

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/948670981>)

Saturday, September 25, 2021, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:38 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Linda Jansak, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on August 14. No changes requested. <i>9/25 - 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. <ol style="list-style-type: none"> 1. PayPal received \$100 for competition entry. 2. A \$20 Amazon gift card was sent to Paul Lockwood for trivia question answer. Reimburse \$85 for Meghalee Das STC membership fee. PayPal received \$15 for the workshop.
5.	Announcements	<ol style="list-style-type: none"> 1. Virtual Thursday Meetup - September Meetup was held Sept. 9. 8 people registered, 5 attended. Next Meetup is Oct. 14. 2. [MK] Tech Comm Panel at York High School - FYI only... this annual event is planned for 10/15/21; working on getting the panel list together. 3. [MK] H.S. Student Writing Contest - FYI only... this contest will again be a result of the Tech Comm Panel; MK is overseeing this. 4. [MK] College of DuPage collaboration - FYI only... I worked with Steven over the summer to plan some projects and to help them figure out how to engage the students in STC activities. The new link and page on the CoD website, which advertises the benefits of STC and points out to STC Chicago and our offerings (scholarship, meetings, Get Real! Interview program) and a call for article submissions to <i>Byline</i>, should be up and running by the end of this month. I will send out a link when it is live.
6.	New Business	<ol style="list-style-type: none"> 1. [DD] Officer Reports - Officers, please check your To Do lists and update as needed. 2. [MK] Thursday Virtual Meetups - I would like to propose that we start a rotation of hosts for this, as I can't guarantee I am available every month, especially given current health issues. [PW] How about a signup sheet on Google Drive where the rotation schedule is visible to everyone? <i>8/25 - Pete to set up signup sheet. Pete to host in October.</i> 3. [MK] Distinguished Chapter Service Award (DCSA) nomination - the due date for this year is listed as October 30. The officers need to have a discussion about who, if anyone, will be nominated and prepare the brief nomination form. We have not had a nomination from our Chapter for two years. [DD] Note: Nominee must be STC Chicago member.

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		<p><i>9/25 - Pete to start offline discussion by email.</i></p> <p>4. [FB] 2022 STC Summit - needs to start preparing process. I will discuss at meeting. [PW] Let's discuss Big STC 2022 Summit in May 2022 email, forwarded to the officers 9/16.</p> <p><i>9/25 - Pete to reply to email from Elaine Gilliam and accept her offer of conference call to start planning process. Also, Linda Jansak has offered Bill Leavitt's assistance with information from past summits. Also, Robert Delwood has volunteered to serve on committee. Pete to mention need for volunteers in President's Message for October Byline.</i></p> <p>5. [DD] Nominating Committee - I will gladly serve another year as the third member of the NomCom, but let's make it official.</p> <p><i>9/25 - Pete as president is appointing Dan to committee.</i></p> <p>6. [LJ] eLearning Showcase - The planning committee (for the 2022 event) will be reviewing survey results during our Zoom on Thursday, September 30, at 4:00 p.m. Officers and committee managers are welcome to participate in the discussion. A link will be available to those who would like to attend.</p> <p><i>9/25 - Linda Jansak to send email to chapter officers.</i></p> <p>7. [DD] Workshop - Are we on track for presenting the Structured Authoring Workshop on the 22nd? [PW] Wagner family emergency forces a reschedule, let's discuss. [MK] Can we get a volunteer to write a summary article for the October <i>Byline</i>? It would need to be written by Sunday, 9/26. In the past, the Program Manager wrote the summary articles. [DD] Let's rerun the advance article (from AAG/website) in October with the new date. I can write a summary after the workshop. [PW] New date is October 27. Some concerns about overlap with LavaCon.</p> <p><i>9/22 - New date approved by AC by email vote (all in favor).</i></p> <p>8. [MK] October Webinar speaker fee - (see the Webinars report for details of the Webinar) Jack did not request a specific speaker fee, but the IDL SIG always pays \$100 honorarium plus 10% of any income. I offered that STC Chicago match that (or split it, we are still deciding). So I need a vote to approve the \$50-\$100 honorarium, plus 10% of the registration fees. Half of the remaining registration fees will need to be sent to the IDL SIG after the event.</p> <p><i>9/23 - Honorarium and fees approved by AC by email vote (all in favor).</i></p> <p>9. [DD] Competition - Do we need to discuss anything related to the competition? [MK] We shouldn't at this time. Note that the entry deadline has been extended to October 15. Website has been updated, and <i>Byline</i> will have an announcement article.</p> <p>10. [PW] Budget - The budget request for big STC I'm guessing will be due some time in October. Of course, the real due date is year's end. Francis, have you received anything yet from Big STC regarding the</p>
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		<p>budgetary process?</p> <p><i>9/25 - Francis to notify Pete when he gets email from big STC.</i></p> <p>11. [PW] UIC student chapter update. Hadn't heard from Philip Hayek (UIC professor) so Pete followed up. Phil said that he's been busy with school starting up again, but that he has talked with the department head who is on board, and said he should go for it. He since has been polling his students and there is interest, so now he would like to do the next step of talking with Ann Marie Queeney, etc. at Big STC. I told him we would discuss today and formulate the next step. Phil: "I teach MWF, and can meet for a zoom or telephone call any time on Tuesdays and Thursdays. I think it would help to talk some of this out."</p> <p><i>9/25 - Pete to reply to Phil and set up call with chapter officers.</i></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	<p>Ben Durham has resigned as vice president for family and work reasons. Chapter Bylaws call for president to appoint replacement with AC approval.</p>
10.	Next Meeting	<p>Date: Saturday, October 16</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	<p>10:49 a.m.</p>

Officer Reports	
President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Wrote item about continuing virtual events for September At-a-Glance. Followed up with Phil Hayek regarding UIC outreach. <p>To Do:</p> <ul style="list-style-type: none"> Finish developing the structured authoring workshop. Finish October President's message for <i>Byline</i>. With new VP (see Other section of minutes), reach out to STC Chicago membership looking for volunteers for committees and in general.
Vice President's Report <i>Ben Durham</i>	<p>Completed:</p> <ul style="list-style-type: none"> Drafted email introduction to assigned members on the list of members. <p>To Do:</p> <ul style="list-style-type: none"> With Pete, reach out to STC Chicago membership looking for volunteers for committees and in general. With Pete, review document on Google Drive for what was done at past live Summits as starting point for activities that any volunteers could run at 2022 Summit.

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Immediate Past President's Report <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> Nothing to report this month. To Do: <ul style="list-style-type: none"> [See Scholarship/Grant Committee report.]
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 67, down from 68 a year ago but up from 65 a month ago Student Members: 6, down from 12 a year ago but same as a month ago Retired Members: 6, up from 2 a year ago and 5 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: none
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> No specific report at this time To Do: <ul style="list-style-type: none"> 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</i>	Completed: <ul style="list-style-type: none"> Handoff call between Sian and MK took place in August. MK is setting up the files in Google Docs for Sian and will help put the October issue together. 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.
Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	Completed: <ul style="list-style-type: none"> First entries have been received. Will be sending out another round of invitations this weekend. To Do: <ul style="list-style-type: none"> Log and check entries as they are submitted. Continue to work on getting volunteer judges.

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eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Edited survey • Updated social media with survey link • Emailed survey and reminder to mailing list • Attended planning meeting <p>To Do:</p> <ul style="list-style-type: none"> • Contact academic advisors at Northern Illinois University (NIU) and other graduate schools with Call for Student Volunteers for possible 2022 event. • Attend planning meeting every other Thursday at 4:00 p.m.
Get Real Interview Committee <i>MANAGER NEEDED</i>	<p>Completed:</p> <ul style="list-style-type: none"> • [MK] Tech Comm Panel at York High School is being planned for 10/15/21; working on getting panel list together now. • [MK] Student Writing Content - will once again be a result of the Tech Comm Panel; MK is overseeing this. <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"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • Send update of Chicago Chapter Historical AC and Committee List to those who want to review it.
Membership <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). • Update list of pre-written tweets for use in fall 2021 membership drive.
Nominating <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Dan appointed to committee (see New Business), will serve as manager in absence of vice president (see Other). <p>To Do:</p> <ul style="list-style-type: none"> • 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"> • Registration open for Structured Authoring Workshop on September 22. • Workshop rescheduled to October 27 with AC approval by email vote. <p>To Do:</p> <ul style="list-style-type: none"> • Reach out to Michigan Great Lakes 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

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	<p>program year. Include conference presenters recommended by other officers in inquiries for potential speakers.</p> <ul style="list-style-type: none"> 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 and summaries of past events to <i>Byline</i> editor as needed.
Scholarship <i>Rita Hovorka</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"> [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 and society 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"> Have reached out to Jack Molisani to determine if/how he will continue sponsorship this year. <p>To Do:</p> <ul style="list-style-type: none"> Note: Sponsorship needs are minimal until in-person events resume.
Webinars <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> No September Webinar is planned. October Webinar is set for October 13; speaker is Jack Molisani; topic is "Get that Interview! How to Beat the Dreaded Applicant Tracking System". We will be partnering with the IDL SIG for this one, but we will host. I am working with Viqui Dill on joint advertising, etc. Have spoken to IDL SIG and a couple of chapters about joint Webinars; I hopefully will be able to build the schedule out after my vacation. <p>To Do:</p> <ul style="list-style-type: none"> Plan the remaining 2021-22 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. <p>To Do:</p> <ul style="list-style-type: none"> Continue to post announcements for chapter events and update site content.