

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/522751925>)

Saturday, October 16, 2021, 9:00 a.m.

Meeting Business		
1.	Call to Order	9:03 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on September 25. No changes requested. <i>10/16 - 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. PayPal received \$2625.
5.	Announcements	<p>1. Thursday Meetups -. Virtual Thursday Meetup was held October 14; nine people attended, including two first-timers. The next meetup is scheduled for Nov. 11.</p> <p>2. College of DuPage Partnership - The College of DuPage (CoD) has gone live with the new web page announcing our partnership and the resources available to their students through STC Chicago. The link to the page is: https://cod.edu/academics/programs/english/writing-studies/stc-chicago.aspx</p> <p>3. [PW] Student Chapter Update - Pete, Rita and Dan met with Philip Hayek at University of Illinois-Chicago (UIC) to discuss starting a student chapter:</p> <ul style="list-style-type: none"> o Phil is exploring starting a formal chapter and will contact Ann Marie Queeney at big STC with further questions and probably to set up a meeting. We indicated that STC Chicago wants to work with UIC whether the chapter is formal or not. o We encouraged Phil to let his students know about Chicago chapter events and resources, including monthly meetings/webinars, virtual Thursday meetups, writing for <i>Byline</i>, etc.
6.	New Business	<p>1. [PW] Summit Committee - Three volunteers so far. Let's figure out a game plan starting with the email from big STC. [RH] I can help with the Summit but am hesitant to lead anything. I'm still figuring things out with the new job. <i>10/16 - Pete to reach out to key volunteers about leadership options. MK has uploaded documents from 2012 Summit to Google Drive.</i></p> <p>2. [PW] Updates to Chapter Leadership List for Historian - Have we finished answering Bill Leavitt's questions? [DD] See my reply to the email to officers for answers to be forwarded to Bill. [PW] Answers have been sent to Bill, thank you Dan!</p> <p>3. [FB] Chapter Budget - Need AC comment on 2022 request budget. <i>10/16 - Francis to ask STC for extension to end of November, send spreadsheet to AC for review before November AC meeting.</i></p>

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		<p>4. [DD] Associate Fellow - Per the email from big STC forwarded to the officers by MK, the annual deadline for nominations for Associate Fellow is November 1, so we should discuss whether to nominate anyone from our chapter. Candidates can only be nominated once. The application is quite detailed and requires extensive conversation with the nominee, which is a significant time commitment, so before discussing potential nominees, we need to consider whether we have the resources to pursue this process at this time.</p> <p>[PW] I don't think we have the resources for this, unless there is a volunteer I don't know about. [DD] I agree, but let's discuss. [MK] I think you meant to title this as DCSA. Chapters no longer nominate Associate Fellows, they self-nominate. ALTHOUGH, as part of the CAA application, the AC does need to go through our membership list to determine if there are any eligible candidates and reach out to them in support of their submission. [DD] We already discussed DCSA and agreed on a nomination, which we have submitted (see September minutes). I put this on the agenda because of the CAA implications described by MK.</p> <p>5. [PW] Thursday Meetup Hosting Sheet - Pete set this spreadsheet up at https://docs.google.com/spreadsheets/d/1NwVMIUxvbCFGBT1BGMt8O9VrZY-ZuVgEBgop8r3L6yQ/edit?usp=sharing. Use the Notes column to indicate any Thursdays that you definitely cannot host. Obviously multiple people can attend the same meeting. The idea is to make sure that at least one AC member/MK or other volunteer is there to host the meeting, so if you signed up for a date, and something comes up, please make arrangements for someone else to fill in for you.</p> <p>6. [MK] Membership Drive - Is there any way we can plan even a mini membership drive this year? Last year, we just did posts on social media, but we need to do a little more this year, especially with such low membership numbers.</p> <p><i>10/16 - Dan to create flyer to mail to members with promotional materials bought for 2020 banquet that was canceled.</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	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.
9.	Other	N/A
10.	Next Meeting	Date: Saturday, November 13 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	9:57 a.m.

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Officer Reports	
President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Replied to Elaine Gilliam regarding the Chicago Summit next year. • Finished October President's Message for <i>Byline</i>. • Started email discussion among officers about potential nominees for Distinguished Chapter Service Award, and identified a recipient. • Replied to Philip Hayek at University of Illinois-Chicago (UIC) and set up an online meeting with chapter officers to discuss forming a student chapter. • Set up a signup sheet in Google Drive for Virtual Thursdays hosts. <p>To Do:</p> <ul style="list-style-type: none"> • Host Virtual Thursday Meetup on October 14. • Find volunteer to nominate for AC approval as vice president through June 2022. • Present Structured Authoring Workshop on October 27. • Follow up with Francis about STC annual budget process. • With new VP, reach out to STC Chicago membership looking for volunteers for committees and in general.
Vice President's Report <i>TO BE APPOINTED BY PRESIDENT</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"> • 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 volunteers could run at 2022 Summit.
Immediate Past President's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> • See Scholarship/Grant Committee report for updates. <p>To Do:</p> <ul style="list-style-type: none"> • Assist president in orienting new vice president to VP role and preparations for presidential term.
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 72, same as a year ago and up from 67 a month ago Student Members: 8, down from 12 a year ago but up from 6 a month ago Retired Members: 6, up from 3 a year ago and same as a month ago New TC Professional Members: 6, up from 3 a year ago and same as 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</p>
Treasurer's Report <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> • See Consent Agenda. <p>To Do:</p> <ul style="list-style-type: none"> • Working on 2021 STC budget material, hopefully finish it this month. • Continue to watch for any transactions made from chapter activities.

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Committee Reports	
Alliance <i>Linda Jansak</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"> 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>	<p>Bylaws review done.</p> <p>Nothing left to do until next scheduled review in 2022.</p>
Byline <i>Sian Mehl</i>	<p>Completed:</p> <ul style="list-style-type: none"> October <i>Byline</i> was released on 10/4/21. Worked with Steven from CoD and will have two student articles for the December <i>Byline</i>; will also have article from the writing contest winner from York H.S. for December <i>Byline</i>. <p>To Do:</p> <ul style="list-style-type: none"> Start gathering articles for the December <i>Byline</i>. Input deadline will be Nov. 19; <i>Byline</i> will be published on Dec. 1.
Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> Set up the initial competition folders in Google Docs and have uploaded the current entry forms and applicable entries. Wrote an article for October <i>Byline</i> requesting entries and another call for judges. We have 38 entries this year; continuing to search for volunteers for judging. <p>To Do:</p> <ul style="list-style-type: none"> Log and check entries as they are submitted. Finish updating the Judges' Orientation slide deck for the 10/23 orientation. Kick off judging.
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> Contacted academic advisor at Roosevelt University with Call for Student Volunteers. Attended planning meeting to discuss volunteer roles and survey feedback. <p>To Do:</p> <ul style="list-style-type: none"> Contact academic advisors at Northern Illinois University (NIU) with Call for Student Volunteers for possible 2022 event. Attend planning meeting every other Thursday at 4:00 p.m.

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Get Real Interview Committee <i>MANAGER NEEDED</i>	<p>Completed:</p> <ul style="list-style-type: none"> • [MK] Virtual Tech Comm Panel was held at York High School on 10/15/21; Adam Evans, Linda Kelley, MK, and Lynne Williamson were the panelists. • [MK] Our partnership with College of DuPage is official and their STC page is up and running. <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 chapter secretary (for review) and then to chapter webmaster.
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"> • Provided responses to chapter president for questions from chapter historian. <p>To Do:</p> <ul style="list-style-type: none"> • Add new vice president to committee as indicated in chapter bylaws. • Identify potential candidates for chapter officer elections in April 2022.
Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Attended Virtual Open House of Michigan Great Lakes Chapter and invited chapter leaders to collaborate on joint activities. Agreed to jointly host evening webinar already scheduled for early March 2022 (presentation on creating explainer videos) as virtual program meeting. • Scheduled online scavenger hunt for November 17 as virtual program meeting. (Working on details with help from webmaster. Will publicize in October.) <p>To Do:</p> <ul style="list-style-type: none"> • Write summary article about October Structured Writing Workshop for <i>Byline</i>. • 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 and summaries of past events to <i>Byline</i> editor as needed.

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Scholarship/Grant <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"> • Write <i>Byline</i> article about application due date • Send info to CoD, UIC, College of Lake County, IIT.
Social Media <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posting announcements, as necessary, related to chapter activities. • Posting announcements, as necessary, related to society activities and those of chapters with which we agree to collaborate on joint events. <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"> • <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"> • October webinar complete; 38 registered, 27 attended. • Winner of Jack's drawing for a free registration to LavaCon 2021 was a student from Duke University. • Have spoken to the IDL SIG about doing another joint webinar; they will host the next one. • Have reached out to a couple of other communities regarding joint webinars. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to plan webinars for 2021-22 program year.
Webmaster <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posted announcements for chapter events and updated site content. • Participated in tech comm panel at York High School. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements for chapter events and update site content.