

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/605280821>)

Saturday, June 18, 2022, 9:00 a.m.

| Meeting Business |                                      |   |
|------------------|--------------------------------------|---|
| 1.               | <b>Call to Order</b>                 | 9:03 a.m.   |
| 2.               | <b>Attendees</b>                     | Francis Bao, Dan Dornbrook, Phil Hayek, Rita Hovorka, Linda Jansak, Pete Wagner   |
| 3.               | <b>Minutes from Previous Meeting</b> | Minutes sent to AC email list on May 14. No changes requested.<br><i>6/18 - Approved.</i>   |
| 4.               | <b>Consent Agenda and Financials</b> | See the latest treasurer's report on Google Drive in the <b>Treasurer Documents / 2022 Budget Materials</b> folder for details.<br>Summit reimbursement total \$3743.09. CETS seed money \$1500, Education grant \$500 for MaryKay, Student writing contest winner \$600, Total income from Summit \$3037, Thank you lunch cost \$271.<br><i>6/18 - Summit Host Committee working on final accounting of Summit.</i>  |
| 5.               | <b>Announcements</b>                 | <ol style="list-style-type: none"> <li><b>Thursday Meetups</b> - Thursday Virtual Meetup held June 9. Four people registered.</li> <li>Elaine Gilliam, one of our main contacts at big STC, will retire June 30. See <a href="https://www.stc.org/notebook/2022/06/01/fond-farewell-to-elaine-gilliam">https://www.stc.org/notebook/2022/06/01/fond-farewell-to-elaine-gilliam</a>.</li> <li>Registration is open for the Chicago eLearning &amp; Technology Showcase. Early Bird rates are available through July 25. Access to registration is available here: <a href="https://bit.ly/3tl2oA4">bit.ly/3tl2oA4</a>.</li> </ol>  |
| 6.               | <b>New Business</b>                  | <ol style="list-style-type: none"> <li>[DD] <b>Souvenirs</b> - Our next opportunity to sell some of the remaining Summit swag in person is the eLearning Showcase on August 23. Can we update the website to offer advanced sales of souvenirs for pickup at the Showcase?<br/><i>6/18 - Dan to contact webmaster.</i></li> <li>[LJ] <b>Summit Host Committee</b> - We will work with the committees to ensure that all receipts for expenses have been submitted. If you have not yet submitted your receipts to the treasurer, please do so.</li> <li>[LJ] <b>Summit Host Committee</b> - Souvenir inventory from the Summit will be counted and a final accounting provided for the next AC meeting. We will use some of the remaining inventory for sale at the eLearning Showcase on August 23.<br/><i>6/18 - Rita to take inventory and contact Linda J.</i></li> <li>[DD] <b>Officer Transitions</b> - We need to schedule handoff conversations (probably virtual except for any transfers of physical objects) soon between the outgoing and incoming presidents and between the outgoing and incoming treasurers.<br/><i>6/18 - Pete to schedule meeting with Phil for president transition, reach out to Francis and Rita to schedule treasurer transition.</i></li> <li>[DD] <b>Bank Account</b> - We need to contact Huntington Bank about updating the names with signature authority (and debit cards) on the</li> </ol> |

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|     |                            | <p>chapter checking account, as we did in 2020 with its predecessor, TCF Bank. If any paperwork must be signed in person, as it did then, we will need to arrange a meeting of the necessary people at a bank branch.</p> <p><i>6/18 - Francis to ask Huntington Bank about process necessary to remove Francis (and possibly Pete?) and add Phil to account.</i></p> <p>6. [PW] <b>Bylaws Review</b> - We need to contact Becky Hall to kick this off. Suggest that once Becky gets the review document in place, that we review online (independently) and then either finalize at August AC meeting, or else schedule another meeting in July/August time frame if the feedback warrants it.</p> <p><i>6/18 - Pete to ask Becky to initiate process.</i></p>  |
| 7.  | <b>Committee Reports</b>   | <p>Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>   |
| 8.  | <b>Unfinished Business</b> | <p>1. [PW] <b>2020-22 Two Year Strategy Plan</b> - Review <a href="#">action items</a>, discuss as necessary. Propose we keep this listed here for every AC meeting, so we track progress on a regular basis.</p> <p>[DD] As we discussed at the May AC meeting, let's schedule a meeting in July (online or in person) to develop a new two-year plan for 2022-24 (and decide in June whom to invite).</p> <p><i>6/18 - Tentative plan is to meet online on July 16 and to include MK and Linda K. Dan to set up draft document on Google Drive and enable comments by officers and committee managers.</i></p> <p>2. [DD] <b>PayPal Account</b> - Based on our discussion at the May AC meeting (and MK's research at the Summit on the practices of other chapters), let's discuss how to resolve the ongoing issues with the chapter's PayPal account.</p> <p><i>6/18 - Dan to follow up with MK. Francis to move funds to bank account.</i></p> |
| 9.  | <b>Other</b>               | Rita to follow up with scholarship recipient.  |
| 10. | <b>Next Meeting</b>        | <p>Date: Saturday, August 13</p> <p>Location: online (link to be sent to AC email list in advance)</p>   |
| 11. | <b>Adjourned</b>           | 10:02 a.m.   |

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| Officer Reports   |   |
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| <b>President's Report</b><br><i>Pete Wagner</i>                 | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Hosted baseball outing at Summit.</li> <li>• Polled potential attendees (including key volunteers) and scheduled a Thank You Lunch on June 11 at Moretti's in Rosemont. [DD] Lunch held successfully.</li> <li>• Wrote President's Message for June <i>Byline</i>.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• [See "Officer Transitions" item in New Business.]</li> <li>• Continue to reach out to potential candidates for VP for 2022-23.</li> <li>• With Phil, reach out to STC Chicago membership looking for volunteers for committees and in general.</li> </ul> |
| <b>Vice President's Report</b><br><i>Phil Hayek</i>             | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Attended Thank You Lunch for chapter volunteers.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• [See "Officer Transitions" item in New Business.]</li> <li>• [Also see "Bank Account" item in New Business.]</li> <li>• 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.</li> </ul>   |
| <b>Immediate Past President's Report</b><br><i>Rita Hovorka</i> | <p>Completed</p> <ul style="list-style-type: none"> <li>• Received unsold souvenirs after STC Summit.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Follow up after the Summit as needed.</li> <li>• [See "Officer Transitions" item in New Business.]</li> <li>• [Also see "Bank Account" item in New Business.]</li> </ul>  |
| <b>Secretary's Report</b><br><i>Dan Dornbrook</i>               | <p>Total Members: 70, up from 58 a year ago and 65 a month ago<br/> Student Members: 8, up from 5 a year ago and 7 a month ago<br/> Retired Members: 2, down from 5 a year ago and same as a month ago<br/> New TC Professional Members: 7, up from 3 a year ago and same as a month ago<br/> Corp. Value Program members: 2, up from 1 a year ago and same as a month ago<br/> New STC members since previous AC update: 1</p>   |
| <b>Treasurer's Report</b><br><i>Francis Bao</i>                 | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Sent Summit reimbursement to volunteers</li> <li>• Send student writing contest winners award checks</li> <li>• Sent CETS seed Money</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Will make treasurer transition by the end of the month or in July.</li> </ul>   |

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| <b>Committee Reports</b>   |  |
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| <b>2022 STC Chicago Summit Hosting</b><br><i>Linda Jansak</i><br><i>Adam Evans</i><br><i>Francis Bao</i> | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Met with STC staff to review plans and finalize details about our events.</li> <li>• Worked with STC Chicago webmaster to promote social events and souvenirs at STC Chicago website.</li> <li>• Finalized information for social events with event hosts.</li> <li>• Printed signs for use when meeting attendees of social events.</li> <li>• Emailed attendees of our events with helpful information, where to meet, etc.</li> <li>• Worked with the souvenir committee to finalize details about buying and selling swag at the hospitality desk, including the use of spreadsheets to track sales and quantities available.</li> <li>• Worked with the hospitality desk manager to distribute information and monitor receipts and sale of souvenirs throughout the Summit.</li> <li>• Received gift basket for use during raffle on Tuesday of Summit.</li> <li>• Purchased extra tickets for events as needed.</li> <li>• Boxed souvenirs and hospitality desk materials.</li> <li>• Delivered proceeds from souvenirs and ticket sales to the treasurer on Wednesday afternoon of Summit for deposit that day.</li> <li>• Attended Summit debrief meeting with STC staff.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Count remaining souvenirs. Include quantities in final accounting.</li> <li>• Ensure all committees have submitted their receipts for reimbursement.</li> <li>• Provide final accounting by the next AC meeting in July.</li> <li>• Meet with the 2023 Summit committee to share best practices for hosting Summit attendees.</li> </ul> |
| <b>Alliance</b><br><i>Linda Jansak</i>   | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Asked Alliance organizations about interest in a table at 2022 CETS.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Follow up with the board of OD/C as they discuss potential participation in CETS.</li> <li>• Respond to inquiries as they are received.</li> </ul>   |
| <b>Bylaws Review</b><br><i>Becky Hall</i>  | <p>See "Bylaws Review" item in New Business.</p>   |
| <b>Byline</b><br><i>Sian Mehl</i>  | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Published June edition.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Work on August edition.</li> </ul>  |
| <b>Competition</b><br><i>MK Grueneberg,</i><br><i>Nancy Shanahan</i>                                     | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Finish plans for this year's competition.</li> </ul>  |

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| <b>eLearning Showcase</b><br><i>Linda Jansak</i>                                       | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted sponsorship benefits and rates online.</li> <li>• Emailed all previous sponsors with invitation to the 2022 Showcase.</li> <li>• Updated website with speaker bios and sessions.</li> <li>• Posted preliminary schedule online and shared with hosts.</li> <li>• Provided website copy for ATDChi and STC Chicago websites.</li> <li>• Updated registration details at website.</li> <li>• Met with the core committee and new volunteers.</li> <li>• Updated “Day-Of Volunteer” form at Google Drive.</li> <li>• Collected sponsor agreement forms and posted logos to website.</li> <li>• Emailed invitation with “Registration Is Open” message to all contacts.</li> <li>• Announced registration info on Twitter and Facebook.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Provide information as needed to event app volunteers.</li> <li>• Continue to add sponsors and exhibitors.</li> <li>• Post updates on CETS social media sites.</li> <li>• Attend core team meetings.</li> </ul> |
| <b>Get Real Interview Committee</b><br><i>MANAGER NEEDED</i>                           | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <b>Look for a new Interview Manager for 2022-23.</b></li> <li>• Respond to interview requests as they are received.</li> </ul>   |
| <b>Historian</b><br><i>Bill Leavitt</i>  | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• As assigned or requested.</li> </ul>   |
| <b>Membership</b><br><i>MANAGER NEEDED</i>   | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <b>Look for a new Membership Manager for 2022-23.</b></li> <li>• Update list of pre-written tweets for use in fall 2022 membership drive.</li> </ul>   |
| <b>Nominating</b><br><i>Dan Dornbrook</i><br><i>(with Phil Hayek and Rita Hovorka)</i> | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue search for volunteer to serve as vice president for 2022-23.</li> <li>• Report election results to chapter historian for posterity.</li> </ul>  |
| <b>Programs</b><br><i>Dan Dornbrook</i>  | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Held virtual trivia night on June 16 with 14 registrations and 9 attendees.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• With help from MK, continue to investigate use of Eventbrite and Zoom for</li> </ul>   |

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|   | <p>chapter events in 2022-23.</p> <ul style="list-style-type: none"> <li>• Schedule Chapter Open House for September (possibly hybrid of virtual and in-person meeting?) and line up presenters on volunteer opportunities in chapter.</li> <li>• Provide descriptions of upcoming events and summaries of past events to webmaster, <i>Byline</i> editor, and At-a-Glance editor as needed.</li> </ul>  |
| <b>Scholarship/Grant</b><br><i>Rita Hovorka</i> | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Follow up with recipient the week of May 22 regarding disbursement info.</li> <li>• Coordinate with Social Media Manager to announce the winners on social media</li> <li>• Close the scholarship page on the website and post the winners.</li> <li>• Create draft applications and supporting materials for next year.</li> </ul> |
| <b>Social Media</b><br><i>Dan Dornbrook</i>     | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Posting announcements, as necessary, related to chapter activities, society activities, and activities of chapters with which we collaborate on joint events.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to post announcements, as necessary, as indicated above.</li> </ul>  |
| <b>Sponsorships</b><br><i>MK Grueneberg</i>     | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <b>Look for a new Sponsorship Manager for 2022-23.</b></li> <li>• Note: Sponsorship needs are minimal until in-person events resume.</li> </ul>   |
| <b>Student Outreach</b><br><i>MK Grueneberg</i> | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Plan outreach activities for 2022-23.</li> </ul>  |
| <b>Webinars</b><br><i>MK Grueneberg</i>         | <p>Completed:</p> <ul style="list-style-type: none"> <li>• No June webinar held.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <b>Look for a new Webinars Manager for the 2022-23 program year.</b></li> </ul>   |
| <b>Webmaster</b><br><i>Linda Kelley</i>         | <p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted announcements for chapter activities and updated site content.</li> <li>• Transitioned to new shared STC Event Calendar (old one is being retired).</li> <li>• Hosted virtual trivia game for June meeting.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to post announcements for chapter events and update site content.</li> </ul>  |