options. Pete also made note of the Chicago Chapter grant/scholarship program and that our <i>Byline</i> newsletter is a great way for students to get a published clip. 6. [PW] STC Summit 2022. Should we start a committee now, even if all there is to do is to bug and coordinate with Big STC regarding the event

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		<p>next year? Should we only recruit more experienced members?</p> <p>8/14 - See document on Google Drive for what was done at past live Summits as starting point for activities that any volunteers could run.</p> <p>7. [MK] Updated Security Doc - MK will send encrypted PDF to the officers and share the password verbally at the AC call.</p>
7.	Committee Reports	<p>Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
8.	Unfinished Business	<p>1. [PW] 2020-22 Two Year Strategy Plan - Review action items, discuss as necessary. Propose we keep this listed here for every AC meeting, so we track progress on a regular basis.</p>
9.	Other	<ul style="list-style-type: none"> N/A
10.	Next Meeting	<p>Date: 4 p.m. Wednesday, September 8</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	10:29 a.m.

Officer Reports

President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Held VP and IPP handoff/coordination meetings with Ben and Rita and notified MK when meetings were scheduled. Wrote August President's Message for <i>Byline</i>. Transferred Scholarship/Grant Program materials to Rita. Wrote updated description of Structured Authoring Workshop that can be used for emails, website, <i>Byline</i> updates, <i>At-a-Glance</i>, etc. Recruited volunteer to be editor of <i>Byline</i> for the upcoming year. <p>To Do:</p> <ul style="list-style-type: none"> Reach out to STC Chicago membership looking for volunteers for committees and in general. Develop the structured authoring workshop.
Vice President's Report <i>Ben Durham</i>	<p>Completed:</p> <ul style="list-style-type: none"> Attended VP handoff meeting with Pete. Created membership outreach schedule Wrote <i>Byline</i> article on Summit <p>To Do:</p> <ul style="list-style-type: none"> Reach out to STC Chicago membership looking for volunteers for committees and in general.

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Immediate Past President's Report <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> • Attended IPP handoff/coordination meetings with Pete. • Reached out (with Pete) to colleague as potential <i>Byline</i> editor. To Do: <ul style="list-style-type: none"> • Write social media communication for volunteers - both this year's committees and the STC 2022 Summit. • [Also see Scholarship/Grant Committee report.]
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 65, down from 67 a year ago but up from 58 a month ago Student Members: 6, down from 12 a year ago but up from 5 a month ago Retired Members: 5, up from 2 a year ago and same as a month ago New TC Professional Members: 6, up from 2 a year ago and 3 a month ago Corp. Value Program members: 1, down from 2 a year ago but same as a month ago New STC members since previous AC update: 4
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> • No report at this time To Do: <ul style="list-style-type: none"> • Review Google documents for treasurer as requested by Pete. • Continue to watch for any transactions made from chapter activities.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> • Nothing to report this month. To Do: <ul style="list-style-type: none"> • Respond to inquiries as they are received. • 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).
Bylaws Review <i>Becky Hall</i>	Bylaws review done. Nothing left to do until next scheduled review in 2022.
Byline <i>Sian Mehl (new)</i> NOTE: New manager will submit future reports.	Completed: <ul style="list-style-type: none"> • [MK] Wrote and edited articles for the August release. • [MK] August <i>Byline</i> was released on August 2. • [MK] Sent an introduction email and text to Sian and asked for available dates for a handoff call (will likely be more than just a single call, but this will be the introductory knowledge transfer call); GoTo Meeting scheduled for 8/13. To Do: <ul style="list-style-type: none"> • [MK] Work with Sian while she gets the October <i>Byline</i> put together and gets acclimated in general.

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Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Created a “Past Submitters” list going back to 2016; we have information from years prior to that but data is likely too old to be useful for current campaign. • Nancy sent individual email “call for entries” to past submitters (in hopes of making it feel more personal) in advance of the general announcement. • MK sent individual email ‘call for judges’ to past judges. • General competition announcement and call for entries/judges was sent out via ConstantContact to the full database on July 26. • Call for Entries and Call for Judges articles were written and submitted for the August <i>Byline</i>. • Updated the competition submission form and posted it to the website. • Updated the PayPal payment link for the 2021 competition. • Updated the website Call for Entries and Call for Judges pages. <p>To Do:</p> <ul style="list-style-type: none"> • Log and check entries as they are submitted. • Continue to work on getting volunteer judges. • Create a 2021 competition tab on the website and set up sub-tabs in Google Docs, as in past years.
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Met with core team to discuss holding virtual/in-person event in August 2022. • Started using Trello to prioritize tasks and track project status. • Contacted academic advisor at Roosevelt University to share volunteer opportunities with Training & Development students. <p>To Do:</p> <ul style="list-style-type: none"> • Participate in discussions about future events. • Contact academic advisors at Northern Illinois University (NIU) and other graduate schools with Call for Student Volunteers.
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 (good role for new volunteer). • Respond to interview requests as they are received.
Historian <i>Bill Leavitt</i>	<p>Completed:</p> <ul style="list-style-type: none"> • I have updated the STC Chicago Historical AC and Committee List for 2020-21 and 2021-22. Who shall I send the update to? There are a number of missing items, especially members of the Nominating committee for 2020-21 and 2021-2022 years. [DD: Send it to me, and I'll fill in as many gaps as I can. When done, I'll CC the webmaster in my reply to you.] <p>To Do:</p> <ul style="list-style-type: none"> • Send the update of Chicago Chapter Historical AC and Committee List to those who want to review it.

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Membership <i>MANAGER</i> <i>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 (good role for new volunteer). • Update list of pre-written tweets for use in fall 2021 membership drive.
Nominating <i>Ben Durham</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"> • Identify third member of committee for 2021-22 program year. (IPP Rita and VP Ben are automatically members under current Bylaws.) Will Dan repeat? • Later: Identify potential candidates for chapter officer elections in April 2022.
Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Set up registration for September 22 online workshop on structured writing to be presented by Pete, using detailed description provided by Pete. <p>To Do:</p> <ul style="list-style-type: none"> • Reach out to Michigan Chapter about jointly hosting virtual networking event in mid- to late October with “Getting to Know You” theme and interactive networking games as activities. • Reach out to potential speakers for online and/or in-person meetings in 2021-22 program year. Include conference presenters recommended by other officers in inquiries for potential speakers. • Find short-talk presenters for crowd-sourced program on tool tips, similar to one we did in 2019 (one presenter already has volunteered). • Provide descriptions of upcoming events to webmaster as needed. • Provide descriptions of upcoming events for <i>Byline</i> and <i>At-a-Glance</i> as needed.
Scholarship/Grant <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> • [PW] See New Business item about UIC outreach. <p>To Do:</p> <ul style="list-style-type: none"> • [Add note about timing of activities for 2021-22 program year.]
Social Media <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posting announcements, as necessary, related to chapter activities. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements, as necessary, related to chapter activities. • Continue to post announcements, as necessary, related to society activities.
Sponsorships <i>MK Grueneberg</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"> • Talk to Jack M. in September about continuing as Friends of STC Chicago sponsor or possibly changing sponsorship level. • Note: Sponsorship needs are minimal until in-person events resume.

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Webinars <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none">• No Wednesday Webinars over the summer.• Set up GoTo Meeting calls for Thursdays Meetups in August through November.• Set up “week of” Constant Contact invites for Thursday Meetups for July and August. <p>To Do:</p> <ul style="list-style-type: none">• Plan 2021-22 program year webinars, starting with possible September webinar.• Reach out to contacts at other chapters about possibilities for shared webinars.
Webmaster <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none">• Posted announcements for chapter events and updated site content.• Updated community calendar.• [MK] Renewed the website domain for another year through Dreamhost (no cost). <p>To Do:</p> <ul style="list-style-type: none">• Continue to post announcements for chapter events and update site content.