

# STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/177851981>)

Saturday, November 12, 2022, 9:00 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:08 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, Ashley Gordon, Phil Hayek, Rita Hovorka, Linda Jansak, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on October 15. One correction received on October 19. <i>11/12 - 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>• Meetup held November 10; 9 people attended, including host.</li> <li>• Next Meetup scheduled for December 8.</li> <li>• (<i>Officers: please sign up to host at least one each.</i>)</li> </ul> Link: <a href="#">Virtual Thursdays Hosting</a>
6.	<b>New Business</b>	1. [LJ] <b>eLearning Showcase</b> - A link to CETS finance summary to be shared with officers. A separate link to sponsorship revenue comparison for 2016-2022 will be included. 2. [DD] <b>Souvenirs</b> - Summit Hosting Committee recommends that some remaining souvenirs (all now inventoried) be offered as prizes in bimonthly photo contest in At-a-Glance email digest, to be mailed by Linda J with reimbursement by chapter. (See committee report.) <i>11/12 - Approved. Pete to reach out to Adam Evans. Dan to post to social media about prize offering. Linda J to propose prize packs based on value. Ashley to write promotional blurb for December Byline.</i> 3. [DD] <b>Officer Reports</b> - Review To Do items in officers' reports. 4. [RH] <b>Budget</b> - 2023 budget is due to big STC by 11/30. I will send to AC for review by 11/14. Please advise on budgeting for in-person events. <i>11/12 - Pete to advise Rita based on precedent.</i> 5. [AG] Debrief on Website. <i>11/12 - Ashley to investigate.</i> 6. [AG] Google account sign-on woes. <i>11/12 - Ashley to investigate replacing chapter's current "personal-type" account (tied to individual phone number) with business-type account.</i> 7. [AG] Survey Monkey questions. <i>11/12 - Ashley to investigate use of Google Forms instead of SurveyMonkey for chapter surveys.</i>
7.	<b>Committee Reports</b>	Find all <b>Committee Report</b> items requiring AC consent or advice in <b>Section 6: New Business</b> . Otherwise, find full committee reports below.
8.	<b>Unfinished Business</b>	1. [DD] <b>Eventbrite</b> - Has the Eventbrite account been set up as agreed at the August AC meeting? Rita to provide update. [RH] No, not yet 😞 2. [DD] <b>Frank Award</b> - After discussion at September AC meeting, Pete

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		<p>agreed to review his notes as current committee manager, then reach out to Chapter Historian Bill Leavitt and report back to AC in October.</p> <p>[MK] I have the Frank Award binder. [PW] Another crazy month. Wanted to call Bill yesterday and realized I didn't have his telephone number. I want to speak with him directly, not via email. If someone can give me his number, I can almost guarantee 😊 that I will call him in the next week. Else, I have his email, I can email him and ask for his number.</p> <p>[DD] I've sent Bill's number to Pete.</p> <p>3. [MK] <b>Award Checks</b> - 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. UPDATE: we received the \$200 check; still waiting for the \$150 and \$25 checks.</p> <p>4. [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>).</p>
9.	<b>Other</b>	N/A
10.	<b>Next Meeting</b>	<p>Date: Saturday, December 17</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	<b>Adjourned</b>	

### Officer Reports

#### President's Report

*Phil Hayek*

#### Completed:

- Caroline Dudkowski gave a guest lecture to my tech writing class at UIC about working in tech comm and specifically the job search process. It went well, and I'll be contacting her again next semester when I teach the class again. Bodes well for other guest speaker opportunities at UIC.
- Contacted Director of Undergraduate Studies at UIC, Robin Reames, and asked about the new "English Club." So far, it consists of a GroupMe chat and some free coffee and tea in a room on campus. I'm going to meet up with Ashley sometime in the next few weeks to brainstorm more ideas about what to do on campus.

#### To Do:

- Think of more strategies to recruit for open committee roles. (See Committee Reports section for currently open roles.)

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<b>Vice President's Report</b> <i>Ashley Gordon</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Membership survey has been completed. Need to test to confirm logic accuracy and will send next week.</li> <li>• Met with Linda Kelley to learn about her role as Webmaster and how our website is maintained.</li> <li>• Phone call with MK to understand the history of the website and to gain context for the current website. Also learned about current management of website.</li> <li>• Received info from Phil about current UIC outreach.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Requesting info on current outreach programs from MK.</li> <li>• Follow up with Pete and Rita on current descriptions of roles and responsibilities for officers and committee managers and how any of these can be improved for future use.</li> <li>• Follow up with current officers and committee managers about information on chapter Google Drive and what could be added or reorganized.</li> <li>• Draft proposal for networking activities and other ways to attract members.</li> <li>• Draft proposal for student competition to redesign chapter website and related elements of chapter's online presence.</li> </ul>
<b>Immediate Past President's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Hosted November Thursday meetup. I think we had 9 total. [DD] We did.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Reach out to Adam Evans regarding the use of Summit souvenirs for the AAG prizes and keep Linda J and Rita H in the loop.</li> <li>• Meet with Rita to provide guidance for preparing the 2023 chapter budget.</li> <li>• Review Frank Award committee records, then reach out to Bill Leavitt about retiring Frank Award (with option to create similar new award in future).</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>	<p>Total Members: 79, up from 75 a year ago and same as a month ago  Student Members: 8, up from 10 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 same as a month ago  New STC members since previous AC update: none</p>

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<b>Treasurer's Report</b> <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Renewed Dreamhost. Expires 9/30/2024. Kept contact info as MK's.</li> <li>Updated payment for Amazon account.</li> <li>Sent payment to Bill for Associate Fellow applications.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Preparing budget for submission to big STC. Budget is due 11/30. Expect to send it to AC for review by 11/14.</li> <li>Update payment information for other chapter accounts as discussed in October.</li> <li>Set up chapter Eventbrite account using information provided by Pete.</li> <li>Verify that funds in the PayPal account (except for \$100 or less to allow for refunds) have been moved to the chapter bank account.</li> </ul>
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<b>Committee Reports</b>	
<b>2022 STC Chicago Summit Hosting</b> <i>Linda Jansak</i> <i>Adam Evans</i> <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Worked with treasurer to complete inventory. Recommend that remaining STC Chicago swag be offered as AAG photo contest prizes. Linda offers to mail items to winners via USPS.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Provide updated final numbers to chapter AC.</li> <li>Meet with the 2023 Summit committee this fall to share best practices for hosting Summit attendees.</li> </ul>
<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Corresponded with OD/C board to schedule planning meeting to be held in December or January.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Follow up with the OD/C board to discuss a future event.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	<p>Nothing to report until the next Bylaws Review in 2023.</p>
<b>Byline</b> <i>Sian Mehl,</i> <i>Mauricio Dominguez</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Working on December edition.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Publish December edition.</li> </ul>

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<b>Competition</b> <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	Completed: <ul style="list-style-type: none"> <li>• All entries received (15) and judges secured (7)</li> <li>• Judging has begun and will be complete before Christmas</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Monitor judge teams for weekly progress</li> <li>• Start creating judge appreciation certificates</li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>• Asked for confirmation of final reimbursement from the treasurer.</li> <li>• Provided link to 2022 profit/loss summary to officers.</li> <li>• Provided link to sponsorship comparison 2016-2022 to officers.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Respond to inquiries as needed.</li> </ul>
<b>Get Real Interview Committee</b> <i>MANAGER</i> <i>NEEDED</i>	Completed: <ul style="list-style-type: none"> <li>• Nothing to report until this position is filled.</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> <i>Ashley Gordon</i>	Completed: <ul style="list-style-type: none"> <li>• Manager appointed at October AC meeting.</li> <li>• See Vice President's report for additional accomplishments.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• See Vice President's report for details.</li> </ul>
<b>Nominating</b> <i>Dan Dornbrook</i> <i>(with Pete Wagner</i> <i>and Ashley Gordon</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>• Identify potential candidates for chapter officer elections in April 2023.</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>• Working on items in To Do list.</li> </ul> To Do: <ul style="list-style-type: none"> <li>• Schedule Virtual Lightning Talks for December and find presenters</li> <li>• Investigate options for quarterly in-person AC meetings starting in early 2023.</li> <li>• Schedule additional program meetings (virtual or in-person) for 2022-2023.</li> <li>• Provide descriptions of upcoming events and summaries of past events to webmaster, <i>Byline</i> editor, and <i>At-a-Glance</i> editor as needed.</li> </ul>

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<b>Scholarship/Grant</b> <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> <li>Created draft applications and supporting materials for next year.</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> </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>
<b>Sponsorships</b> MANAGER NEEDED	Completed: <ul style="list-style-type: none"> <li>Nothing to report until this position is filled.</li> </ul> To Do: <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> <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>Fall reception for advisory committees and fall meeting of Prof Writing Studies Advisory Board scheduled for Nov. 16; will plan the year of events at that time</li> </ul> To Do: <ul style="list-style-type: none"> <li>Print certificates for spring winners.</li> </ul>
<b>Webinars</b> MANAGER NEEDED	Completed: <ul style="list-style-type: none"> <li>See Program Committee report.</li> </ul> To Do: <ul style="list-style-type: none"> <li><b>Look for a new Webinar Manager for 2022-23.</b></li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none"> <li>Posted announcements and updated site content.</li> <li>Met with Ashley to discuss website and redesign contest.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Continue to post announcements for chapter events and update site content.</li> </ul>