

STC Chicago Administrative Council Minutes
 Barnes & Noble Bookstore, 590 E. Golf Rd., Schaumburg, IL 60173
 Saturday, April 14, 2018, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:35 a.m.
2.	Attendees	Elizabeth Burke, Elizabeth Gecas, Dan Dornbrook, MaryKay Grueneberg, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on March 10. No comments received. <i>4/14 - Approved.</i>
4.	Consent Agenda and Financials	See the 041418 Treasurer's Report on Google Drive in the Treasurer Documents / 2018 Budget Materials folder for details. <ul style="list-style-type: none"> ● 03/12 \$19.46 Office Max - banquet sponsor signs and table cards ● 03/13 \$34.62 Staples - Merit Award frames ● 03/15 \$105.84 Linda Kelly - Banquet centerpieces ● 03/15 \$15.38 Staples - Merit certificates ● 03/15 \$37.06 Stacey Lohman - Printed name badges (for banquet and upcoming chapter meetings) ● 03/15 \$25.00 Alka Sajan - Banquet overpayment ● 03/15 \$26.71 MaryKay Gruenberg - <i>Wordpress for Dummies</i> book (chapter website maintenance) ● 03/19 \$3,477.60 Texas de Brazil - Banquet room and food ● 03/20 \$1,579.93 The Finer Line - Banquet Awards ● 4/11 \$259.69 Copresco - Award banquet booklets ● 4/13 \$123.58 Cheri Gerlach - Postage for mailing the banquet awards and 4 envelopes ● 4/13 \$29.00 John Hartigan - Engraved pen for Frank Award <i>4/14 - Approved.</i>
5.	Secretary's Report	Total Members: 76, down from 128 a year ago but up from 74 a month ago Student Members: 4, up from 2 a year ago and same as a month ago Retired Members: 4, down from 6 a year ago but same as a month ago New TC Professional Members: 3, down from 7 a year ago but up from 2 a month ago Corporate Value Program members: 1, same as a month ago (not tracked a year ago) New STC members since previous AC update: 1 (names to be provided to Constant Contact administrator) NOTE: Chapter is continuing to work with STC office to resolve apparent discrepancies in membership records.
6.	Announcements	1. Thursdays at STC April 5: <ul style="list-style-type: none"> ● 1 attendees Downtown Chicago (Pete/Russ) ● 1 attendees at Jason's Deli in Schaumburg (Donna T.)

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		<ul style="list-style-type: none"> ● 4 attendees at Noodles & Co in Lincolnshire (Malcolm/Ben) <p>2. Scholarship - We've received faculty support documents for a submitter at the University level, waiting for the candidate's portion (samples).</p>
7.	New Business	<p>1. [MK] Election - the election is now overdue. Traditionally, it is started the 2nd week of April. At the moment, we do not have a candidate for VP. I discussed this with a couple of other chapter leaders and I have a couple of options to discuss.</p> <p><i>4/14 - Approved motion to start election within next week with VP position listed as vacant on ballot. President to appoint VP with AC approval later as prescribed in Chapter Bylaws.</i></p> <p>2. [MK] CAC Leadership Program Sponsorship - the CAC is looking to the communities to sponsor the Leadership Program at the 2018 Summit. They are looking for a total of \$1,100 from the communities to supply coffee, tea, bagels, and juice for the leadership participants. Since we are flush and are considered a community to look up to, I propose we make a donation of \$300 as sponsorship.</p> <p><i>4/14 - Approved.</i></p>
8.	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>
9.	Unfinished Business	N/A
10.	Other	<p>1. [MK] Awards Display - propose to buy board and create traveling display of certificates and logos of awards won by chapter. The board would be displayed at major annual events like the eLearning Showcase and the awards banquet to promote the chapter's accomplishments to potential members.</p> <p><i>4/14 - Approved.</i></p> <p>2. [MK] Committees - review list of current committees and managers, identify known or potential volunteers (new or continuing) and open positions for 2018-2019 program year.</p> <p><i>4/14 - Discussed. Potential volunteers to be contacted. Open positions to be publicized in order to attract volunteers.</i></p>
11.	Next Meeting	<p>Date: Saturday, May 12</p> <p>Location: online (link to be sent to AC email list in advance)</p>
12.	Adjourned	10:32 a.m.

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Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Held call with ICF-Chicago's new Alliance rep. ● Discussed possibility of attending local university and career fairs to promote the Alliance orgs. To Do: <ul style="list-style-type: none"> ● Continue confirm participation of Chicago Alliance organizations in future events. ● Determine topic for upcoming meeting.
Bylaws Review <i>Dan Dornbrook</i>	To Do: <ul style="list-style-type: none"> ● Next review scheduled for early 2019.
Byline <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> ● Solicit articles and work with volunteer to produce April issue. To Do: <ul style="list-style-type: none"> ● Working on April issue, hope to get it out ASAP.
Competition <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Ordered and received judges' gifts; presented to all judges in attendance at banquet and Cheri Gerlach mailed to the others ● Created and posted a 2017 Competition Winners page To Do: <ul style="list-style-type: none"> ● Reach out to potential competition manager for next year
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Updated sponsorship page at CETS website. ● Corresponded with new sponsor. To Do: <ul style="list-style-type: none"> ● Attend planning meeting on April 17
Historian <i>Bill Leavitt</i>	No updates this month.
Immediate Past President <i>Elizabeth L. Burke</i>	Completed: <ul style="list-style-type: none"> ● Attended banquet and assisted with details as needed. ● Order food for April program meeting To Do: <ul style="list-style-type: none"> ● Continue to support President, Vice President, and committees as needed.
Membership <i>Heidi Hanson</i> <i>Stacey Lohman</i>	To Do: <ul style="list-style-type: none"> ● Nothing until next summer when we will start working on the 2018 fall membership drive campaign
Mentoring <i>Josée Martens</i>	No updates this month.

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<p>Nominating <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Continued to reach out to potential VP candidates with no success ● Reached out to other chapter leaders for thoughts on how to proceed; will discuss at the AC meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Get the election started
<p>President <i>Elizabeth Gecas</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Facilitate March AC meeting ● Submitted April president's message ● Attended March banquet and assisted in setup <p>To Do:</p> <ul style="list-style-type: none"> ● Assist committees, as needed
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Contacted all competition winners and judges with individual invitations to the banquet ● Prepared all awards to be shipped and gathered addresses; Cheri will do all the shipping ● Secured CARA offices for the April 19 meeting ● Wrote and posted article for April 19 meeting ● Created April meeting event in Constant Contact and scheduled the first two of three meeting invitations for 3/27 and 4/10 ● Sent April meeting info to James Cameron for STC Notebook <p>To Do:</p> <ul style="list-style-type: none"> ● Secure venue for June business meeting
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Contacted winner and non-winners of the High School Scholarship competition ● Released forms for University level Scholarship competition <p>To Do:</p> <ul style="list-style-type: none"> ● Write article for April <i>Byline</i> announcing HS winning recipient(s)
<p>Social Media <i>tbd (for now, MK for website and FB, Linda J for Twitter)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted the following on FB and Twitter: <ul style="list-style-type: none"> ● Announced CAA win ● Announced design contest winner ● Posted banquet notices ● Posted Summit registration articles ● Posted announcement of college scholarship availability <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements, as necessary, related to the chapter events
<p>Sponsorships <i>Francis Bao</i> <i>MK Grueneberg</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> ● Work on sponsors for remaining meetings of 2018

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<p>Treasurer <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Got tent cards and sponsor posters printed for the March banquet. ● Wrote article about the science exposition for the April <i>Byline</i>. <p>To Do:</p> <ul style="list-style-type: none"> ● Fill out and submit Form 990-N (e-Postcard; chapter taxes). ● Submit National budget report for last year. Will first send draft to AC for review and approval.
<p>Vice President <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Wrote article announcing CAA Platinum win (for <i>Byline</i> and Website) ● Attended and hosted 46th annual recognition and awards banquet ● Reviewed the HS scholarship entries and submitted my comments to ELB <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to support the president and IPP in any need that comes up ● Secure all committee manager roles for 2018-19
<p>Webmaster <i>tbd (MK for now)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted CAA article ● Updated the award logo on our Home page ● Updated President's Award page with complete list going back to the initiation of the award ● Updated Robert G. Frank Award page with complete list going back to the initiation of the award ● Wrote and posted Design Contest Winner article ● Worked with Kobla to add the new STC advertising to the page ● Added all 2018 chapter award winners to the respective award pages ● Created a 2017 Competition Winners list page ● Posted April meeting article ● Wrote and posted Volunteer Award Recipients article ● Posted the scholarship flyer and application that ELB updated for 2018 <p>To Do:</p> <ul style="list-style-type: none"> ● Post articles as needed for programming ● Update the calendar for the remainder of 2018