



# STC Chicago Administrative Council Minutes

Online (Zoom link:

<https://us06web.zoom.us/j/87352533592?pwd=UVJyVWN4MndGdmdzQTg0YWZnK1I0dz09>)

Saturday, April 8, 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, Phil Hayek, Rita Hovorka, Linda Jansak, Linda Kelley, Pete Wagner
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to email addresses of attendees and others on March 4. Corrections received and accepted April 7. <i>4/8 - 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>	1. <b>Thursday Meetups</b> - <ul style="list-style-type: none"> <li>Virtual Meetups scheduled for 4/13, 5/11, 6/8.</li> <li>Meetup held 3/9, with 9 people attending.</li> <li>Link:  Virtual Thursdays Hosting</li> </ul>
6.	<b>New Business</b>	<ol style="list-style-type: none"> <li>[DD] <b>eLearning Showcase</b> - Each year the Showcase Committee has at least one request for AC advice or approval, which the AC routinely approves. No rush, but could the committee plan to submit this year's requests in time for the May or June AC meeting? [LJ] The planning committee recently learned of an increase in catering costs at the 2023 venue. As a result, registration rates will likely increase \$30 for the early bird and late registration levels to cover additional costs. Please let me know if there are any objections or other feedback about this increase. <i>4/8 - No objections.</i></li> <li>[LJ] <b>eLearning Showcase</b> - A sponsor has offered to fund a networking event starting at 5 p.m. on the day of the event. Prize drawings would take place at this time in the main ballroom. The networking event would be scheduled to end at 7 p.m. Any feedback or advice about this change is welcome and will be relayed to the planning committee for consideration. <i>4/8 - No objections.</i></li> <li>[LJ] <b>eLearning Showcase</b> - Has the chapter ever considered purchasing a pop-up banner to display STC Chicago branding and organization description at the eLearning Showcase? This banner may be useful for chapter in-person events throughout the year. Examples include: <a href="https://www.4imprint.com/product/8922-32/Economy-Retractable-Banner-Display-31-12">https://www.4imprint.com/product/8922-32/Economy-Retractable-Banner-Display-31-12</a>. <i>4/8 - Committee to include banner in proposed budget in May.</i></li> </ol>

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		<p>4. [PH] <b>Student Outreach</b> - Steven Accardi at College of DuPage (CoD) invites someone from STC Chicago to join the Writing Studies Advisory Board. See link:  <a href="https://cod.edu/academics/programs/english/writing-studies/advisory-board.aspx">https://cod.edu/academics/programs/english/writing-studies/advisory-board.aspx</a>.  <i>4/8 - Phil to email officers with instructor's contact info.</i></p> <p>5. [DD] <b>Scholarship</b> - Any update on the scholarship application? I ask mainly because the application we received was from a student at CoD, where we have a presence that I hope we can maintain going forward (see item about Student Outreach).  [PW] As Scholarship/Grants committee manager, I replied to the applicant (Zhifang "Lisa" Lin) that her application was received on time and that it would be evaluated and she would receive an answer by the end of April at the latest.  <i>4/8 - Also, check to be sent to this year's only applicant for professional development grant.</i></p> <p>6. [AG] <b>Internship</b> - Related to the above topic, Amber is interested in extending her internship. Let's discuss this, including funding and ongoing plans for a social media intern.  <i>4/8 - Approved budgeting \$3000 a year for three one-semester student internships for social media, to be paid through existing scholarship programs, with option for each intern to serve no more than two terms.</i></p> <p>7. [AG] <b>April In-Person Event</b> - We need to sign the contract for Barcocina, the event venue. Rita, let's connect so I can get the STC Chicago debit card info for signing the contract.</p> <p>8. [AG] <b>Social Media</b> - Amber is creating and sharing advertising material for our Happy Hour on April 20. Please share her posts on your social media accounts.  <i>4/8 - Approved budgeting up to \$100 for social media advertising.</i></p> <p>9. [AG] <b>Information Access</b> - Amber wants to know how she can get STC content more efficiently. What are the options for her attending AC meetings and signing up for STC emails?  <i>4/8 - Approved chapter funding for student membership for each social media intern. Also, Dan to include Amber in emails about AC meetings.</i></p> <p>10. [DD] <b>Tellers</b> - For the annual election, we will need two tellers who are current chapter members and whose names are not on the ballot. I'll explain the responsibilities (minimal) and the process at the meeting.  <i>4/8 - Linda Kelley and Pete volunteered.</i></p> <p>11. [DD] <b>Candidate Biographies</b> - Also for the annual election, we will need bios for each candidate on the ballot. I'll briefly explain this too.</p> <p><b>NOTE:</b> See Unfinished Business section of this agenda for updates on following items from March: Email Aliases, VP Candidate, Sponsorship, Web Content Review.</p>
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7.	<b>Committee Reports</b>	Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i> . Otherwise, find full committee reports below.
8.	<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>[DD] <b>Email Aliases</b> - Email to aliases is still bouncing as of April 8. <i>4/8 - Ashley working on fix, aiming to resolve by April 12.</i></li> <li>[DD] <b>VP Candidates</b> - Let's discuss potential candidates for chapter VP for 2023-24 program year in preparation for chapter elections in April (see Nominating Committee report). April Update: If we don't have a VP candidate yet, should we run the election without one as we did in 2021 and 2022? <i>4/8 - Decision to push elections to end of April (within week after 4/20) to allow for possible candidates to be discovered during the Happy Hour. Elections must be wrapped up before end of June.</i></li> <li>[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? [DD] Pete volunteered to reach out to Jack Molisani about renewal of sponsorship by LavaCon. Did this happen? [PW] Pete emailed Jack on April 7 and thanked him for this sponsorship and his general support of the chapter over the years, and asked if he'd be interested in renewing for 2023-2024.</li> <li>[DD] <b>Web Content Review</b> - What is the status of the editorial review of our current website content? <i>4/8 - Ashley to follow up with Dan and Linda K.</i></li> <li>[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>	N/A
10.	<b>Next Meeting</b>	Date: Saturday, May 20 (after Summit) Location: Off the Wall Coffee in Park Ridge at 10 a.m.
11.	<b>Adjourned</b>	10:43 a.m.

### Officer Reports

#### President's Report

*Phil Hayek*

Completed:

- Submitted application for Apex Award.

To Do:

- Reach out to potential VP candidates for 2023-24 and follow up with officers.
- Continue follow-up with College of DuPage about student outreach there.

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<b>Vice President's Report</b> <i>Ashley Gordon</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Identified venue for networking happy hour on April 20 and got agreement from officers on venue choice.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>Resolve issue with email aliases for chapter officers and committees.</li> <li>Coordinate with Amber on social media publicity for April in-person event.</li> <li>Reach out to potential VP candidates for 2023-24 and follow up with officers.</li> <li>Follow up with Amber about subscribing to emails about STC activities.</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>Reached out to Jack Molisani about renewal of Friends of STC Chicago sponsorship by LavaCon (set to expire in April).</li> <li>Responded to March scholarship application submission.</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>Process Zhifang(Lisa) Lin scholarship application and determine if a scholarship should be awarded.</li> <li>Reach out to potential VP candidates for 2023-24 and follow up with officers.</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: 49, down from 62 a year ago but up from 44 a month ago  Student Members: 3, down from 7 a year ago but up from 1 a month ago  Retired Members: 2, same as a year ago and a month ago  New TC Professional Members: 4, down from 7 a year ago but same as a month ago  Corp. Value Program members: 7, up from 2 a year ago and same as a month ago  New STC members since previous AC update: 2</p>
<b>Treasurer's Report</b> <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>Updated bank account in March to resolve fee issue.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <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> <li>Reach out to potential VP candidates for 2023-24 and follow up with officers.</li> </ul>

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<b>Committee Reports</b>	
<b>2022 STC Chicago Summit Hosting</b> <i>Linda Jansak</i>	Committee work is done (see minutes from March AC meeting). Nothing further to report.
<b>Alliance</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>Corresponded with reps from ODN/C and ATDChi about potential for 2023 event. We also discussed participating as an exhibitor at the eLearning Showcase this year with a complimentary table.</li> <li>Created, as always, a special registration rate for Alliance members at the eLearning Showcase.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Report to AC in May about programming status. Request feedback about potential for joint events.</li> <li>Respond to inquiries as they are received.</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	Nothing to report until the next Bylaws Review in 2023.
<b>Competition</b> MANAGER NEEDED	Completed: <ul style="list-style-type: none"> <li>Nothing to report until new competition manager is found.</li> </ul> To Do: <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>	Completed: <ul style="list-style-type: none"> <li>Created copy for STC Chicago email announcing registration.</li> <li>Replied to questions from new exhibitors.</li> <li>Attended planning meeting on March 30.</li> <li>Identified potential improvement for STC Chicago display table. See New Business section of the agenda.</li> <li>Recommended registration rate increase to cover 2023 catering costs.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Update website and social media with announcements about registration, speakers, and sponsors.</li> <li>Reach out to previous sponsors with 2023 invitation.</li> <li>Attend routinely scheduled planning meetings.</li> <li>Include requests for chapter AC advice or approval in New Business section of upcoming AC agendas as needed.</li> </ul>
<b>Get Real Interview Committee</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 Interview Manager for 2022-23.</b></li> <li>Respond to interview requests as they are received. (Latest was in January.)</li> </ul>

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<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>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>Newsletter</b> <i>Sian Mehl</i>	Completed: <ul style="list-style-type: none"> <li>Published issue for current month.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Work on next 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>Nominating</b> <i>Dan Dornbrook</i> <i>(with Pete Wagner and Ashley Gordon)</i>	Completed: <ul style="list-style-type: none"> <li>Initiated search for VP candidates in discussion at March AC meeting.</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). Alternatives are to run election without VP candidate, as we did in 2021 and 2022, or to postpone election (no later than June) by AC vote.</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>Finish setting up direct deposit from Eventbrite to chapter bank account.</li> <li>Assisted as requested in setup of networking happy hour on April 20.</li> </ul> To Do: <ul style="list-style-type: none"> <li>Preside at networking happy hour on April 20 and pay venue for food (and non-alcohol drinks) with chapter debit card.</li> <li>Schedule additional meetings (virtual or in-person), including June meeting that technically serves as chapter's required "annual business meeting".</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>See New Business item about response to scholarship application.</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>Amber Lewis</i> <i>(student intern)</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>

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<b>Sponsorships</b> <i>MANAGER</i> <i>NEEDED</i>	<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> <i>MANAGER</i> <i>NEEDED</i>	<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>• Continue to coordinate with College of DuPage on existing outreach efforts.</li> <li>• <b>Look for a new Student Outreach Manager.</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 for 2022-23.</b></li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Posted announcements and updated site content</li> <li>• Updated WordPress to new version</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>• <b>Look for a new Webmaster for 2023-24.</b></li> </ul>