



# STC Chicago Administrative Council Minutes

In Person at Off the Wall Coffee in Park Ridge (see [wehavegreatcoffee.com](http://wehavegreatcoffee.com))

Saturday, January 14, 2023, 9:00 a.m.

Meeting Business		
1.	<b>Call to Order</b>	9:18 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, Ashley Gordon, Phil Hayek, Rita Hovorka, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on December 17, 2022. No changes requested as of January 8, 2023. <i>1/14 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the latest treasurer's report on Google Drive in the <b>Treasurer Documents / 2023 Budget Materials</b> folder for details.  2023 STC Chicago Monthly Reports.xlsx
5.	<b>Announcements</b>	<ol style="list-style-type: none"> <li><b>Thursday Meetups</b> - virtual until in-person events resume. <ul style="list-style-type: none"> <li>Virtual Meetups scheduled for 1/12, 2/9, 3/9, 4/13, 5/11, 6/8. Meetup held 1/12 with 6 attendees.</li> <li><i>(Officers: please sign up to host at least one each.)</i> Link:  Virtual Thursdays Hosting</li> </ul> </li> <li>The next Chicago eLearning &amp; Technology Showcase will take place on Tuesday, August 22, 2023.</li> </ol>
6.	<b>New Business</b>	<ol style="list-style-type: none"> <li>[MK] <b>Chapter Awards</b> - If possible, can the officers discuss and the President and VP decide on the chapter awards by 1/15/22? I sent an email with details of what I need. [DD] AC to discuss candidates for awards listed in MK's email.</li> <li>[AG] <b>At a Glance &amp; Byline</b> - <ul style="list-style-type: none"> <li>After discussing with Adam and Dan, we'd like to recommend retiring <i>At a Glance</i> and moving forward with a new monthly newsletter starting in February.</li> <li>Mauricio is stepping down as co-editor of the <i>Byline</i>. Sian is comfortable taking over as the sole editor, with Adam as mentor and adviser. <i>1/14 - Approved.</i></li> </ul> </li> <li>[PW] <b>Archives</b> - Housing/archiving of physical chapter assets. Pete uploaded the electronic Frank Award information to the chapter Google Drive. MK still has the binder and CD for the Frank Award (which Pete never received from the previous awardee). Pete also has a big box of treasurer records which he received when he started the position. I'm sure there are pockets of physical chapter assets scattered throughout the Chicagoland area (along with associated home owners who would love to reclaim the space) 😊. Long term we need to determine a strategy for storing or throwing out these items. <i>1/14 - Pete to review treasurer paper documents he has and scan them into Drive if appropriate. It was agreed that pure financial transaction</i></li> </ol>

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		<p><i>documents that are 10 years or older could be shredded. Pete to follow up with MK about Frank Award documents (binder and CD). Dan to reach out to volunteers with physical assets that can be consolidated.</i></p> <p>4. [LJ] <b>Contest</b> - Was there a winner in the January At-a-Glance photo contest? If so, please let me know. I will send a prize pack to the winner. [DD] There was, but we forgot the prize pack part and sent an e-gift card instead. I sent an email to Linda J advising her to coordinate with Sian (as newsletter editor) and Rita (as treasurer and co-host of swag) for future months.</p> <p>5. [RH] <b>Checking Account</b> - There's a \$20 monthly service fee on the December 31 statement. I've requested an explanation.  <i>1/14 - Rita to follow up with bank contacts.</i></p> <p><b>NOTE:</b> See "Unfinished Business" section for updates on following items from December: Committees, Byline, Website.</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. [AG] <b>Committees</b> - No update at this time.</p> <p>2. [AG] <b>Byline</b> - New format will be in place starting in February. See related item in New Business section.</p> <p>3. [DD] <b>Website</b> - Ashley and I met with Linda K, who volunteered to work with us directly on reorganizing/streamlining website content prior to any visual redesign, including the student redesign contest discussed last fall. Content will be updated in a "sandbox" not visible to the public, partly to avoid breaking any links used in the Community Achievement Award (CAA) application.</p> <p>4. [AG] <b>Google Workspace for Nonprofits</b> - Submitted the request. Waiting for nonprofit confirmation from TechSoup.  [DD] NOTE: SurveyMonkey subscription will renew April 4 with price increase from \$384 to \$468 a year.  [AG] Recommend canceling SurveyMonkey. Even if the Google Nonprofit space doesn't pan out, we can use Google Forms for free through the stcchicago@gmail.com account.  <i>1/14 - Ashley to cancel SurveyMonkey before renewal date and export all relevant data to chapter Google Drive.</i></p> <p>5. [DD] <b>Eventbrite</b> - Has the Eventbrite account been set up as agreed at the August AC meeting?  NOTE: Dan working on this, following advice from Michigan chapter.</p> <p>6. [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.  UPDATE: <b>12/19/22</b> mailed the \$200 check to Rita; have finally reached a live person and the \$150 and \$25 checks should begin being</p>

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		<p>processed again on their end. Expected receipt would be mid-January. [RH] \$200 check was deposited on Jan 3.</p> <p>7. [DD] <b>Strategic Planning</b> - Any follow-up to discussions at the Strategic Planning Meeting in July 2022? (See document at <a href="#">this link</a>). UPDATE: Let's defer this to next month.</p>
9.	<b>Other</b>	<p><b>Email vote</b> – The AC voted on December 23 to create a student internship to manage chapter social media, with academic credit to be provided by the University of Illinois-Chicago (UIC) through an existing program, and compensation through a \$1000 scholarship payable to UIC for tuition. Update: Candidates interviewed and intern selected on January 4.</p>
10.	<b>Next Meeting</b>	<p>Date: Saturday, February 11 Location: online (link to be sent to AC email list in advance)</p>
11.	<b>Adjourned</b>	10:40 a.m.

### Officer Reports

<p><b>President's Report</b> <i>Phil Hayek</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Participated (with Dan and Ashley) in interviews of candidates and selection of intern for chapter social media (see December minutes).</li> <li>Interviewed and hired a social media intern.</li> <li>Canceled the website internship (see "Website" items Unfinished Business).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Follow up on MK's email to chapter contact at College of DuPage (CoD). (See Student Outreach Committee report in Committee Reports section.)</li> </ul>
<p><b>Vice President's Report</b> <i>Ashley Gordon</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Selected a new Social Media intern, Amber Lewis, who started on Thursday, Jan 12. She'll be working closely with Ashley and Dan to get up to speed and start managing our social media accounts.</li> <li>Began the search for a website intern. Met with Dan and Linda K on Wednesday, Jan 11 to discuss and plan.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>[On Pause] Draft visual representation of proposed committee structure (see "Committees" item in New Business section of December minutes).</li> <li>Follow up with <i>Byline</i> editor about proposed redesign for February issue (see "Byline" item in New Business section of December minutes).</li> </ul>

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<b>Immediate Past President's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Worked with Rita to complete chapter budget for submission to big STC.</li> <li>• Added Frank Award process and contact information (Frank Award.docx) to the <b>Archives</b> folder on the chapter Google Drive.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to assist other officers as requested.</li> </ul>
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p><b>NOTE:</b> <i>STC memberships expire automatically at the end of each calendar year, with no grace period, resulting in dramatic drops in member numbers each January. These drops are typically offset by incremental gains during the year as members renew and new members join, hence the year-to-year comparisons in these reports.</i></p> <p>Total Members: 30, down from 38 a year ago and 84 a month ago  Student Members: none, down from 5 a year ago and 9 a month ago  Retired Members: 2, same as a year ago and a month ago  New TC Professional Members: 3, same as a year ago but down from 12 a month ago  Corp. Value Program members: 4, up from none a year ago and same as 4 a month ago  New STC members since previous AC update: none</p>
<b>Treasurer's Report</b> <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Submitted chapter budget to STC.</li> <li>• Verified for budget that funds in PayPal have been moved to bank account (except for \$200 to allow for refunds of payments as needed).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Update payment information for chapter accounts as discussed in October.</li> <li>• Also see Scholarships Committee report.</li> </ul>

<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>• Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Provide updated final numbers to chapter AC.</li> <li>• Send prize packs to winners of At-a-Glance photo contests.</li> <li>• Meet with the 2023 Summit committee 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>• Reached out to Deborah Murphy of ODN Chicago.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Contact other member organizations for help in planning of 2023 event.</li> </ul>

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<b>Bylaws Review</b> <i>Becky Hall</i>	Nothing to report until the next Bylaws Review in 2023.
<b>Byline</b> <i>Sian Mehl</i>	Completed: <ul style="list-style-type: none"> <li>Discussed proposed redesign with AC at December AC meeting.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Work on February issue with guidance from VP.</li> </ul>
<b>Competition</b> <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	Completed: <ul style="list-style-type: none"> <li>All judging has been completed</li> <li>Competition results were emailed to all submitters on 12/18/22 (No Award = 1; Merit = 6; Excellence = 4; Distinguished = 5)</li> <li></li> </ul> To Do: <ul style="list-style-type: none"> <li>Best of Show award to be announced after the holidays</li> <li>Create award verification email to be sent 1st week of January</li> <li>Work on awards with Finer Line</li> <li>Create judge appreciation certificates</li> <li>Continue to track down the final missing replacement checks from Argonne from the 2019 competition</li> <li><b>Look for a new Competition Manager for 2023-24.</b></li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>Attended planning meeting on December 20.</li> <li>Updated CETS website and Twitter with save the date information.</li> <li>Responded to questions sent to <a href="mailto:info@chicagoelearningshowcase.com">info@chicagoelearningshowcase.com</a> about 2023 event.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Update website and social media with announcements about 2023 keynote and registration.</li> <li>Send call for sponsors, speakers, and volunteers.</li> </ul>
<b>Get Real Interview Committee</b> <i>MANAGER</i> <i>NEEDED</i>	Completed: <ul style="list-style-type: none"> <li>Received one interview request and scheduled online interview with volunteer interviewee. (Bonus: interviewer/requester then attended Virtual Meetup.) Details recorded in spreadsheet on Google Drive.</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>

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<b>Membership</b> <i>Ashley Gordon</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>• Future of committee to be addressed in discussion of committee structure.</li> </ul>
<b>Nominating</b> <i>Dan Dornbrook</i> <i>(with Pete Wagner and Ashley Gordon)</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>• Identify potential candidates for chapter officer elections to be held in April 2023 (especially for vice president because current VP will become president).</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Set up discussion in early January about meeting ideas listed in “Event Suggestions” item in New Business section of December minutes.</li> <li>• Scheduled joint online meeting with Michigan Great Lakes Chapter for January 25. Topic is “Style Guides for Technical Writing: Why and How”. Speaker is Peggy Frizzo of MGL chapter. Meeting is free to members of both chapters and to STC student members, per MGL chapter policy.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Schedule additional meetings (virtual or in-person) for 2022-2023.</li> <li>• Provide descriptions of upcoming events and summaries of past events to webmaster, newsletter editor, and social media intern as needed.</li> </ul>
<b>Scholarship/Grant</b> <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>• 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>	<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> <li>• Participated in interviews of candidates for new internship for chapter social media (see “Other” section of this document for record of AC email vote approving creation internship position).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to post announcements, as necessary, as indicated above.</li> <li>• Act as information resource for social media intern as needed.</li> </ul>
<b>Sponsorships</b> <b>MANAGER</b> <b>NEEDED</b>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Nothing to report until this position is filled.</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>

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<b>Student Outreach</b> <i>MANAGER</i> <i>NEEDED</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• [MK] On 1/11/22, sent email introduction of Phil to Steven from College of DuPage.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <b>Look for a new Student Outreach Manager starting Jan. 2023.</b></li> </ul>
<b>Webinars</b> <i>MANAGER</i> <i>NEEDED</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• See Program Committee report.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <b>Look for a new Webinar Manager or merge into Program Committee.</b></li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Discussed plans for reorganizing/streamlining website with Ashley and Dan. Decided website intern is unnecessary.</li> <li>• Posted announcements for chapter events and updated site content.</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>• Meet again next week with Ashley and Dan to discuss site reorg.</li> <li>• Update WordPress.</li> <li>• <b>Look for a new Webmaster for 2023-24.</b></li> </ul>