

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/389528677>)

Saturday, November 13, 2021, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:32 a.m.
2.	Attendees	Francis, Dan, MK, Rita, Linda J, Pete
3.	Minutes from Previous Meeting	Minutes sent to AC email list on October 16. One update received. <i>11/13 - 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 \$160. Sent \$20 Amazon gift card to photo contest winner. Reimbursed \$26.10 to Nancy Shanahan for entry mailing fee. Sent \$200 to Jack Molisani for October webinar speaking fee. [MK] Note that \$100 of this will be reimbursed to us from the IDL SIG.
5.	Announcements	1. Thursday Meetups - Virtual Thursday Meetup on November 11; 7 people registered, 6 people attended. The next Meetup is December 9, MK will host.
6.	New Business	<ol style="list-style-type: none"> [PW] 2022 STC Summit Committee - It's official: Linda Jansak, Adam Evans, and Francis Bao will manage this committee and once again, a big thank you to them and everyone that has volunteered to date. Hopefully they will have a cast of thousands to help them. :) <i>11/13 - Committee to email Elaine at big STC to introduce managers and ask for go/no-go date on in-person Summit in 2022 as well as planned start date for registration.</i> [DD] Budget - See Treasurer's Report. Officers, please review the spreadsheet emailed to you by the treasurer and provide any information he is requesting so we can complete this requirement. <i>11/13 - Pete and MK to send updates to Francis, who will send updated version for additional review.</i> [PW] UIC Student Chapter - Met with Big STC, Phil Hayek and Rita to discuss possibilities, and answer Phil's questions. It looks like UIC will start off as a club, and then probably incorporate as a formal STC chapter down the road. Pete shared the College of DuPage website and it was noted that it could serve as a similar template for collaboration with UIC. I would like to establish a formal liaison to work with Phil/UIC. MK has indicated that she would volunteer for this liaison position. <i>11/13 - Creation of Student Outreach Committee approved. MK to manage committee. Dan to add section to Committee Reports.</i> [PW] VP Candidate - Have an idea for a candidate for VP position, would like to discuss with the AC to determine if I should reach out to them. <i>11/13 - Pete to reach out to potential candidate and make sure that they understand the nature of the commitment.</i>

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		<p>5. [PW] Thank you lunch - Would like to schedule the traditional thank you lunch for AC and committee members for some time in November or December (or even January) if people are comfortable with this. Or, some alternative for the times. [DD] I like the idea of January, when people's calendars may be less crowded and restaurants will be hungry for business.</p> <p><i>11/13 - AC to discuss potential dates and locations at December AC meeting.</i></p> <p>6. [DD] Historical File - Copied from Historian's Report: "I have revised the Chicago Chapter Leaders Historical File for 2021-2022 and submitted it to the Chapter President. Would anyone else like to review it or receive it?". [DD] After review by president, file should be sent to chapter webmaster for updates to lists on website. President approved file at today's meeting, Dan to send confirmation to chapter historian.</p> <p>7. [DD] Lightning Talks - *If* we would like to repeat the Virtual Holiday Party with Lightning Talks as our December program meeting, do we have any volunteers to present talks? [MK] I will.</p> <p><i>11/13 - Dan to reach out to past presenters, including Interpro. Repeat content welcome.</i></p> <p>8. [DD] Virtual Open House - Michigan Great Lakes Chapter and some other groups within STC have done or are planning virtual open houses, partly to introduce "who does what" to members at large, and partly to advertise open volunteer roles. Should we try this in January (with a new-year theme) as our first program meeting of 2022?</p> <p>[PW] I think that's a great idea.</p> <p>9. [DD] PayPal account - Have our issues (discussed offline for obvious reasons) been resolved? <i>11/13 - MK to follow up next week.</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	N/A
10.	Next Meeting	<p>Date: Saturday, December 18</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	11:11 a.m.

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Officer Reports	
President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Presented Structured Authoring Workshop October 27. Attended Exploring STC Student Chapters meeting with Big STC and UIC November 2. Submitted DCSA form October 28 for the candidate discussed at the October AC meeting. Reached out to key volunteers for 2022 Summit about coordinating leadership (see September AC minutes and New Business item about Summit). <p>To Do:</p> <ul style="list-style-type: none"> Finish President's Message for December <i>Byline</i>. Find volunteer to nominate for AC approval as vice president through June 2022. 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 until new VP is appointed. <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.
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: 75, down from 76 a year ago but up from 72 a month ago Student Members: 10, down from 14 a year ago but up from 8 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</p>

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	New STC members since previous AC update: 3
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> • Almost finish the budget report, • Sent copy of budget spreadsheet to AC before November AC meeting. To Do: <ul style="list-style-type: none"> • Still waiting for a couple of numbers to fill in. [DD: I will provide attendance number for November program meeting.] • Continue to watch for any transactions made from chapter activities.

Committee Reports	
2022 STC Chicago Summit Linda Jansak Adam Evans Francis Bao	Completed: <ul style="list-style-type: none"> • Volunteer co-managers identified (see New Business section). To Do: <ul style="list-style-type: none"> • Attend monthly AC meetings with committee status updates.
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"> • Started collecting articles for the December issue. Input deadline will be Nov 23; <i>Byline</i> will be published on Dec. 1 To Do: <ul style="list-style-type: none"> • Put the December edition together and prepare for publishing.
Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	Completed: <ul style="list-style-type: none"> • All entries were logged (38 in total this year, up from 24 last year). • Judging forms and files in Google Docs set up. • Judges' Orientation was held on 10/23/21; there are 17 judges this year (7 teams of 2 and one team of 3). • Three weeks (of five) of judging have been completed. To Do:

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	<ul style="list-style-type: none"> Continue to monitor the judging until it is completed in four weeks.
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> Provided feedback about materials gathered for volunteer onboarding. <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 p.m.
Get Real Interview Committee MANAGER NEEDED	<p>Completed:</p> <ul style="list-style-type: none"> Received request for information interview, confirmed availability of volunteer interviewee, forwarded request to interviewee. <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 revised the Chicago Chapter Leaders Historical File for 2021-2022 and submitted it to the Chapter President. Would anyone else like to review it or receive it? [DD] Question copied to New Business section. <p>To Do:</p> <ul style="list-style-type: none"> As assigned or requested.
Membership MANAGER NEEDED	<p>Completed:</p> <ul style="list-style-type: none"> Working on first "To Do" item. <p>To Do:</p> <ul style="list-style-type: none"> Dan to create flyer to mail to members with promotional materials bought for 2020 chapter banquet that was canceled. Flyer to mention 2022 Summit and other ongoing or future chapter activities. 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"> Nothing to report this month. <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"> Scheduled program meeting for Thursday, November 18: online scavenger hunt with participants searching for clues to riddles in real time. Tentatively planning second annual Virtual Holiday Party with Lightning Talks as December program meeting (probably in week of December 13-17 to steer clear of year-end holidays). Presenters needed. Tentatively planning Virtual Chapter Open House (similar to one presented by Michigan Great Lakes Chapter) as January program meeting, with focus on

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	<p>informing members of volunteer opportunities.</p> <ul style="list-style-type: none"> Confirmed plans for combined virtual meeting with Michigan Great Lakes Chapter on March 8, with Matt Reiner speaking on “How to Create Explainer Videos Quickly”. MGL uses Eventbrite for registration and Zoom for events and has agreed to adopt Chicago’s fee structure for this event. <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 first half of 2022. 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.
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"> Write <i>Byline</i> article about application due date. Send application 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 and society activities, plus activities 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, as indicated above.
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"> Will talk to Jack M. about whether or not he will continue sponsorship. Note: Sponsorship needs are minimal until in-person events resume.
Webinars <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> November webinar scheduled for Nov. 17; topic: “Spanning Silos: Using Data and Content to Build Synergy Across Product Teams”; Speaker: Tig Newman, Principal Content Strategist at Google. December Webinar is still being finalized. January 2022 will be another joint webinar - this time with the Editing SIG; topic “Spinning Words into Gold: Helping Managers Recognize Your Value; Speaker: MK Grueneberg <p>To Do:</p> <ul style="list-style-type: none"> Finalize December webinar. Continue to plan webinars for Jan through June of 2022.

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Webmaster <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none">• Posted announcements for chapter events and updated site content. To Do: <ul style="list-style-type: none">• Continue to post announcements for chapter events and update site content.
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