

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/650986997>)

Saturday, January 15, 2022, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:34 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Phil Hayek, Rita Hovorka, Pete Wagner
3.	Minutes from Previous Meeting	December 2021 AC meeting canceled, so no minutes to approve. See "Other" for record of email vote by AC.
4.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2022 Budget Materials folder for details. \$20 Amazon gift card issued to photo contest winner.
5.	Announcements	1. Thursday Meetups - virtual until in-person events resume. Virtual Meetups currently scheduled for 1/20, 2/10, 3/10, 4/14, 5/12, 6/9 (officers: please sign up to host one or more).
6.	New Business	<p>1. [PW] New STC Chicago VP - Welcome Phil Hayek!</p> <p>2. [PW] Virtual Meetup Hosting - signed up to host January event but have work conflict because of change in Meetup date. [DD] I have work conflict but can log in early to launch GoToMeeting before start time. [MK] I can host. [DD] Dan to send officers link to signup sheet.</p> <p>3. [PW] Science Fair - organization that sponsors annual science fair for non-public schools is asking chapter whether we want to sponsor two awards (\$150 check and \$75 check) as in past years. Also, do we have volunteers to judge as in past years? [DD] Expense for checks will require AC vote. Other details will not. (Email from science fair organizers includes multiple questions and was forwarded to officers.) <i>1/15 - Approved sponsorship of awards at same amounts as in past. Dan to re-forward email with discussion questions.</i></p> <p>4. [PW] 2022 Summit Update - Pete forwarded email from Anne Marie Queeney regarding Chicago Chapter Summit articles for CAC Monthly Newsletter. Was the committee going to start an ongoing activities report on Google Drive? Both Rita and Pete purchased early bird Summit registrations using the chapter card. [LJ] Please distribute the Summit volunteer sign-up form as needed. Access is available here: https://forms.gle/fwqi7LtwTzFRMbpb9. It may be a good idea to include an article about registration on our main website, where you can also include links to the volunteer form. The official logo for the Summit can be found on Google Drive, it was also sent to officers for use as needed. If email from Anne Marie Queeney was forwarded to the Summit committee, please resend. We don't have a record of it. <i>1/15 - Pete to forward email again, check with MK about alias. Pete to write article for website and Byline with link to volunteer form.</i></p>

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		<p>5. [PW] DCSA award nomination - was rejected because our nominee already won the award many years ago. Pete used the approach suggested by MK, who thought that another chapter had also gotten a second award for someone that won it a long time ago, but the approach apparently didn't work. [MK] Each year, new committee; some have more leniency than others.</p> <p>6. [PW] Chicago HR Leaders association yearly expo - Elizabeth Burke was contacted by Shelly Fisher from this organization who asked "would Society for Technical Communication like to speak as a sponsor of the Chicago HR Leaders association yearly expo?" Elizabeth forwarded the correspondence to me. I contacted Shelley and asked her to send me details regarding the specific request as well as any general information for us to evaluate. I asked Elizabeth if she was aware of the chapter ever being contacted by this organization, she didn't think so and thought that they contacted us in early 2020 for the first time, right before the pandemic hit.</p> <p>[MK] Curious to know what "sponsor" entails. I assume cash donation. We have to be careful with this if it is. [PW] Agree.</p> <p><i>1/15 - Consensus of discussion was to decline invitation.</i></p> <p>7. [DD] PayPal balance - whatever the status of our PayPal account is, could we at least move the current account balance to our bank account, which is federally insured? We usually do that periodically.</p> <p><i>1/15 - Pete has sent instructions to Francis, who can contact new bank for additional instructions if needed.</i></p> <p>8. [PW] Chapter Awards - Pete has provided MK with the awards for this year, the names of the winners and the citations for each award.</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. [MK] Competition - MK will give update and discuss award options.</p> <p><i>1/15 - Approved motion to authorize purchase of awards at discretion of Competition Committee managers.</i></p> <p>2. [DD] PayPal - Update on status of chapter PayPal account?</p> <p><i>1/15 - MK working with Renee to update account information. Meanwhile, workaround exists for registration for paid events.</i></p> <p>3. [PW] Discuss potential dates and locations for AC thank-you lunch.</p> <p><i>1/15 - AC to discuss in February.</i></p> <p>4. [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>12/20/2021 - Purchase of two registrations for 2022 STC Summit by chapter at Early Bird rate expiring 12/30/2021 (to be used by current or future officers to be designated later) approved by email vote.</p>

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		01/12/2022 - Presidential appointment of Philip Hayek as vice president to complete current VP term confirmed by AC by email vote.
10.	Next Meeting	Date: Saturday, February 12 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	10:33 a.m.

Officer Reports	
President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Found volunteer to nominate for AC approval as vice president through June 2022. Sent final decisions for chapter awards to MK and the citation text. Purchased one early bird registration for the 2022 Chicago Summit. <p>To Do:</p> <ul style="list-style-type: none"> Finish President's Message for February <i>Byline</i>. With new VP, reach out to STC Chicago membership looking for volunteers for committees and in general. Look into potential dates and venues for Thank You Lunch in early 2022.
Vice President's Report <i>Philip Hayek</i>	<p>Completed:</p> <ul style="list-style-type: none"> New VP appointed, has links for this month's AC meeting and agenda. <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.
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: "38", up from "33" a year ago (or was it 76?) and 78 a month ago Student Members: "5", down from either 2 or 9 or 14 a year ago and 11 a month ago Retired Members: 2, down from 3 a year ago and a month ago New TC Professional Members: 3, up from 2 a year ago but down from 6 a month ago Corp. Value Program members: none, down from 2 a year ago and 1 as a month ago New STC members since previous AC update: 1</p>

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Treasurer's Report <i>Francis Bao</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"> • Continue to watch for any transactions made from chapter activities.
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Committee Reports

2022 STC Chicago Summit Hosting <i>Linda Jansak</i> <i>Adam Evans</i> <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Identified volunteer opportunities for summit committee members (Access to the sign-up form is available here: https://forms.gle/fwqi7LtwTzFRMbpb9) • Distributed volunteer sign-up form via At-a-Glance • Identified video created by AIC of Chicago • Held status call with STC on January 10 • Solicited volunteer to prepare Intercom article • Submitted Intercom article for publication in March/April edition of Intercom <p>To Do:</p> <ul style="list-style-type: none"> • Distribute volunteer sign-up form via <i>Byline</i> and (possibly) dedicated email to members • Promote Summit registration via <i>Byline</i> and on website • Contact those who have volunteered with more information and next steps • Contact the American Indian Center of Chicago for permission to use video • Explore ideas for tours • Create list of potential sponsors • Meet with STC staff on a monthly basis to provide updates and request support as needed.
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.
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"> • Requested content for February edition. <p>To Do:</p> <ul style="list-style-type: none"> • Work on February edition, to be released February 1.

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Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> • All judging evaluations forms were reviewed and forwarded to the submitters. • Award verifications and additional award information to submitters. <p>To Do:</p> <ul style="list-style-type: none"> • Select Best of Show and send notification. • Select award types and pricing with Finer Line. • Order awards. • Pack and ship awards.
eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Attended core team meeting on January 6. <p>To Do:</p> <ul style="list-style-type: none"> • Participate in the next step of volunteer orientation on Zoom in February, which includes meeting in smaller groups based on teams (marketing, venue, sponsorships, community management, etc.) • Contact academic advisors at Northern Illinois University (NIU) with Call for Student Volunteers • Consider creating a volunteer orientation session for students • Attend planning meeting every other Thursday at 4 p.m.
Get Real Interview Committee <i>MANAGER</i> <i>NEEDED</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Interview arranged in November with most recent requester held on 11/16. • Names of interviewer and interviewee provided to MK for CAA purposes. <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"> • As assigned or requested.
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). • 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.
Nominating <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Committee back to full staffing with appointment of new chapter VP. Committee now consists of VP (Phil), IPP (Rita), and manager named by president (Dan). <p>To Do:</p> <ul style="list-style-type: none"> • Identify potential candidates for chapter officer elections in April 2022.

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Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> Held New Year Celebration with Lightning Talks. Of 31 registrants, 10 attended. <p>To Do:</p> <ul style="list-style-type: none"> Submit recap of New Year Celebration for February <i>Byline</i>. Confirm details of presentation for February virtual meeting with speaker recommended by chapter president. Confirm details plans for combined virtual meeting with Michigan Great Lakes Chapter on March 8, with Matt Reiner speaking on “How to Create Explainer Videos Quickly” (meeting already planned by partner chapter). This event is definite because it was already on the Michigan calendar. Schedule Virtual Chapter Open House for April (to coincide with scheduled chapter elections) and line up presenters on volunteer opportunities in chapter. Possibly plan in-person event (trivia night?) in June, after STC Summit in May if latter proceeds as planned. Provide descriptions of upcoming events to webmaster as needed. Provide descriptions of upcoming events and summaries of past events to <i>Byline</i> editor and At-a-Glance editor as needed.
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 application info to College of DuPage (CoD), University of Illinois - Chicago (UIC), College of Lake County, Illinois Institute of Technology (IIT).
Social Media <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> Posting announcements, as necessary, related to chapter activities, society activities, and activities of chapters with which we have agreed 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"> Jack Molisani will pay for another full Friends of STC Chicago Sponsorship by the end of January. <p>To Do:</p> <ul style="list-style-type: none"> Note: Additional sponsorship needs are minimal until in-person events resume.
Student Outreach <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> Attended the College of DuPage Advisory Board meeting. <p>To Do:</p> <ul style="list-style-type: none"> Create and mail the Student Writing Contest certificates for the three authors of the winning article Continue to work with UIC and CoD on any connection needs they have

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Webinars <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none">• Webinars scheduled and announced for January and February. To Do: <ul style="list-style-type: none">• Continue to plan webinars for March through June of 2022.• Look for a Webinars Manager for the 2022-23 Program Year.
Webmaster <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none">• Posted announcements for chapter events and updated site content.• Gave lightning talk at January meeting. To Do: <ul style="list-style-type: none">• Continue to post announcements for chapter events and update site content.