

# STC Chicago Administrative Council Agenda

Contact [ac@stc-chicago.com](mailto:ac@stc-chicago.com) for location.

Saturday, January 13, 2018, 9:30 a.m.

Meeting Business		
1.	<b>Call to Order</b>	
2.	<b>Attendees</b>	
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on November 11. No comments received. Agenda of canceled December meeting saved online as record of statuses.
4.	<b>Consent Agenda and Financials</b>	See the 011318 Treasurer's Report on Google Drive in the <b>Treasurer Documents / 2018 Budget Materials</b> folder for details. <ul style="list-style-type: none"> <li>12/14 \$27.01 Walgreens - <b>December meeting expense? Need receipt/description.</b></li> <li>12/15 \$690.33 Bar Louie - December chapter meeting food and space rental.</li> <li>12/18 \$624.84 Constant Comment - chapter email messaging service.</li> </ul>
5.	<b>Secretary's Report</b>	Total Members: <b>43</b> , down from 126 a year ago and 86 a month ago Student Members: NONE, down from 11 a year ago but same as a month ago (and besides, HUH??) [MK] and we know for a fact that at least one of our scholarship winner has registered! Retired Members: 2, down from 3 a year ago and 4 a month ago New TC Pro Members: 2, down from 7 a year ago and 4 a month ago Corporate Value Program members: 1, down from 5 a month ago (not tracked a year ago) New STC members since previous AC update: none
6.	<b>Announcements</b>	1. Thursdays at STC <b>January 4, 2018</b> <ul style="list-style-type: none"> <li>1 attendees Downtown Chicago (Pete/Russ)</li> <li>2 attendees at Jason's Deli in Schaumburg (Donna T.)</li> <li>4 attendees at Noodles &amp; Co in Lincolnshire (Malcolm/Ben)</li> </ul> 2. [Add other announcements here, if applicable.]
7.	<b>New Business</b>	1. [MK] <b>STC Summit registration</b> - The deadline for the special "anniversary rate" of \$925 ends January 31. As incoming president, I can purchase my registration and send receipt to Pete for reimbursement, but Pete will need to purchase the registration for the incoming VP and have the name switched over after the election as we've done in the past. 2. [DD] <b>STC Member Records</b> – Since contacting the STC office on November 13 about chapter members missing from the STC database (and following up on December 1), we have received no response from the STC office staff (Erin or Elaine). Meanwhile, as indicated in the Secretary's Report, the discrepancies have actually worsened. So we have a data problem and a communication problem. Let's discuss both.

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		<p>3. [MK] <b>Website issues solved?</b> - sigh. In my report below, I had said the issues were resolved. That was on 1/2/18. On 1/3/18, some of the issues were back. Have forwarded info to Kobla, Elaine, and Liz. Kobla responded quickly and as of 1/4/18, things are working once again. Mandy and I will keep an eye on this. There is nothing for the AC to do at this point, I just wanted to keep you apprised of the situation.</p> <p>4. [LJ] <b>2018 eLearning Showcase Seed Money Requested</b> – Contact information for CETS treasurer will be sent to Pete Wagner. Amount requested in 2018 is \$1500, which is the same as last year.</p> <p>5. [PW] John Hartigan is requesting money for the Frank Award prize, the same amount as was given in 2017. <b>Pete is still trying to find out what we gave in 2017.</b></p>
8.	<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.
9.	<b>Unfinished Business</b>	N/A
10.	<b>Other</b>	None.
11.	<b>Next Meeting</b>	Date: Saturday, February 10, 2018 Location: Barnes and Noble on Golf Rd in Schaumburg ( <i>or online?</i> ) Online meeting link to be distributed in advance if we decide to meet online in February.
12.	<b>Adjourned</b>	

<b>Committee Reports</b>	
<b>Alliance</b> <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> <li>● Discussed continued use of Eventbrite for Alliance meetings.</li> <li>● Discussed options for future event (TBD).</li> </ul> To Do: <ul style="list-style-type: none"> <li>● Confirm participation of Chicago Alliance organizations in future events.</li> <li>● Determine topic for upcoming meeting.</li> </ul>
<b>Bylaws Review</b> <i>Dan Dornbrook</i>	To Do: <ul style="list-style-type: none"> <li>● Next review scheduled for early 2019.</li> </ul>
<b>Byline</b> <i>Elizabeth L. Burke</i>	<b>No report submitted.</b> [Delete this line when submitting report as indicated below.] Completed: <ul style="list-style-type: none"> <li>● Release December issue of <i>Byline</i></li> </ul> To Do: <ul style="list-style-type: none"> <li>●</li> </ul>
<b>Competition</b>	Completed:

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<p><i>MK Grueneberg</i></p>	<ul style="list-style-type: none"> <li>• Have been in weekly contact with the teams, logging their progress</li> <li>• Reviewed all evaluations and sent recommended edits to the appropriate judges</li> <li>• Prepared notification email templates for all 4 levels of awards</li> <li>• Sent notifications to all competition submitters</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Collate judges' evaluation PDFs and send to the submitters</li> <li>• Begin working on award orders (Elizabeth B will help with that)</li> </ul>
<p><b>eLearning Showcase</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Corresponded with core planning group about collecting seed money from host organizations</li> <li>• Requested 2018 seed money from STC Chicago AC</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Work on new budget template with host reps</li> <li>• Post link to Call for Volunteers</li> </ul>
<p><b>Historian</b> <i>Bill Leavitt</i></p>	<p><b>No report submitted.</b> [Delete this line when submitting report as indicated below.]</p> <p>Completed:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Immediate Past President</b> <i>Elizabeth L. Burke</i></p>	<p><b>No report submitted.</b> [Delete this line when submitting report as indicated below.]</p> <p>Completed:</p> <ul style="list-style-type: none"> <li>• Attend December meeting, present one of the lightning talks.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Continue to support President, Vice President, and committees as needed.</li> </ul>
<p><b>Membership</b> <i>Heidi Hanson</i> <i>Stacey Lohman</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• [MK] Touched base with Membership Mgr in early January to get the list of those who renewed or registered prior to Dec. 31 for the drawing</li> <li>•</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>• Draw the winners of the raffle, contact them them for pickup (or delivery) of the prizes, and announce in the February <i>Byline</i></li> <li>• Write article for <i>Byline</i> announcing the winners</li> </ul>
<p><b>Mentoring</b> <i>Josée Martens</i></p>	<p><b>No report submitted.</b> [Delete this line when submitting report as indicated below.]</p> <p>Completed:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Nominating</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>• Wrote an article for the December <i>Byline</i> related to open officer and committee</li> </ul>

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	<p>manager positions.</p> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Begin new discussion with the NomComm to establish short list of people to contact regarding running for office</li> </ul>
<p><b>President</b> <i>Elizabeth Gecas</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Competition judging and evaluations</li> <li>● Attend Dec. meeting</li> <li>● Helped select banquet design winner</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Attend Jan. meeting</li> <li>● Feb. President's message for Byline</li> <li>● Assist with CAA application, as needed</li> <li>● Assist committees, as needed</li> </ul>
<p><b>Programs</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended and hosted the December holiday party</li> <li>● Booked venues for January (Olive Garden, DG) and February (Bar Louie, Schaumburg) meetings</li> <li>● Created events in Constant Contact for January and February meetings</li> <li>● Created and scheduled January email invites for 1/3, 1/11, and 1/16</li> <li>● Created and scheduled 1st February email for January 30</li> <li>● With the help of the IPP and the president, we have selected a winner of the banquet brochure cover design contest</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Notify the winner of the design contest and pass on the promo code to receive 2 free registrations to the banquet in March</li> <li>● Continue working on venues for 2018</li> <li>● Purchase an HDMI cable</li> <li>● Confirm the remaining planned speakers through June 2018</li> <li>● Create follow-up meeting invitation email in Constant Contact for Jan and Feb</li> </ul>
<p><b>Scholarship</b> <i>Elizabeth L. Burke</i></p>	<p><b>No report submitted.</b> [Delete this line when submitting report as indicated below.]</p> <p>Completed:</p> <ul style="list-style-type: none"> <li>● [Move items here when done.]</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Need to follow up with details [DD: of something, one assumes ;-&gt;]</li> <li>●</li> </ul>
<p><b>Social Media</b> <i>Mandy Morgan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>●</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p><b>Sponsorships</b></p>	<p>Completed:</p>

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<p><i>Francis Bao</i> <i>MK Grueneberg</i></p>	<ul style="list-style-type: none"> <li>● [MK] Reached out to Jennifer DeVries (BlueStreak Learning) for January meeting sponsorship; she declined but is open to future sponsorship</li> <li>● [MK] Confirmed Dakota Systems as Gold sponsor for banquet</li> <li>● [MK] Confirmed Ken Cook Co. for banquet sponsorship</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Find a sponsor for January and February meetings</li> </ul>
<p><b>Treasurer</b> <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● 2018 budget reviewed and approved by AC and committee members, then routed to STC National on 12/15.</li> <li>● Sent updated Two-Year strategic plan to STC National along with 2018 budget.</li> <li>● Renewed chapter Constant Comment subscription.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p><b>Vice President</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended the December meeting and presented a lightning talk</li> <li>● Worked with Kobla on final issues with Website - things are finally working properly! On and off. We're watching it closely.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Continue to support the president and IPP in any need that comes up</li> <li>● Complete the CAA application and submit prior to deadline of January 29</li> </ul>
<p><b>Webmaster</b> <i>Mandy Morgan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Added January meeting.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Post articles as needed for programming</li> <li>● Figure out issues with Wordpress</li> </ul>