




# STC Chicago Administrative Council Minutes

Online (Zoom link:

<https://us06web.zoom.us/j/85315433399?pwd=cmlFMHduMXhCcUpic0hZWnBTTkQwdz09>)

Saturday, March 4, 2023, 9:00 A.M.

Meeting Business		
1.	<b>Call to Order</b>	9:06 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, Ashley Gordon, MaryKay Grueneberg, Phil Hayek, Rita Hovorka, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on February 11. No changes requested. 3/4 - <i>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>	<p>1. <b>Thursday Meetups</b> -</p> <ul style="list-style-type: none"> <li>Virtual Meetups scheduled for 3/9, 4/13, 5/11, 6/8.</li> <li>(Officers: <i>please sign up to host at least one each.</i>)</li> </ul> <p>Link:  Virtual Thursdays Hosting</p> <p>2. <b>Competition</b> - See committee report for latest updates on status. Link to "How To" Guide:  CompetitionHowTo.xlsx</p> <p>[DD] Thanks to MK for all her hard work on current and past competitions!</p>
6.	<b>New Business</b>	<p>1. [PH] <b>Apex Awards</b> - (<a href="https://apexawards.com/">https://apexawards.com/</a>), MK has done this in the past for <i>Byline</i>, we can submit it one last time in the "old" form. 3/4 - <i>Phil to submit form using link to Byline Archive on website and debit card number from Dan.</i></p> <p>2. [DD] <b>Email Aliases</b> - Email aliases for officers and committee managers are still broken as of meeting time, what do we want to do going forward? Let's identify our options and decide. 3/4 - <i>Ashley to have issue resolved within next week.</i></p> <p>3. [DD] <b>Chapter Awards</b> - How do we want to announce recipients of chapter recognition awards (as opposed to competition awards)? Virtually again or in person, and either way, when? 3/4 - <i>In-person informal networking event to be scheduled for April 20. Event to include honoring recipients of chapter awards. Ashley to research available venues with good transportation options. Ashley to coordinate social media publicity with Amber.</i></p> <p>4. [DD] <b>VP Candidates</b> - Let's either discuss potential candidates for chapter VP for 2023-24 program year in preparation for chapter elections in <b>April</b> (see Nominating Committee report) or, if we prefer, schedule a discussion outside this meeting. 3/4 - <i>Officers to reach out to potential candidates and follow up with AC. Ashley to follow up with Amber about subscribing to emails.</i></p> <p>5. [PW] <b>Virtual Meetups</b> - Is the Virtual Thursdays Hosting link above going to the current spreadsheet? I remember signing up for at least</p>

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		<p>one meeting this year, but all 2023 rows are empty.</p> <p>[DD] You signed up for November, which is in the current program year. You are welcome to sign up for additional months if you wish.</p> <p><b>NOTE:</b> See “Unfinished Business” section for updates on following items from February: 2022 Summit Hosting, LinkedIn, Checking Account</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>	<ol style="list-style-type: none"> <li>1. [DD] <b>2022 Summit Hosting</b> - Follow up on close-out of remaining tasks for this committee. [LJ] Committed to meeting (if requested) with Atlanta volunteers about host chapter activities for 2023 Summit. [DD] Based on latest update, we can consider committee work done.</li> <li>2. [MK] <b>LinkedIn</b> - Follow up on Dan’s efforts to resolve ownership issues with legacy group. [DD] Issue is resolved. I am now owner.</li> <li>3. [RH] <b>Checking Account</b> - The type of checking account we have has a \$20 monthly service fee if the balance is less than \$10K. I will visit the Glenview branch to change the account type to one without a fee. <i>3/4 - Account has been changed to type with no fee.</i></li> <li>4. [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>).</li> </ol>
9.	<b>Other</b>	<p>[MK] <b>Sponsorship</b> - Have any officers reached out to either of our two Friends of STC Chicago sponsors, whose sponsorships will expire in April? <i>3/4 - Pete to reach out to Jack Molisani to renew sponsorship by LavaCon.</i></p>
10.	<b>Next Meeting</b>	<p>Date: Saturday, April 8</p> <p>Location: online</p>
11.	<b>Adjourned</b>	10:05 a.m.

### Officer Reports

#### President’s Report

*Phil Hayek*

Completed:

- Submitted [Google doc](#) covering IJAS science fair awards; I have one student currently planning on attending the fair to judge along with myself.
- Informed organization running Science Fair that chapter will grant awards for winning entries in same amounts as in past years.

To Do:

- Follow up with Rita about checks to cover awards for winning entries.
- Continue follow-up with College of DuPage.

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<b>Vice President's Report</b> <i>Ashley Gordon</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Continuing to meet with Amber every other week. See Social Media report for additional details</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Find resolution for issues with chapter email aliases</li> <li>Work with Program Committee to identify best way to notify recipients of this year's awards for chapter service (see New Business item about Chapter Awards)</li> <li>Continue working on website content revamp with Linda K and Dan</li> <li>[On Pause] Draft visual representation of proposed committee structure (see "Committees" item in New Business section of December minutes).</li> </ul>
<b>Immediate Past President's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Volunteered to take over Scholarship/Grant committee effective immediately.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Pete to reach out to Jack Molisani to renew sponsorship by LavaCon.</li> <li>Arrange handoff meeting with MK for physical documents related to the Frank Award at a mutually convenient time and place.</li> <li>Pass along flash drive with source document for chapter account list to Dan at mutually convenient time and place.</li> </ul>
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p>Total Members: 44, down from 55 a year ago but up from 36 a month ago</p> <p>Student Members: 1, down from 6 a year ago but same as a month ago</p> <p>Retired Members: 2, same as a year ago and a month ago</p> <p>New TC Professional Members: 4, down from 6 a year ago but same as a month ago</p> <p>Corp. Value Program members: 7, up from 2 a year ago and 3 a month ago</p> <p>New STC members since previous AC update: 1</p>
<b>Treasurer's Report</b> <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Corresponded with other officers as needed.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Ask webmaster to update scholarship application dates on chapter website.</li> <li>Resolve account fee issue with bank.</li> <li>Decide whether to continue quest for missing award checks (is it worth it?).</li> <li>Update payment information for chapter accounts as discussed in October (to ensure that only current officers are listed on any accounts).</li> <li>Discuss handoff of scholarship responsibilities for 2023-2024 with Pete.</li> </ul>

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<b>Committee Reports</b>	
<b>2022 STC Chicago Summit Hosting</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Submitted latest updates in Unfinished Business section of Agenda.</li> <li>Committed to meeting (if requested) with Atlanta volunteers about host chapter activities for 2023 Summit.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Meet with Atlanta volunteers if requested.</li> </ul>
<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Contacted members of CODIC, ODNC, and ATDChi about programming for 2023.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Contact other member organizations for help in planning an event in 2023.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	<p>Nothing to report until the next Bylaws Review in 2023.</p>
<b>Competition</b> <i>MK Grueneberg, Nancy Shanahan</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Submitted invoices for competition awards and chapter awards to Treasurer for payment to Finer Line</li> <li>Winners' list has been sent to Linda K for publication online</li> <li>Picked up all awards from our vendor</li> <li>Created certificates for those submitters requesting them</li> <li>Shipped all awards to recipients</li> <li>Submitted USPS receipts to Treasurer for reimbursement</li> <li>Wrote "Thank You Judges" article for newsletter and sent to Sian</li> <li>Created and sent judge appreciation certificates (PDF)</li> <li>Created a "Competition How To" task list and uploaded all forms, templates, and samples to Google Drive and sent a copy of the task list to the officers</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li><b>Look for a new Competition Manager for 2023-24.</b></li> </ul>
<b>eLearning Showcase</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Updated website and social media with announcements about 2023 keynote and registration.</li> <li>Submitted copy for <i>The Folio</i> regarding 2023 event and keynote.</li> <li>Met with Amber to discuss STC Chicago support of CETS on social media.</li> <li>Attended planning meetings on February 16 and March 2.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Update website and social media with announcements about registration, speakers, and sponsors.</li> <li>Create copy for STC Chicago email announcing registration.</li> <li>Reach out to previous sponsors with 2023 invitation.</li> <li>Attend routinely scheduled planning meetings.</li> </ul>

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<b>Get Real Interview Committee</b> <i>MANAGER 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>Newsletter</b> <i>Sian Mehl</i>	Completed: <ul style="list-style-type: none"> <li>Published first issue of new monthly newsletter format for February.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Work on March issue with guidance from Ashley and others as needed.</li> <li>Coordinate with Linda J and Rita on prize packs for photo contests.</li> </ul>
<b>Membership</b> <i>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>Future of this 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>	Completed: <ul style="list-style-type: none"> <li>Entered New Business item about spring chapter elections.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Identify potential candidates for chapter officer elections to be held in April (especially for vice president because current VP will become president).</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>Working on setting up direct deposit from Eventbrite to chapter bank account.</li> </ul> To Do: <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>Pete Wagner</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>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><b>Look for a new Scholarship Manager for 2022-23.</b></li> </ul>

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<b>Social Media</b> <i>Amber Lewis</i> <i>(student intern)</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Amber is now posting on Twitter and retweeting accounts we follow</li> <li>• She is actively researching and preparing to take over posting on the LinkedIn</li> <li>• We continue to meet every other week.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Use chapter accounts on Facebook and Twitter to publicize chapter activities as well as society-level STC activities and announcements.</li> <li>• Using new public LinkedIn page, advertise and target technical writers in the metro Chicago area as prospective chapter members.</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>
<b>Student Outreach</b> <b>MANAGER</b> <b>NEEDED</b>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• See President's Report.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• <b>Look for a new Student Outreach Manager.</b></li> <li>• Continue to coordinate with College of DuPage on existing outreach efforts.</li> </ul>
<b>Webinars</b> <b>MANAGER</b> <b>NEEDED</b>	<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 for 2022-23.</b></li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Updated site content and posted competition winners.</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>• Continue with streamlining of website content.</li> <li>• Update WordPress to new version after CAA evaluations are done.</li> <li>• <b>Look for a new Webmaster for 2023-24.</b></li> </ul>