

STC Chicago Administrative Council Minutes

Online (Zoom link:

<https://us06web.zoom.us/j/89536104083?pwd=NGlYYjh6MloybjRGaDVnMWxzeVBOUT09>)

Saturday, June 10, 2023, 9:00 a.m.

Meeting Business		
1.	Call to Order	9:07 a.m.
	Attendees	Dan Dornbrook, Ashley Gordon, Linda Jansak, Phil Hayek, Rita Hovorka, Pete Wagner
2.	Minutes from Previous Meeting	Minutes sent to AC email list on May 20. Minor corrections received and accepted. <i>6/10 - Approved.</i>
3.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2023 Budget Materials folder for details. 2023 STC Chicago Monthly Reports.xlsx
4.	Announcements	<ol style="list-style-type: none"> Thursday Meetups - <ul style="list-style-type: none"> Virtual Meetup held 6/8, with 7 attending (2 from outside area). Strategic Planning - Space reserved for August 5 meeting (see Treasurer's Report). Details to be emailed to attendees. Chapter Banners - Existing banners with chapter logo to be transferred by Dan to eLearning Showcase team before Showcase date. Suggestions Welcome - The Program Committee welcomes suggestions for any and all of the following: <ul style="list-style-type: none"> speakers for future webinars venues for future happy hours chapters to collaborate with for future virtual gatherings
5.	New Business	<ol style="list-style-type: none"> [PW] Scholarships - Want to confirm that the chapter plans to continue the Scholarship and Grant program in the new program year and the details (if changing from the previous year), so that I can get the website updated accordingly. <i>6/10 - Program to be discussed at Strategic Planning Session.</i> [DD] August Happy Hour - Can we schedule the suburban happy hour for the week of August 7? (The week after that is problematic.) If we agree on workable dates, I'll work on reserving the venue. <i>6/14 - Plan is to aim for Thursday, August 10 (Wednesday as backup). Start time to be 5:30 p.m.</i> [DD] Non-Event Payments - We have used PayPal in the past for payments for competition entry fees and merchandise sales (as opposed to event registrations). In light of known issues with our current account, do we have a plan for a mechanism to replace it? <i>6/10 - Dan to research Evenbrite help info provided by Ashley.</i> [AG] Strategic Planning Session. Let's be sure we're on the same page about our goals going into this meeting on August 5. <i>6/10 - Ashley to create agenda in Google Drive, including creating plan</i>

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		<p>for events and activities for 2023-24 program year. Also, FYI, Ashley is joining STC Community Affairs Committee (CAC).</p> <p>5. [AG] Highlighting Folio stats – Spreadsheet and Heatmap</p> <p>NOTE: See Unfinished Business section of this agenda for updates on following items from May AC meeting: Email Aliases, Officer Election, Web Content Review.</p>
6.	Committee Reports	<p>Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
7.	Unfinished Business	<p>1. [DD] Email Aliases - Email to aliases is still bouncing as of June 4. 🙄</p> <p>[AG] Why do we have cPanel and do we need to keep it? If our website is hosted through DreamHost and our stc-chicago.com domain is accessible through/hosted by Google, do we still need cPanel? I think the problem is that different softwares are competing for the email route.</p> <p>[DD] Do we have an alternate means of managing standing aliases that enable us to (a) forward website inquiries to rotating volunteers (as opposed to putting their personal addresses on the website) and (b) send messages to chapter lists (as opposed to entering multiple individual addresses every time)?</p> <p>[LK] FYI, we use cPanel for website maintenance and backups.</p> <p>[DD] Hmm. Let's discuss best way to support functions listed above.</p> <p><i>6/10 - Separate meeting planned next week on website issues.</i></p> <p>2. [DD] Officer Election - Created email list for voting and draft email in Constant Contact. Will update draft with link to new voting form.</p> <p>[AG] Voting will begin on Monday, June 12.</p> <p><i>6/10 - Ashley to send link to Dan by tomorrow.</i></p> <p>3. [DD] Web Content Review - What is the status of the editorial review of our current website content?</p> <p><i>6/10 - Review to be discussed at meeting about website.</i></p>
8.	Other	N/A
9.	Next Meeting	<p>Date: Monthly AC meetings to resume after in-person Strategic Planning Session scheduled for August 5.</p> <p>Location: online (link to be sent to AC email list in advance)</p>
10.	Adjourned	10:09 a.m.

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Officer Reports	
President's Report <i>Phil Hayek</i>	<p>Completed:</p> <ul style="list-style-type: none"> Discussed potential candidate for fall semester social media internship with Ashley and Dan. <p>To Do:</p> <ul style="list-style-type: none"> Follow up with Ashley and Amber about internship extension and chapter-funded student membership. Continue follow-up with College of DuPage about student outreach there.
Vice President's Report <i>Ashley Gordon</i>	<p>Completed:</p> <ul style="list-style-type: none"> Followed up with Dan on logistics of chapter officer election to be held in June and announced in June issue of The Folio, including getting candidate biographies. Followed up with Sian, Dan, Rita, and Linda K about plans for future networking happy hours in city and suburbs. <p>To Do:</p> <ul style="list-style-type: none"> Create agenda in Google Drive for Strategic Planning Session (see discussion item in New Business). Resolve issue with email aliases for chapter officers and committees (discuss at meeting with Dan and Linda K about website). Follow up with Dan and Linda K about editorial review of current website content (discuss at meeting with Dan and Linda K about website). Follow up with Pete about transition to Elizabeth Burke as competition manager for 2023-2024 program year (see May AC minutes). Follow up with Linda J and Rita about plan for remaining inventory of STC Chicago souvenirs (see May AC minutes). Follow up with Dan and Amber about process for closing legacy private STC Chicago group on LinkedIn and redirecting followers to new chapter page. Follow up with new STC executive director (see May AC minutes). Follow up with Dan about suggestions for meeting venues, webinar speakers, and collaborations with other STC chapters.
Immediate Past President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> Wrote an article for the website and newsletter announcing the student scholarship award. Followed up with Rita about funding for student scholarship. Per Ashley's request, send her Elizabeth Burke's mobile number so she could coordinate with Eizabeth directly regarding next year's competition. <p>To Do:</p> <ul style="list-style-type: none"> Arrange handoff meeting with MK for physical historical documents related to the Frank Award. [DD] (Note: Pete and MK to attend volunteer lunch in June.)

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Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 54, down from 70 a year ago but up from 53 a month ago</p> <p>Student Members: 5, down from 8 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 7 a year ago but same as a month ago</p> <p>Corp. Value Program members: 7, up from 2 a year ago and same as a month ago</p>
Treasurer's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> Reserved conference room in Glenview building for Strategic Planning meeting at 10 a.m. on August 5. (Will send location link with parking advice.) <p>To Do:</p> <ul style="list-style-type: none"> Send reimbursements after receiving receipts from social media intern (for student membership) and from recipient of professional development grant. Follow up with UIC contact (provided by Phil in email) about process for funding stipend for social media intern. Follow up on awarding of student scholarship (see minutes of May AC meeting).

Committee Reports	
2022 STC Chicago Summit Hosting <i>Linda Jansak</i>	<p>Committee work is done (see minutes from March AC meeting).</p> <p>Nothing further to report, except for additional correspondence with the Atlanta chapter president after this year's Summit in Atlanta.</p> <p>We may also hold a brief call to talk about best practices for hosting a Summit. This may result in the creation of materials that can be used by other chapters.</p>
Alliance <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> Replied to ODN/C representative regarding options for promoting October event. <p>To Do:</p> <ul style="list-style-type: none"> Respond to inquiries as they are received. Report to AC about programming status of October event. Request feedback about potential for joint events with other organizations in Alliance.
Bylaws Review <i>Becky Hall</i>	<p>Nothing to report until the next Bylaws Review in 2023.</p>
Competition <i>Elizabeth Burke</i>	<p>Completed:</p> <ul style="list-style-type: none"> Competition manager for 2023-24 program year found (see May AC minutes). <p>To Do:</p> <ul style="list-style-type: none"> Pete to work with Elizabeth (and Ashley) on transition.

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<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Updated website and social media with announcements about registration, speakers, sessions, and sponsors. • Met with conference planning team to schedule updates, discuss venue, and potential for after-event networking. • Created CETS email for distribution to mailing list. • Corresponded with current and potential sponsors/exhibitors. • Submitted content about event to Sian for publication in <i>The Folio</i>. <p>To Do:</p> <ul style="list-style-type: none"> • Find a graphic designer interested in creating branded banner, other promotional items. (On hold until STC brand update occurs.) • Reach out to previous sponsors with 2023 invitation. • Attend routinely scheduled planning meetings. • Include requests for chapter AC advice or approval in New Business section of upcoming AC agendas as needed. • Prepare to discuss marketing and branding strategies (including proposals for promotional materials) at Strategic Planning meeting in August (see minutes of May AC meeting). • Purchase STC Chicago giveaways for day-of raffle. • Meet with Rita to collect remaining promotional items. • Create email for all STC Chicago Constant Contact recipients.
<p>Get Real Interview Committee <i>MANAGER NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report until this position is filled. <p>To Do:</p> <ul style="list-style-type: none"> • Look for a new Interview Manager for 2023-24. • Respond to interview requests as they are received.
<p>Historian <i>Bill Leavitt</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • As assigned or requested.
<p>Membership <i>Ashley Gordon</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report this month. <p>To Do:</p> <ul style="list-style-type: none"> • Future of this committee to be addressed in discussion of committee structure.
<p>Newsletter <i>Sian Mehl</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> • Published June issue. <p>To Do:</p> <ul style="list-style-type: none"> • Work on next issue with guidance from officers.

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Nominating <i>Dan Dornbrook</i> <i>(with Pete Wagner and Ashley Gordon)</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Notice to members to watch for voting email included in <i>The Folio</i>. • Email list and draft email for voting created by Dan in Constant Contact. • Voting form being set up in Google Forms (Ashley to provide link to Dan). Voting to begin June 12 and end June 23. • Candidate biographies for online ballot collected by Ashley. <p>To Do:</p> <ul style="list-style-type: none"> • NOTE: Linda Kelley and Pete Wagner to serve as tellers after end of voting, using anonymized list of member numbers to be provided by secretary.
Programs <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Scheduled and announced Volunteer Recognition Lunch on June 17 at Moretti's Pizzeria in Rosemont. Invitation included competition judges from MK's list. • Coordinated with Ashley and with Kylie Jacobsen from Michigan Great Lakes Chapter on publicity for joint webinar planned for June 28 (announced in June issue of <i>The Folio</i>). Email invitation (with link to Eventbrite page for signup) scheduled for June 14 with automatic reminder June 21. • Scheduled happy hour for July 19 at Barcocina West Town. <p>To Do:</p> <ul style="list-style-type: none"> • Schedule August happy hour at suburban location (using list of Elmhurst venues provided by Linda K). • Schedule additional webinars and in-person social events in future months based on guidance from Strategic Planning meeting in August. • Set up Eventbrite registration and Constant Contact invitations for future webinars and in-person social events. • Provide descriptions of upcoming events and summaries of past events to webmaster, newsletter editor, and social media intern as needed.
Scholarship/Grant <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Wrote content for the scholarship award for the chapter website and <i>The Folio</i>. <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> • Proceed as advised by AC (see New Business item).
Social Media <i>Amber Lewis</i> <i>(student intern)</i>	<p>Completed:</p> <ul style="list-style-type: none"> • Posting announcements, as necessary, related to chapter activities, society activities, and activities of chapters with which we collaborate on joint events. <p>To Do:</p> <ul style="list-style-type: none"> • Continue to post announcements, as necessary, as indicated above.
Sponsorships MANAGER NEEDED	<p>Completed:</p> <ul style="list-style-type: none"> • Nothing to report until this position is filled. <p>To Do:</p> <ul style="list-style-type: none"> • Look for a new Sponsorship Manager for 2023-24. • Note: Sponsorship needs are minimal until in-person events resume.

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Student Outreach <i>MANAGER</i> <i>NEEDED</i>	Completed: <ul style="list-style-type: none">• [DD] Volunteered to serve on Advisory Board for Writing Studies program at College of DuPage. Other parts of past outreach to be discussed at Strategic Planning meeting in August. To Do: <ul style="list-style-type: none">• Continue to coordinate with College of DuPage on existing outreach efforts.• Look for a new Student Outreach Manager for 2023-24.
Webinars <i>MANAGER</i> <i>NEEDED</i>	Completed: <ul style="list-style-type: none">• See Program Committee report. To Do: <ul style="list-style-type: none">• Look for a new Webinar Manager for 2023-24.
Webmaster <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none">• Posted announcements and updated site content as needed.• Researched happy hour venues in Elmhurst. To Do: <ul style="list-style-type: none">• Work with Ashley and Dan on editorial review of current website content.• Continue to post announcements for chapter events and update site content.• Look for a new Webmaster for 2023-24.