

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/149462701>)

Saturday, April 16, 2022, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:35 a.m.
2.	Attendees	Dan, MK, Linda J, Pete, Phil, Rita
3.	Minutes from Previous Meeting	Minutes sent to AC email list on March 5. Minor changes received March 10. <i>4/16 - 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. Paid Finerline \$1626.62 for competition and chapter awards. Paid IJAS student science fair contest \$225. Reimbursed MK \$264.13 for chapter awards. Received \$650 from LavaCon for sponsorship fee. Received \$650 from Gainsberg Law for sponsorship fee. Received \$784 for boat tour and Dogs game registration.
5.	Announcements	<p>1. Thursday Meetups - virtual until in-person events resume. Virtual Meetups currently scheduled for 4/14, 5/12, 6/9. (Officers: <i>please sign up to host at least one each.</i>) [PW] Need host for June. [RH] I won't know my availability until closer to the date. I usually have meetings that conflict with this. Link: Virtual Thursdays Hosting</p> <p>2. Chapter elections are open and will run April 11-23, with an open position for VP.</p> <p>3. STC Annual Business Meeting is online this year, scheduled for 4-6 p.m Chicago time Tuesday, April 26. Register online.</p> <p>4. STC Summit includes events of particular interest to chapter leaders:</p> <ul style="list-style-type: none"> • 5 p.m. Sunday, May 15: Welcome Reception, including table for STC Community Affairs Committee (CAC) • 4:30 p.m. Monday, May 16: Community Leadership Information Exchange (includes chapters and Special Interest Groups) • 4:30 p.m. Tuesday, May 17: Communities Social and Networking Event (includes chapters and SIGs) • 5:30 p.m. Tuesday, May 17: Honors Event (includes honors for communities, including our chapter) <p>5. NEW Friends of STC Chicago Sponsor - in addition to LavaCon's sponsorship, we have received sponsorship from a local law firm, Gainsberg Law, for the Friends of STC Chicago level. As soon as we receive their site link and logo, our Home page will be updated, and all event notifications going forward will contain both LavaCon and Gainsberg logos/links.</p>

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6.	New Business	<ol style="list-style-type: none"> 1. [MK] SurveyMonkey - In order to set up the election, I had to update the payment information in the account. It has been updated to Francis' chapter debit card. 2. [MK] Updated Security Document - I have updated our Security and Access document and will send the encrypted file to all officers before the April AC call. I will verbally provide the new access code for the file during the call, for security reasons. Note: all 4 accounts with automatic billing plus the Amazon with a card on file have been updated to have the current Treasurer's info and chapter card. In July, or whenever the next Treasurer gets a card, we will update the accounts accordingly. There are 5 accounts using our chapter credit card: <ul style="list-style-type: none"> • Constant Contact, Survey Monkey, GoToMeeting all are on subscription plans with auto renewal. • Dreamhost is a subscription with manual renewal by Treasurer. • Amazon has no subscription cost; uses card on file for gift card purchases. 3. [MK] STC Summit Volunteers - Are all spots filled? I completed the volunteer form and never heard anything from the committee. [PW] Did recruit Nancy Shanahan to volunteer for Summit in exchange for Francis Summit registration. [LJ] The committee continues to welcome new volunteers, and will accept new helpers through the start of the Summit. MK - Your name was added in April, and we have emails going to the groups you volunteered to join soon! TY for volunteering! 4. [RH] Scholarships - There's a problem with the scholarship committee alias email. Pete noted that an application was submitted, but I didn't receive anything. MK said she will try to investigate before our meeting. [MK] we will discuss at meeting. Scholarship has been updated. <i>4/16 - Pete and Rita to review application.</i> 5. [RH] STC Summit Souvenirs - I'm working with the Summit souvenir committee. Would appreciate AC input on how much to order (both variety of items and quantity of each) and a general budget. Any ideas on how much people are likely to spend on souvenirs? Are there certain items that people collect or tend to look for? <i>4/16 - Rita to follow up with Linda J. and committee offline.</i> 6. [PW] Bylaws Review - Becky Hall agreed to chair this committee again. Pete suggests once we have the new AC in place after the April elections, we can set a target date to schedule the meeting, probably late July or August.
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.

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8.	Unfinished Business	<ol style="list-style-type: none"> [PW] Discuss potential dates and locations for AC thank-you lunch. [DD] PayPal - Update on status of chapter PayPal account? [MK] Spoke to Renee April 4, and she will need Pete to do a 3-way call with PayPal to provide financial information. This hopefully will happen week of April 11. <i>4/16 - Pete to follow up with Renee.</i> [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	<ol style="list-style-type: none"> In an email vote March 19-20, the AC approved purchasing the Summit registration from an officer who will be unable to attend the Summit for family medical reasons and transferring the registration to a current chapter volunteer to be designated by the chapter president. In an email vote April 7-8, the AC approved conducting the annual chapter officer election without a candidate for vice president on the ballot in order to finish the election before the STC Annual Business Meeting, a virtual event scheduled for April 26. [DD] MaryKay Grueneberg and Linda Kelley have agreed to serve as tellers for the aforementioned election, and both meet the qualifications of being chapter members in good standing and not being on the ballot.
10.	Next Meeting	<p>Date: Saturday, May 14</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	11:14 a.m.

Officer Reports

President's Report

Pete Wagner

Completed:

- Set up outing to Chicago Dogs minor-league baseball game in Rosemont on Tuesday evening, after casual-style honors event planned by STC.
- Wrote President's Message for April *Byline*.
- Contacted Becky Hall about managing the next Bylaws Review (and she agreed to do it).
- Reached out to multiple candidates to run for VP, with no luck.

To Do:

- Continue to 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.
- Look into potential dates and venues for Thank You Lunch in June, possibly at venue with outdoor seating.

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Vice President's Report <i>Phil Hayek</i>	<p>Completed:</p> <ul style="list-style-type: none"> With volunteers from UIC, led judging of communications portion of exhibits at Science Fair on March 12. <p>To Do:</p> <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"> Transferred Summit registration (bought early for discount) to Phil. Participated in Nominating Committee discussions (see committee report). <p>To Do:</p> <ul style="list-style-type: none"> Also see Scholarship/Grants Committee report.
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 62, up from 56 a year ago and 55 a month ago Student Members: 7, up from 5 a year ago and 6 a month ago Retired Members: 2, down from 5 a year ago and same as a month ago New TC Professional Members: 7, up from 3 a year ago and 6 a month ago Corp. Value Program members: 2, up from 1 a year ago and same as a month ago 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"> Deposited \$1005 for STC community funding. <p>To Do:</p> <ul style="list-style-type: none"> Will finish chapter financial report and IRS 990N by May 15. 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"> Finalized outing to Chicago Dogs with Pete, who set up minor-league baseball game in Rosemont on Tuesday evening, after casual-style honors event planned by STC. Block of 20 tickets purchased, 8 sold as of 4/16. Finalized boat tour details and transportation with John Hartigan, who has offered to be a guide for this tour along with two others (confirming now). If 20 tickets are sold by May 4, a group rate will apply. As of 4/16, 13 tickets have been sold.

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	<ul style="list-style-type: none"> Finalized details about local restaurants. Individual checks will be provided to participants. Updated RSVP list for local dinners. Inquired about potential sponsorship from a local company. Corresponded with STC staff to provide updates and request support as needed. Requested "Welcome" sign for Hospitality Desk (to be printed by STC). Created spreadsheet for Hospitality Desk volunteer schedule. Supplied content for April <i>Byline</i>. Discussed ideas for Summit preview at April chapter meeting. Provided info/context about souvenirs from previous Summit. Distributed dedicated email promoting local events and tours. <p>To Do:</p> <ul style="list-style-type: none"> Finalize and submit content for the April chapter meeting. Send email to volunteers for Hospitality Desk, Chapter Representatives, and STC Buddies to explain next steps. Pick up PR materials from Rosemont Chamber of Commerce and Choose Chicago. Meet with STC staff on 4/29 to provide updates and request support as needed. Will receive a list of first-time attendees on the 29th. Send a members-only email to local chapter members to promote local excursions and share the opportunity for local members to help at the Hospitality Desk even if they are not registered for the Summit. Ensure we have a total of five restaurant guides. Two more are 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> <p>[Note item in New Business: Manager to continue.]</p>
Byline <i>Sian Mehl</i>	<p>Completed:</p> <ul style="list-style-type: none"> April issue of <i>Byline</i> released; Mauricio was editor of this edition. <p>To Do:</p> <ul style="list-style-type: none"> Work on June edition.
Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> All awards (competition and Chapter awards) picked up from Finer Line, confirmed, packed, and shipped to recipients. Full 2021 Winner's list has been published on our website (thank you, Linda K.). Updated the Call for Entries and Call for Judges pages for 2022. <p>To Do:</p> <ul style="list-style-type: none"> Nothing until May/June when we do final setup the 2022 competition.

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eLearning Showcase <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Sent final “Call for Speakers” email with deadline of 3/18. • Welcomed new volunteer to help with Marketing & Communication. Held call to discuss potential tasks. • Met with the core team to provide status. • Requested information from the registration team about changes to 2022 setup. <p>To Do:</p> <ul style="list-style-type: none"> • Meet with the core team on 4/28 to discuss next steps. • Note that the speaker team sends acceptance emails on 4/18.
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). • Respond to interview requests as they are received.
Nominating <i>Dan Dornbrook</i> <i>(with Phil Hayek and Rita Hovorka)</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Chapter election without vice presidential candidate on ballot approved by AC in email vote (see “Other” section of this agenda). • Online voting started April 11 and scheduled to end April 23. • Volunteers identified to serve as tellers (Linda K and MK Grueneberg) to validate votes cast (using membership numbers entered on voting form and anonymized list of current chapter members) and verify numbers of valid votes cast. <p>To Do:</p> <ul style="list-style-type: none"> • Continue search for volunteer to serve as vice president for 2022-23. • Report election results to STC headquarters for society records. • Report election results to chapter historian for posterity.
Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Held joint meeting in March with Michigan Great Lakes Chapter, which uses Eventbrite for registration (including payment) and Zoom for virtual events, as many other STC chapters do, according to results of recent survey by STC Community Affairs Committee (CAC). • Identified speakers for Virtual Summit Preview on April 21. <p>To Do:</p>

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	<ul style="list-style-type: none"> • Hold 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. • No May program meeting planned because of STC Summit in Rosemont. • Plan annual trivia night (presumably virtual) combined with annual chapter business meeting (officer handoff) in June. • Investigate use of Eventbrite and Zoom for chapter events in 2022-23. • 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"> • See item in New Business. <p>To Do:</p> <ul style="list-style-type: none"> • Review scholarship application (one received from CoD student) • Review continuing education grant application [? - I thought Pete said an application was submitted, but I haven't seen anything.]
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"> • Received Jack Molisani's payment for 1-yr continuation of LavaCon's sponsorship at the Friends of STC Chicago level. • Received an unsolicited sponsorship from a local law firm (Gainsberg Law) at the Friends of STC Chicago level. Have reached out to get their logo and website link for our Home page. <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.
Student Outreach <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Received the two summary articles for the Science Fair judging from Phil Hayak, written by the student judges that attended. The two articles will be published in the June <i>Byline</i>. • Attended the quarterly Advisory Board meeting at College of DuPage. • Continuing plans for the Spring writing contest. <p>To Do:</p> <ul style="list-style-type: none"> • Find 1-2 additional judges for the CoD student writing contest. • Judge and announce winners of the CoD student writing contest. • Create and mail the Student Writing Contest certificates for the three authors of

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	<p>the winning article.</p> <ul style="list-style-type: none">• 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">• There was no March webinar.• April webinar is scheduled for April 20: speaker is Letticia Barroso from Interpro Translation Solutions.• There will be no May webinar due to the Summit. <p>To Do:</p> <ul style="list-style-type: none">• Plan June webinar.• 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 and updated site content. <p>To Do:</p> <ul style="list-style-type: none">• Continue to post announcements for chapter events and update site content.