


STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/602587797>)

Saturday, September 10, 2022, 9:00 a.m.

Meeting Business		
1.	Call to Order	9:01 a.m.
2.	Attendees	Dan Dornbrook, MaryKay Grueneberg, Phil Hayek, Rita Hovorka, Linda Jansak, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on August 13. <i>9/10 - 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.
5.	Announcements	<p>1. Thursday Meetups - virtual until in-person events resume.</p> <ul style="list-style-type: none"> Meetups scheduled for 10/13, 11/10, and 12/08. Meetup invitation has been scheduled to go out on 10/10/22 (November invitation is created but cannot be scheduled more than 45 days early). Dan can host again as needed. (Officers: <i>please sign up to host at least one each.</i>) <p>Link:  Virtual Thursdays Hosting</p>
6.	New Business	<p>1. [LJ] eLearning Showcase Follow-Up - Core committee is planning an event debrief on Sept. 14. Report with summary will be posted to Google docs and sent to AC for review at October AC meeting.</p> <p>2. [MK] eLearning Showcase - Did anyone take any photos of our table? I need it for the CAA. I also need a list of all volunteers. [LJ] Will send photos and volunteer list to you.</p> <p>3. [MK] Frank Award - Normally, by now, the Frank Award committee would be starting their discussions. We have not awarded a Frank award in three years and frankly (excuse the pun) I don't see anyone left that meets the criteria for service to the chapter. In addition, many of the core Frank Award Committee (past recipients) are no longer involved in STC and have requested to be left out of voting. For these reasons, I think we need to think about retiring the award. Should a need arise again for an award of this type, we can create a new award. I understand that you may want to run this past Bill Leavitt, but ultimately it is the decision of the current officer team. [PW] I couldn't agree more. <i>9/10 - Pete to review his notes as current committee manager, then reach out to Bill and report back to AC in October.</i></p> <p>4. [PW] Bylaws Review - I informed Becky Hall about the AC decision that no formal review was needed at this time. She mentioned that Dan had given her a single edit. [DD] I'll look it up, but it was minor. <i>9/10 - Dan to add record of suggested edit to Bylaws files on Drive.</i></p>
7.	Committee Reports	Find all Committee Report items requiring AC consent or advice in Section 6: New Business .

STC Chicago Administrative Council Minutes

		Otherwise, find full committee reports below.
8.	Unfinished Business	1. [DD] Strategic Planning - Any follow-up to discussions at the Strategic Planning Meeting on July 16? (See document at this link). Any updates on action items?
9.	Other	[MK] Award Checks - Chapter has received three letters from Argonne National Laboratory about uncashed checks totaling \$375 related to competition awards. We have requested replacement checks. MK to follow up with designated contact at Argonne.
10.	Next Meeting	Date: Saturday, October 15 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	9:39 a.m.

Officer Reports	
President's Report <i>Phil Hayek</i>	Completed: <ul style="list-style-type: none"> With Pete, reach out to STC Chicago membership, looking for volunteers for VP for 2022-23 program year and for committee roles. No responses as of 9/10. See committee reports for details on committee needs. To Do: <ul style="list-style-type: none"> Think of more strategies to recruit for the VP position.
Vice President's Report <i>CANDIDATE NEEDED</i>	Completed: <ul style="list-style-type: none"> Nothing to report until the position is filled. To Do: <ul style="list-style-type: none"> N/A
Immediate Past President's Report <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> Followed up with Becky Hall about AC agreement that formal review of Bylaws is not needed at this time and thanked her for her willingness to help out. To Do: <ul style="list-style-type: none"> 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.
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 75, up from 67 a year ago and 74 a month ago Student Members: 8, up from 6 a year ago and same as a month ago Retired Members: 2, down from 6 a year ago and same as a month ago New TC Professional Members: 11, up from 6 a year ago and 10 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: 1

STC Chicago Administrative Council Minutes

Treasurer's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> Received partial inventory of unsold souvenirs from eLearning Showcase. Deposited check for cash sales of souvenirs at eLearning Showcase. <p>To Do:</p> <ul style="list-style-type: none"> Verify that funds in the PayPal account (except for \$100 or less to allow for refunds) have been moved to the chapter bank account. Set up chapter Eventbrite account using information provided by Pete.
--	---

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"> Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> Confirm inventory count with the Souvenir Committee. Include quantities in final accounting. Provide final numbers to chapter AC. Meet with the 2023 Summit committee this fall to share best practices for hosting Summit attendees.
Alliance <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> Met with OD/C president at eLearning Showcase. <p>To Do:</p> <ul style="list-style-type: none"> Follow up with the OD/C board to discuss future events. Respond to inquiries as they are received.
Bylaws Review <i>Becky Hall</i>	<p>Completed:</p> <ul style="list-style-type: none"> Followed up with Becky Hall 9/8/22 about AC agreement that formal review of Bylaws is not needed at this time and thanked her for her willingness to help out. <p>To Do:</p> <ul style="list-style-type: none"> No further action needed at this time.
Byline <i>Sian Mehl</i>	<p>Completed:</p> <ul style="list-style-type: none"> Sent a request for content to the AC list. <p>To Do:</p> <ul style="list-style-type: none"> Work on October edition.

STC Chicago Administrative Council Minutes

Competition <i>MK Grueneberg, Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> Created the 2022 entry form - with some adjustments and added notes. Created and sent a Call for Entries email to all and a Call for Judges to past judges specifically. <p>To Do:</p> <ul style="list-style-type: none"> Continue to work on securing additional judges (we have 4) Create the Google Docs folders for judges MK and Nancy need to meet to coordinate open items
eLearning Showcase <i>Linda Jansak (with notes on completed items cut and pasted by Dan Dornbrook)</i>	<p>Completed:</p> <ul style="list-style-type: none"> Updated PPT slide template for display before keynote address. Provided support to STC Chicago host table at the Showcase. Delivered STC Chicago tech prize and swag bag for raffle to host table. Delivered office supplies and other day-of supplies to the host table. Delivered a predetermined number of souvenirs for sale at Showcase. Updated social media with news, including on the day of the event. Note: Most unsold souvenirs returned to the treasurer. Some being stored by the committee manager, who will coordinate with the treasurer on final accounting. Mailed STC Chicago tech prize to winner. <p>To Do:</p> <ul style="list-style-type: none"> Provide an article about eLearning Showcase for the October issue of <i>Byline</i>. Meet with the core committee for an event debrief on Sept. 14. Share final numbers for Showcase, survey feedback, and event debrief with AC.
Get Real Interview Committee MANAGER NEEDED	<p>Completed:</p> <ul style="list-style-type: none"> Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> Look for a new Interview Manager for 2022-23. 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 MANAGER NEEDED	<p>Completed:</p> <ul style="list-style-type: none"> Nothing to report until the position is filled. <p>To Do:</p> <ul style="list-style-type: none"> Look for a new Membership Manager for 2022-23.
Nominating <i>Dan Dornbrook (with Pete Wagner and VP to be named)</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"> Continue search for a volunteer to serve as vice president for 2022-23. Identify potential candidates for chapter officer elections in April 2023.

STC Chicago Administrative Council Minutes

Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • See Webinar Committee report. <p>To Do:</p> <ul style="list-style-type: none"> • With help from MK, continue to investigate use of Eventbrite and Zoom for chapter events in 2022-23. • Schedule Chapter Open House (probably online) and line up presenters on volunteer opportunities in chapter. • Schedule additional meetings (virtual or in-person) for fall and winter months. • 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"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • Coordinate with Social Media Manager to announce winners on social media. • Close the scholarship page on the website and post the winners. • Create draft applications and supporting materials for next year.
Social Media <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posting announcements about volunteer opportunities in chapter. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements, as necessary, as indicated above.
Sponsorships MANAGER NEEDED	<p>Completed:</p> <ul style="list-style-type: none"> • Note: Sponsorship needs are minimal until in-person events resume. <p>To Do:</p> <ul style="list-style-type: none"> • Look for a new Sponsorship Manager for 2022-23.
Student Outreach <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Reached out to POC at College of DuPage to plan this year's events. <p>To Do:</p> <ul style="list-style-type: none"> • Still need to print certificates for spring winners; my printer is still broken and since time is a factor I may take them to Staples to be printed.
Webinars MANAGER NEEDED	<p>Completed:</p> <ul style="list-style-type: none"> • Working on setting up a webinar with Jack Molisani on the current labor market. <p>To Do:</p> <ul style="list-style-type: none"> • Look for a new Webinar Manager for 2022-23. • Plan webinars for 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. • Update WordPress.