

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/288727669>)

Saturday, March 5, 2022, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:36 a.m.
2.	Attendees	Dan, Phil, Linda J, Rita, Francis, Pete
3.	Minutes from Previous Meeting	Minutes sent to AC email list on 2/12. Small changes received 2/13. <i>3/5 - 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. PayPal received \$60 for competition, Reimbursed MK \$179 for APEX contest. Sent \$20 Amazon gift card for AAG photo contest winner. Order check book with shipping and service charge \$48. Reimburse MK \$31.45 for shipping award overseas.
5.	Announcements	<p>1. Thursday Meetups - virtual until in-person events resume. Virtual Meetups currently scheduled for 3/10, 4/14, 5/12, 6/9. (<i>Officers: please sign up to host at least one each</i>). [PW] Need hosts for April, May and June. Link: Virtual Thursdays Hosting</p> <p>2. [MK] Apex Awards - submission for 2022 Apex Award complete (submitted <i>Byline</i> in "1-2 person produced" newsletter category).</p>
6.	New Business	<p>1. [PW] Bylaws Review 2022 - Last published October 2020, and per the bylaws they "should be reviewed by the bylaws committee at least once every two years." I think the new AC should kick this process off late summer so we can get it to a membership vote by September/October. We should reach out to Becky to see if she is willing to continue to chair the committee and prepare the review. <i>3/5 - Pete to reach out to Becky about managing next review.</i></p> <p>2. [MK] 2022-24 Two Year Strategy Plan - just a reminder to the president and officers that a strategy planning session should be held this summer, after the transition to new officers. [DD] Agreed. <i>3/5 - Dan to set up July meeting after spring elections.</i></p> <p>3. [PW] Chapter Elections - The candidate that Pete was hoping would run for VP decided not to. These next weeks he will reach out to other potential candidates. If ANYONE knows of a potential candidate, please reach out or ask Pete to do so. Nom Committee, I assume you will start planning the mechanics of holding the election. When do we want to send ballots out and open the election? <i>3/5 - Dan to review records from previous years and initiate process.</i></p> <p>4. [LJ] Summit Host Committee - Thanks to all who have volunteered to be on the committee! Many roles are still open. Please remember to fill out the volunteer form if you would like to be involved. Link: https://forms.gle/VHp5JqjuUNQwpgqX9</p>

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		<p>3/5 - Based on suggestion from STC staff, committee to look into setting up outing to Chicago Dogs minor-league baseball game in Rosemont on Tuesday evening, after casual-style honors event planned by STC. Pete willing to host outing, will look into group discounts on tickets. Committee to look into riverboat tour for Wednesday afternoon.</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	<ol style="list-style-type: none"> 1. [PW] Discuss potential dates and locations for AC thank-you lunch. 3/5 - Pete to look into dates in June (see <i>President's Report</i>). 2. [DD] PayPal - Update on status of chapter PayPal account? [MK] Nothing new to report. I have reached out again to Renee (2/28/22) and am waiting for a response. 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	<p>Date: Saturday, April 16</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	10:43 a.m.

Officer Reports

President's Report

Pete Wagner

Completed:

- Sent Phil examples from judging of IJAS Non-Public School Science Fair exhibit poster boards in past years.
- Conducted Get Real Interview (see committee notes for details).
- Signed up to volunteer at the May Summit.

To Do:

- Contact Becky Hall about running next Bylaws review.
- Organize Chicago Dogs baseball outing for STC Summit.
- With other AC members, reach out to potential candidates for VP for 2022-23.
- With Phil, reach out to STC Chicago membership looking for volunteers for committees and in general.
- Write President's Message for April *Byline*.
- Look into potential dates and venues for Thank You Lunch in June, possibly at venue with outdoor seating.

Vice President's Report

Phil Hayek

Completed:

- Found two UIC student volunteers for science fair judging on March 12.

To Do:

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	<ul style="list-style-type: none"> 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.
Immediate Past President's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> See Scholarship/Grants Committee report. <p>To Do:</p> <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>	<p>Total Members: 55, up from 49 a year ago and a month ago</p> <p>Student Members: 6, up from 3 a year ago and 5 a month ago</p> <p>Retired Members: 2, down from 4 a year ago and same as a month ago</p> <p>New TC Professional Members: 6, up from 2 a year ago and 4 a month ago</p> <p>Corp. Value Program members: 2, up from 1 a year ago and none a month ago</p> <p>New STC members since previous AC update: 3</p>
Treasurer's Report <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> Sent \$20 Amazon gift card to Linda K for winning photo contest. <p>To Do:</p> <ul style="list-style-type: none"> Send check for science fair awards (see January AC minutes) by February 26. Send checks to Finer Line for competition and chapter awards. 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>	<p>Completed:</p> <ul style="list-style-type: none"> Distributed dedicated Call for Volunteers via email list. Explored ideas for tours. Created list of potential sponsors. Corresponded with STC staff to provide updates and request support as needed. Created copy for March At-a-Glance. Investigated options for volunteers who are not Summit registrants (see February AC minutes). Discussed ideas for Summit preview at April chapter meeting. <p>To Do:</p> <ul style="list-style-type: none"> Send email to all volunteers to provide status and next steps. Create content for April chapter meeting. Pick up PR materials from Rosemont Chamber of Commerce and Choose Chicago. Meet with STC staff on 3/7 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.

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	<p>To Do:</p> <ul style="list-style-type: none"> Respond to inquiries as they are received.
<p>Bylaws Review <i>Becky Hall</i></p>	<p>Bylaws review done. Nothing left to do until next scheduled review in 2022. NOTE: See discussion item in New Business.</p>
<p>Byline <i>Sian Mehl</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> February edition released. <p>To Do:</p> <ul style="list-style-type: none"> Work on April edition, new volunteer Mauricio will help and work with MK.
<p>Competition <i>MK Grueneberg, Nancy Shanahan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Final judging of one missed entry from Salesforce is complete (thanks to Phil and Pete). Prepared final award list for <i>Byline</i> and for Finer Line. Met with Finer Line to select and order awards. Proofs have been approved and are in production. When complete, I will forward the invoice to the Treasurer so they can be paid directly. <p>To Do:</p> <ul style="list-style-type: none"> Pack and ship awards.
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Met with Marketing & Communication volunteers on 2/15. Corresponded with Sponsorship volunteers. Emailed "Call for Speakers" to CETS mailing list. Provided copy for March AAG. Updated CETS website with Call for Speakers. Promoted "Call for Speakers" on social media. <p>To Do:</p> <ul style="list-style-type: none"> Request help with both Marcomm and Sponsorship as current volunteers are no longer available to help. Send reminder emails to CETS mailing list with "Call for Speakers" deadline of March 18.
<p>Get Real Interview Committee <i>MANAGER NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Interview with Elizabeth Muir (tech support rep looking to get into tech writing) conducted by Pete Wagner 2/19/22. <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.
<p>Historian <i>Bill Leavitt</i></p>	<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.

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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). • Update list of pre-written tweets for use in fall 2021 membership drive.
Nominating <i>Dan Dornbrook</i> <i>(with Phil Hayek and 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"> • Identify and reach out to potential candidates for VP for 2022-23 (see February AC minutes).
Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Held virtual chapter meeting on February 22 with presentation about information flow and structured content by Nenad Furtula of Bluestream Software. • Sent meeting slides to all 27 registrants. <p>To Do:</p> <ul style="list-style-type: none"> • Plan Virtual Summit Preview for mid- to late April, with representatives of Summit Hosting Committee talking about planned activities and session presenters from chapter talking about their planned presentations. • Plan annual trivia night (presumably virtual) combined with annual business meeting in June. • Schedule Chapter Open House for September (possibly hybrid of virtual and in-person meeting?) 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 article about scholarships and grants for March issue of At-a-Glance. <p>To Do:</p> <ul style="list-style-type: none"> • Send information about application process to College of DuPage (CoD), University of Illinois - Chicago (UIC), College of Lake County (CLC), 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. • Look for a new Sponsorship Manager for 2022-23.

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Student Outreach <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none">• Working with Steven from College of DuPage on their spring writing contest. To Do: <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>	Completed: <ul style="list-style-type: none">• February webinar complete.• No March webinar planned. To Do: <ul style="list-style-type: none">• Continue to plan webinars for April through June of 2022.• Look for a new Webinars Manager for the 2022-23 program year.
Webmaster <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none">• Posted announcements and updated site content.• Updated plug-in files and WordPress theme. To Do: <ul style="list-style-type: none">• Continue to post announcements for chapter events and update site content.