STC Chicago Administrative Council Minutes

Online (GoToMeeting link: https://meet.goto.com/151449901)

Saturday, October 15, 2022, 9:00 a.m.

Meeting Business		
1.	**Call to Order**	9:04 a.m.
2.	**Attendees**	Dan Dornbrook, Ashley Gordon, MaryKay Grueneberg, Phil Hayek, Rita Hovorka, Linda Jansak, Pete Wagner
3.	**Minutes from Previous Meeting**	Minutes sent to AC email list on September 10. One change received September 12 and accepted. *10/15 - Approved.*
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**	1. **Thursday Meetups** - virtual until in-person events resume. ● Meetup held 10/13: 11 registrations, 6 attendees (including host), of whom 3 were new. Scheduled invitation sent 10/10. ● Additional Meetups scheduled for 11/10 and 12/08. ● Note: November invitation is created but cannot be scheduled more than 45 days early. [PW] I'm signed up and plan to host November, and will look into hosting December. ● Dan can host again as needed. (Host wanted for December.) ● (*Officers: please sign up to host at least one each.*) Link: 📅 Virtual Thursdays Hosting
6.	**New Business**	1. [LJ] **eLearning Showcase Follow-Up** - The final accounting will be submitted as soon as it is available. As of 10/14, one outstanding issue is being resolved by the committee. 2. [MK] **Reminder of account billing changes** - In case this hasn't happened, just a reminder that the following four STC Chicago accounts have to have their billing information updated to the current Treasurer's chapter debit card info: Amazon, Constant Contact, SurveyMonkey, GoToMeeting. *10/15 - Rita to update accounts.* 3. [AG] **VP Introduction** 4. [AG] **Inquiry - In-person meetings** [DD] Program Committee (managed by Dan) is reviewing outlook month by month as conditions evolve. We're very open to discussion, especially under later items about networking opportunities. *10/15 - Dan to investigate options for quarterly in-person AC meetings starting in early 2023. For program meetings, see New Business item about networking opportunities.* 5. [AG] **Inquiry - How Chapter Works** - Do we have write-ups on history/current workings of various areas of the chapter? (Do we have a chapter document that describes what each area/committee/award is for and how the chapter functions? Aka a wiki) [DD] Start here: https://www.stc-chicago.com/people/committees.

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Also: https://www.stc-chicago.com/people/administrative-council.
[MK] We have an official Officer and Committee Handbook
10/15 - Ashley to follow up with Pete and Rita on what we have and how it could be improved for future use.

6. [AG] **Inquiry - Website** (How is it managed, when is it updated, who updates) [DD] Our webmaster, Linda Kelley, manages the site and updates contents. She can be reached at web@stc-chicago.com.

   a. [AG] Follow-up to updates above: Proposal to update website - completely overhaul look, feel, and content. Proposal to host a student-based competition where students submit mocked-up designs of a new website. Winner receives a modest sum labeled as a scholarship. Competition open to current students in the Chicagoland area studying Tech Comm, Graphic Design, UX, or a related field. [DD] Great idea! Let's discuss.
   10/15 - Ashley to follow up with webmaster, then draft proposal.

7. [AG] **Inquiry - Social/Networking Opportunities** (Recurring events hosted by STC Chicago) [DD] Yes, let's discuss. Ideas welcome!

   a. [AG] Follow-up to comment above: Proposal for bi-monthly or quarterly networking/social event hosted at different bars around Chicago. Color-coded drink tickets to differentiate underage students from adults of legal drinking age. [DD] Another great idea! Let's discuss this too.
   10/15 - Ashley to draft survey to gather member input and also draft proposal for networking events and other ways to attract members.

8. [AG] **Inquiry - Campus presence** (Career fairs, webinars/on-campus events) [DD] Our Student Outreach Committee (see Committee Reports section of this document), managed by MaryKay Grueneberg, has primary responsibility for this area, with assistance from our current president based on his campus presence. (Also see link in "Strategic Planning" item under Unfinished Business.)

   a. [AG] Follow-up to comment above: What are the concrete plans for our presence on campus in the coming spring and summer semesters? What have we done so far?

   b. [AG] Proposal: Contact all English departments at universities in the Chicago area and propose coming to campus to speak about the industry.
   10/15 - Ashley to follow up with MK and Phil about what chapter is doing in campus outreach and what we could do.

9. [AG] **Membership** - Let's touch base on this. (What have our trends been over the last 5 years? How do we track data?) [DD] See Membership Committee report, and please note that we need a volunteer to lead initiatives to attract and retain members.

   a. [AG] This should be all-hands-on-deck until we find a

		committee lead. Until we do, I can take point. [DD] Please do! Technically, the president can appoint any current member to manage any committee, but if you're volunteering, even temporarily, we gladly accept. :) b. [AG] Follow-up question: Do we have information on why our numbers have steadily decreased over time? Have we ever done a survey of what people want from the chapter? [DD] Let's discuss. 10. [AG] **Inquiry - General knowledge storage** - where do we keep all our info, data, documents? [DD] You should have full access to the chapter Google Drive. I'll check and send you links. a. [AG] Do we have additional folders that don't get shared with everyone? If not, I recommend having an overall folder that all these individual folders live in. It's overwhelming to see the full list, and hard to tell what belongs to what if someone has multiple orgs sharing folders. Recommend creating an overarching single STC Chicago folder that all these folders live in so it's easy to give access and take it away. Also recommend grouping related folders in categories. [DD] Parent folder created. *10/15 - Ashley to follow up with other officers and committee managers about information we have and process information that could be added.*
7.	**Committee Reports**	Find all **Committee Report** items requiring AC consent or advice in *Section 6: New Business*. Otherwise, find full committee reports below.
8.	**Unfinished Business**	1. [DD] **Eventbrite** - Has the Eventbrite account been set up as agreed at the August AC meeting? Please provide update. *10/15 - Rita to follow up.* 2. [DD] **Frank Award** - After discussion at September AC meeting, Pete agreed to review his notes as current committee manager, then reach out to Chapter Historian Bill Leavitt and report back to AC in October. *10/15 - Pete to follow up.* 3. [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. *[MK] still trying to find the right contact.* 4. [DD] **Strategic Planning** - Any follow-up to discussions at the Strategic Planning Meeting on July 16? (See document at this link). *10/15 - Ashley to review plan recorded at link.*
9.	**Other**	● **VP appointment** - By email vote on September 26, the AC confirmed the appointment by the current chapter president of Ashley Gordon as chapter vice president for the remainder of the chapter program year, ending in June 2023.

10.	**Next Meeting**	Date: Saturday, November 12
		Location: online (link to be sent to AC email list in advance)
11.	**Adjourned**	10:47 a.m.

Officer Reports	
President's Report *Phil Hayek*	Completed: ● With Pete, and by agreement with candidate, identified Ashley Gordon as candidate for VP position and submitted appointment to AC for confirmation by email vote so Ashley can attend October AC meeting as VP. ● Scheduled a guest-lecture presentation from chapter member Caroline Dudkowski to speak at UIC during my technical writing class on October 21. To Do: ● Think of more strategies to recruit for open committee roles. (See Committee Reports section for currently open roles.) ● Talk to Caroline Dudkowski about further/regular involvement/visits/recruitment at tech writing classes at UIC; coordinate with MK and Ashley about more campus outreach initiatives. ● Still need to connect with UIC Director of Undergraduate Studies Robin Reames about all of the above.
Vice President's Report *Ashley Gordon*	Completed: ● Began term (through June 2023) as chapter vice president. ● Submitted multiple discussion items in New Business section. To Do: ● With help from president and IPP, identify candidates for open committee roles. ● Follow-ups from topics listed in New Business section.
Immediate Past President's Report *Pete Wagner*	Completed: ● With Phil, identified VP candidate (see President's Report). ● Followed up with Becky Hall about Bylaws Review and let her know that no further action needed at this time, and that Dan has added a copy of an email about a suggested edit to the archive folder in Google Drive. To Do: ● Review Frank Award committee records, then reach out to Bill Leavitt about retiring Frank Award (with option to create similar new award in future). ● With Phil, reach out to STC Chicago membership looking for volunteers for committees and in general.

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Secretary's Report *Dan Dornbrook*	Total Members: 79, up from 72 a year ago and 75 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 same as a month ago Corp. Value Program members: 4, up from 1 a year ago and 2 a month ago
Treasurer's Report *Rita Hovorka*	To Do: ● 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 *Linda Jansak* *Adam Evans* *Francis Bao*	Completed: ● Received inventory count from committee members. To Do: ● Finalize complete inventory. Include quantities in final accounting. ● Provide updated final numbers to chapter AC. ● Meet with the 2023 Summit committee this fall to share best practices for hosting Summit attendees.
Alliance *Linda Jansak*	Completed: ● Nothing to report this month. To Do: ● Follow up with the OD/C board to discuss a future event.
Bylaws Review *Becky Hall*	Completed: ● [DD] Archive folder created on chapter Google Drive to store documents from past Bylaws Reviews for reference and future use. To Do: ● No further action needed until the next review (when requested by AC).
Byline *Sian Mehl*	Completed: ● Published October edition. To Do: ● Work on December edition.
Competition *MK Grueneberg,* *Nancy Shanahan*	Completed: ● Created the 2022 Competition folders in Google Docs. ● MK and Nancy met to coordinate immediate tasks. ● We have received 9 entries to date and have 7 judges. ● We will be extending the deadline to Oct 31.

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	To Do: ● Continue to work on securing additional judges and entries. ● Log entries as they come in.
eLearning Showcase *Linda Jansak*	Completed: ● Provided an article about eLearning Showcase for the October issue of *Byline*. ● Met with the core committee for an event debrief on September 14. To Do: ● Share event debrief notes with AC. ● Provide a finalized report before the next AC meeting.
Get Real Interview Committee *MANAGER NEEDED*	Completed: ● Nothing to report this month. To Do: ● **Look for a new Interview Manager for 2022-23.**
Historian *Bill Leavitt*	Completed: ● Nothing to report this month. To Do: ● As assigned or requested.
Membership *Ashley Gordon*	Completed: ● [DD] *Update added in response to inquiry from new VP in New Business section:* ● Membership numbers are tracked monthly by chapter secretary (see Secretary section of Officer Reports), using spreadsheets pulled from www.stc.org that show membership statistics as tracked by big STC. We work with this information as best we can. ● Total members by year (all October totals, and 2020 was same as 2021): _(see table below)_ ● Meanwhile, Membership Committee is responsible for planning and implementing chapter initiatives to attract and retain members. Any proposals for activities are welcome. Administrative Council (officers) would vote on budgeting up to requested amounts for proposed activities that require spending chapter funds, based on discussion of ideas prior to vote. Costs can be paid using chapter debit cards (held by several officers) or, if paid by others, reimbursed by check from treasurer. As noted, we need a volunteer to lead this area. To Do: ● Ashley to follow up on multiple discussion items in New Business section.
Nominating *Dan Dornbrook (with Pete Wagner and Ashley Gordon)*	Completed: ● Vice president for 2022-2023 appointed by president and confirmed by AC. To Do: ● Identify potential candidates for chapter officer elections in April 2023.

2011	2012	2013	2014	2015	2016	2017	2018	2019	2021	2022
145	141	136	130	124	114	95	92	87	72	79

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Programs *Dan Dornbrook*	Completed: ● Scheduled weekday webinar for September 28 with Jack Molisani speaking on all-new topic: "Hiring Booms and Mass Resignations and Pre-recession Layoffs, Oh My! How to Score Your Next Position in a Shifting Job Market". Of 41 registrants (including speaker and host), 18 attended. To Do: ● Schedule additional meetings (virtual or in-person) for 2022-2023, including weekday webinars as well as evening events (with or without speakers). ● Provide descriptions of events ato webmaster, *Byline* editor, and *At-a-Glance* editor as needed.
Scholarship/Grant *Rita Hovorka*	Completed: ● Nothing to report this month. To Do: ● 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 *Dan Dornbrook*	Completed: ● Posting announcements, as necessary, related to chapter activities,. To Do: ● Continue to post announcements, as necessary, as indicated above.
Sponsorships *MANAGER NEEDED*	Completed: ● Note: Sponsorship needs are minimal until in-person events resume. To Do: ● **Look for a new Sponsorship Manager for 2022-23.**
Student Outreach *MK Grueneberg*	Completed: ● Reached out to Steven at College of DuPage to set a meeting for planning dates of events for this year. To Do: ● 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*	Completed: ● See Program Committee report. To Do: ● **Look for a new Webinar Manager for 2022-23.**
Webmaster *Linda Kelley*	Completed: ● Posted announcements for chapter events. To Do: ● Continue to post announcements for chapter events and update site content. ● Update WordPress.