

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/302454037>)

Saturday, August 13, 2022, 9:00 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:02 a.m.
2.	<b>Attendees</b>	Phil, Dan, Rita, Linda J
3.	<b>Minutes from Previous Meeting</b>	Minutes from June AC meeting sent to AC email list on June 18. Two changes to Webmaster section requested and approved June 20. <i>8/13 - 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.
5.	<b>Announcements</b>	1. <b>Thursday Meetups</b> - virtual until in-person events resume. <ul style="list-style-type: none"> <li>July Meetup held 7/14, and 4 people attended.</li> <li>August Meetup held 8/11, and 3 people attended (briefly).</li> <li>Meetups scheduled for 9/08, 10/13, 11/10, and 12/08.</li> </ul>
6.	<b>New Business</b>	<p>1. [LJ] <b>eLearning Showcase</b> - Five of each swag item sounds reasonable to have at the table in the exhibit area. In my possession I have hoodies and tumblers. Rita and/or Dan are holding the other items. Online sales using Paypal are an option. If needed, I can provide \$50 in seed money for the cash sales. Doors open at the venue at 7:00 a.m. for setup on Tuesday, August 23. If earlier setup is needed, the venue is available starting at 5:00 p.m. on Monday, August 22. Note that two complimentary passes are available for each host organization. Has the second pass been assigned or given to a chapter member? Online registration ends on Thursday, August 18. <i>8/13 - Linda J. to bring selected items from inventory.</i> <i>Dan to bring items from Rita's inventory, including notebooks.</i> <i>Linda J. to send slides to Dan for updates if needed.</i> <i>Linda J. to reach out to potential user for complimentary pass.</i></p> <p>2. [DD] <b>Strategic Planning</b> - Any follow-up to discussions at the Strategic Planning Meeting on July 16? (See document at <a href="#">this link</a>). Any updates on action items? [PW] Have not yet reached out to CLC. [DD] Have not yet reached out to Oakton.</p> <p>3. [DD] <b>Bylaws Review</b> - Do officers or committee managers have any requests for updates to Chapter Bylaws? (See document at <a href="#">this link</a>.) [PW] I think the bylaws are basically fine as is (no formal review needed), but we should discuss: "Article XI - Section 3. Scheduled Review: These bylaws should be reviewed by the bylaws committee at least once every two years to ensure that the bylaws are still in agreement with the Society's governing documents and are responsive to the Chapter's current situation, problems and needs." <i>8/13 - Officers agree that no formal review is needed at this time.</i></p>

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		<p>4. [PW] Discuss PayPal and Eventbrite (already listed in Unfinished Business) and task out next steps.</p> <p><i>8/13 - Rita to set up Eventbrite account using information provided by Pete. PayPal account to remain open until at least after Showcase (possibly longer if needed for competition entries).</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. [DD] <b>PayPal Account</b> - Based on our discussions at past AC meetings (and MK's research on the practices of other chapters), let's discuss how to resolve the ongoing issues with the chapter's PayPal account.</p> <p><i>8/13 -- See New Business item #4.</i></p> <p>2. [DD] <b>Eventbrite and Zoom</b> - Based on our discussion at past AC meetings (and MK's research on the practices of other chapters), let's discuss the potential switch to Eventbrite and Zoom for event registration and (for online events) presentation.</p> <p><i>8/13 -- See New Business item #4.</i></p>
9.	<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>Email vote:</b> The AC voted on 7/13 to authorize the Showcase Committee to spend up to \$150 on a prize for a drawing at the eLearning and Technology Showcase on 8/23.</li> <li>• <b>Bank account:</b> The chapter bank account has been updated. As of Aug. 12, the current signers are Phil, Rita, and Dan.</li> </ul>
10.	<b>Next Meeting</b>	<p>Date: Saturday, September 10</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	<b>Adjourned</b>	9:39 a.m.

### Officer Reports

#### President's Report

*Phil Hayek*

#### Completed:

- Met online with now-IPP Pete Wagner on July 15 to discuss ongoing presidential responsibilities.
- Participated in biannual Strategic Planning Meeting on July 16.
- Meet Dan and Rita at Huntington Bank branch to be added to chapter bank account as new president.

#### To Do:

- With Pete, reach out to STC Chicago membership, looking for volunteers for VP for 2022-23 program year and for committee roles. See committee reports for details on committee needs.

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<b>Vice President's Report</b> <i>CANDIDATE NEEDED</i>	Completed: <ul style="list-style-type: none"> <li>Nothing to report until position is filled.</li> </ul> To Do: <ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Immediate Past President's Report</b> <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> <li>Met online with new president (Phil) on July 15 to discuss ongoing presidential responsibilities.</li> <li>Participated in biannual Strategic Planning Meeting on July 16.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Contact Becky Hall to initiate biannual Bylaws Review process if AC decides that formal review is needed at this time.</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>Secretary's Report</b> <i>Dan Dornbrook</i>	Total Members: 74, up from 65 a year ago and 70 in June Student Members: 8, up from 6 a year ago and same as in June Retired Members: 2, down from 5 a year ago and same as in June New TC Professional Members: 10, up from 6 a year ago and 7 in June Corp. Value Program members: 2, up from 1 a year ago and same as in June
<b>Treasurer's Report</b> <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> <li>Met with Francis (as outgoing treasurer) on July 5 to discuss ongoing responsibilities as new treasurer.</li> <li>Participated in biannual Strategic Planning Meeting on July 16.</li> <li>Met with Dan and Phil at Huntington Bank branch to sign forms to add Phil to chapter bank account as new president.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Verify that funds in PayPal account (except for \$100 or less to allow for refunds) have been moved to chapter bank account.</li> <li>Set up Eventbrite account using information provided by Pete.</li> </ul>

Committee Reports	
<b>2022 STC Chicago Summit Hosting</b> <i>Linda Jansak</i> <i>Adam Evans</i> <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> <li>Ensured that all committees have submitted their receipts for reimbursement.</li> <li>Attended STC debrief after Summit.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Confirm inventory count with the Souvenir Committee. Include quantities in final accounting.</li> <li>Provide final numbers to AC.</li> <li>Meet with the 2023 Summit committee this fall to share best practices for hosting Summit attendees.</li> </ul>

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<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Met with the president of OD/C to discuss potential participation in CETS.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Follow up with OD/C board to discuss future event.</li> <li>Respond to inquiries as they are received.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Nothing to report this month (but see discussion item under New Business).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Initiate biannual Bylaws Review process after conversation with Pete. (Note: Pete to follow up with Becky about discussion at AC meeting.)</li> </ul>
<b>Byline</b> <i>Sian Mehl</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Published August edition.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Work on October edition.</li> </ul>
<b>Competition</b> <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>No report submitted.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Finish plans for fall 2022 competition.</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Provided information as needed to event app volunteers.</li> <li>Posted updates on CETS social media sites.</li> <li>Created and distributed CETS emails.</li> <li>Corresponded with sponsors, finalized sponsorship agreement forms.</li> <li>Updated CETS website to reflect current status of event and sponsor participation.</li> <li>Purchased STC Chicago tech prize for end-of-day raffle using approved budget. Submitted receipt to Treasurer for reimbursement.</li> <li>Worked with Venue Lead on layout of exhibit area.</li> <li>Attended weekly core team meetings.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Update PPT slide template for display before keynote address.</li> <li>Provide support to STC Chicago host table at the Showcase.</li> <li>Deliver STC Chicago tech prize and swag bag for raffle to host table.</li> <li>Deliver office supplies and other day-of supplies to the host table.</li> <li>Deliver a predetermined number of souvenirs for sale at Showcase.</li> <li>Update social media with news, including on the day of the event.</li> <li>Share final numbers for Showcase, survey feedback, and event debrief with STC Chicago AC.</li> </ul>

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<b>Get Real Interview Committee</b> MANAGER NEEDED	Completed: <ul style="list-style-type: none"> <li>[DD] Cleaned up committee files (roster of interviewees and requesters, instructions for committee tasks, sample email texts).</li> </ul> To Do: <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> <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> <li>Nothing to report this month.</li> </ul> To Do: <ul style="list-style-type: none"> <li>As assigned or requested.</li> </ul>
<b>Membership</b> MANAGER NEEDED	Completed: <ul style="list-style-type: none"> <li>Nothing to report this month.</li> </ul> To Do: <ul style="list-style-type: none"> <li><b>Look for a new Membership Manager for 2022-23.</b></li> </ul>
<b>Nominating</b> <i>Dan Dornbrook</i> <i>(with Pete Wagner and VP TBD)</i>	Completed: <ul style="list-style-type: none"> <li>Reported election results to chapter historian for posterity.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Continue search for volunteer to serve as vice president for 2022-23.</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>Nothing to report this month (but see discussion items in New Business and Unfinished Business).</li> </ul> To Do: <ul style="list-style-type: none"> <li>With help from MK, continue to investigate use of Eventbrite and Zoom for chapter events in 2022-23.</li> <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>Schedule additional meetings (virtual or in-person) for fall and winter months.</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> <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> <li>Followed up with recipient regarding disbursement info.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Coordinate with Social Media Manager to announce 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> <i>Dan Dornbrook</i>	Completed: <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> To Do: <ul style="list-style-type: none"> <li>Continue to post announcements, as necessary, as indicated above.</li> </ul>

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<b>Sponsorships</b> <i>MANAGER</i> <i>NEEDED</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Note: Sponsorship needs are minimal until in-person events resume.</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> </ul>
<b>Student Outreach</b> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>No report submitted.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Plan outreach activities for 2022-23.</li> </ul>
<b>Webinars</b> <i>MANAGER</i> <i>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 Webinars Manager for 2022-23.</b></li> <li>Plan webinars for 2022-23 program year.</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Participated in biannual Strategic Planning Meeting on July 16.</li> <li>Posted announcements for chapter activities and updated site content.</li> <li>Renewed DreamHost (free due to unused credit) for one year.</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> <li>Update WordPress.</li> </ul>