

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/171074181>)

Saturday, February 12, 2022, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:35 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, Phil Hayek, Rita Hovorka, Linda Jansak
3.	Minutes from Previous Meeting	Minutes sent to AC email list on January 15. No changes requested. <i>2/12 - Approved.</i>
4.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2022 Budget Materials folder for details. Reimburse MK \$31.45 for 2020 award re-shipping charge.
5.	Announcements	<p>1. Thursday Meetups - Virtual Meetup held 2/10. 7 registered, 4 attended, including 2 new STC Chicago members. Virtual Meetups currently scheduled for 3/10, 4/14, 5/12, 6/9. (Officers: <i>please sign up to host at least one each</i>). Link: 📅 Virtual Thursdays Hosting</p> <p>2. Community Achievement Award application and Pacesetter application - both have been submitted and receipt was acknowledged.</p>
6.	New Business	<p>1. [PW] Meetups - Please check your calendar and sign up if you can for hosting a Virtual Thursday lunchtime meetup (Pete has signed up for the February lunch).</p> <p>2. [PW] IJAS Non-Public School Science Fair - Let's use the email response I forwarded to the officers on 2/8 as the basis for this discussion. It has been confirmed that onsite judges are needed again this year; else we can ask IJAS to pick two winners. <i>2/12 - Phil to seek volunteers for onsite judging among UIC students. Pete to send Phil examples from judging of exhibit poster boards in past years.</i></p> <p>3. [PW] 2022 Summit - Feedback regarding the email Adam sent for us to review, plus update on progress of plans. <i>2/12 - Email to be sent 2/15. Hosting Committee to investigate options for potential volunteers who are not Summit registrants. Also, Rita to transfer her chapter-funded registration to Phil as new VP.</i></p> <p>4. [DD] Summit Preview - Revised idea for virtual chapter meeting in April: Have volunteers from Summit Committee talk about chapter plans for Summit in May and have volunteer speakers from our chapter talk about their planned presentations. (Slides optional for both). Will need to schedule around mid-April holidays. [PW] I like it. <i>2/12 - Hosting Committee to discuss ideas. Program Committee to reach out to scheduled speakers.</i></p> <p>5. [PW] Chapter Elections - Candidates for VP for 2022-23? Confirm plans for Treasurer and Secretary positions? Let's discuss if we can. <i>2/12 - Rita to run for treasurer, Dan to run for secretary.</i></p>

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		<i>Nominating Committee to seek potential candidates for VP, preferably currently active volunteers who are current chapter members.</i>
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	<ol style="list-style-type: none"> 1. [PW] Discuss potential dates and locations for AC thank-you lunch. <i>2/12 - Pete to investigate dates in early June.</i> 2. [DD] PayPal - Update on status of chapter PayPal account? 3. [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, March 5 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	10:35 a.m.

Officer Reports

President's Report

Pete Wagner

Completed:

- Finished President's Message for February *Byline*.
- Wrote short article for web site and February *Byline* regarding Summit call for volunteers and volunteer form.
- Forwarded most required information for the IJAS Non-Public School Science Fair to the organizer.
- Replied to Chicago HR Leaders letting them know we are not interested in their yearly expo.

To Do:

- With Phil, 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

Phil Hayek

Completed:

- Joined AC.

To Do:

- With Pete, reach out to STC Chicago membership looking for volunteers for committees and for spring officer elections (mainly next VP). See committee reports for details on committee needs.

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Immediate Past President's Report <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> See Scholarship/Grant Committee report for updates. To Do: <ul style="list-style-type: none"> Participate in Nominating Committee discussions (see committee report). Transfer Summit registration to Phil (see discussion item in New Business.)
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 49, up from 47 a year ago and 38 (?) a month ago Student Members: 5, up from 2 a year ago and same as a month ago Retired Members: 2, down from 3 a year ago and same as a month ago New TC Professional Members: 4, up from 2 a year ago and 3 a month ago Corp. Value Program members: 0, down from 1 a year ago and same as a month ago New STC members since previous AC update: 3
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> Transferred \$4756 to our bank account from PayPal. To Do: <ul style="list-style-type: none"> Send check for science fair awards (see January AC minutes) by February 26. Continue to watch for any transactions made from chapter activities.

Committee Reports	
2022 STC Chicago Summit Hosting <i>Linda Jansak</i> <i>Adam Evans</i> <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> Distributed volunteer sign-up form via <i>Byline</i> and website. Promoted Summit registration via <i>Byline</i> and on website. Received permission from American Indian Center of Chicago to use video. Requested promotional materials from Choose Chicago and Rosemont Tourism. Contacted volunteers who have signed up to date. Held team status meeting on 2/8. To Do: <ul style="list-style-type: none"> Distribute dedicated Call for Volunteers via email list. Explore ideas for tours. Create list of potential sponsors. Meet with STC staff on 2/14 to provide updates and request support as needed. Create copy for March <i>At-a-Glance</i>.
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.
Bylaws Review <i>Becky Hall</i>	Bylaws review done. Nothing left to do until next scheduled review in 2022.

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Byline <i>Sian Mehl</i>	<p>Completed:</p> <ul style="list-style-type: none"> Released February edition. <p>To Do:</p> <ul style="list-style-type: none"> Work on April edition, new volunteer Mauricio will help and work with MK.
Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> Sent Best of Show notification to winner. Created winners' list for Feb <i>Byline</i>. Finalized award confirmations with winners. <p>To Do:</p> <ul style="list-style-type: none"> 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"> Held meeting with the core team on 1/20 to discuss status. Prepared volunteer orientation information for Marketing & Communication Volunteers and Sponsorship volunteers Created folder on CETS Google Drive to house volunteer orientation materials (PPT slides and Video Recording) Updated CETS website to reflect current status. <p>To Do:</p> <ul style="list-style-type: none"> Meet with Marketing & Communication volunteers on 2/15. Meet with Sponsorship volunteers on 2/22. Distribute Call for Speakers when it becomes available. Participate in discussions about future events.
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"> Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> As assigned or requested.
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). 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.

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Nominating <i>Dan Dornbrook</i> <i>(with Phil Hayek and Rita Hovorka)</i>	<p>Completed:</p> <ul style="list-style-type: none"> Confirmed plans for Rita to run for treasurer and Dan for secretary for 2022-23. <p>To Do:</p> <ul style="list-style-type: none"> Identify and reach out to potential candidates for VP for 2022-23.
Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> Confirmed details of presentation for February 22 virtual meeting: "Information Flow -- a Game Changer in Selling Structured Content to the C-Suite", to be presented by Nenad Furtula of Bluestream Database Software (component management system vendor). Provided details for website announcement and article in February issue of <i>Byline</i>. Confirmed detailed 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. Provided announcements of February and March events to <i>Byline</i> and website. Set up mailings for February and March events. <p>To Do:</p> <ul style="list-style-type: none"> Plan annual trivia night (presumably virtual) combined with annual business meeting in June. Plan Virtual Summit Preview for April? (See discussion item in New Business.) Schedule Chapter Open House for September (possibly hybrid of virtual and live?) and line up presenters on volunteer opportunities in chapter. Provide descriptions of upcoming events and summaries of past events to webmaster, <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"> Wrote <i>Byline</i> article about application due date. <p>To Do:</p> <ul style="list-style-type: none"> 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 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"> Note: Sponsorship needs are minimal until in-person events resume.
Student Outreach <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> Continued working with College of DuPage; in planning stage for the Spring Writing Contest.

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	<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.
Webinars <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none">• February webinar complete; 79 registered, 46 attended. <p>To Do:</p> <ul style="list-style-type: none">• Continue to plan webinars for March through June of 2022.• Look for a new Webinars Manager for the 2022-23 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.• Backed up site and installed WordPress update.• Resolved phantom issue with DreamHost. <p>To Do:</p> <ul style="list-style-type: none">• Continue to post announcements for chapter events and update site content.