

**STC Chicago Administrative Council Minutes**  
 Barnes & Noble Bookstore, 590 E. Golf Rd., Schaumburg, IL 60173  
 Saturday, February 23, 2019, 9:30 a.m.

<b>Meeting Business</b>		
1.	<b>Call to Order</b>	9:42 a.m.
2.	<b>Attendees</b>	MaryKay Grueneberg, Dan Dornbrook, Pete Wagner, Michael Burke, Elizabeth Burke
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on January 13. <i>2/23 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the 022319 Treasurer's Report on Google Drive in the <b>Treasurer Documents / 2019 Budget Materials</b> folder for details. <ul style="list-style-type: none"> <li>● 1/21 \$659.10 Bar Louie - January meeting venue and food.</li> <li>● 1/21 \$58.28 Staples - adhesive printer name tag labels</li> <li>● 1/23 \$50.00 Scott McCormick - Speaker fee for January meeting.</li> <li>● 1/24 \$610.06 - Constant Contact (email service).</li> <li>● 1/25 \$925.00 STC international - second registration for Summit.</li> <li>● 1/25 \$200.00 Jimmy's Charhouse - Down payment for March banquet.</li> <li>● 2/4 \$34.55 Technical Communications Consulting, Inc. - Gift for Frank Award recipient.</li> <li>● 2/15 \$358.00 Apex Awards - Entry fees for two 2019 Apex Awards.</li> </ul>
5.	<b>Announcements</b>	1. Thursdays at STC <b>February 7</b> <ul style="list-style-type: none"> <li>● 0 (no meeting, Russ sick) attendees Downtown Chicago (Russ)</li> <li>● 2 attendees at Jason's Deli in Schaumburg (Donna T.)</li> <li>● 4 attendees at Half Day Brewing in Lincolnshire (Malcolm/Ben)</li> </ul> 2. Tentative date for CETS 2019 is August 13. The location is the NIU Conference Center in Naperville. 3. Here is a link to the <a href="#">2019 Chicago eLearning &amp; Technology Showcase Planning Volunteer Interest Form</a> . Please share this link with any potential volunteers. The form includes background information, including a link to the <a href="#">2019 Volunteer Roles and Responsibilities</a> file.
6.	<b>New Business</b>	1. [PW] Propose to remove Elizabeth Burke from the chapter TCF Bank account ending in 8177, and add Vice President Michael Burke to the account. <i>2/13 - Approved. Treasurer to accompany both parties to bank.</i> 2. [PW] Rita Hovorka, senior technical communicator at Siemens Building Technologies, has agreed to run for Vice President in the upcoming chapter elections. Do we need to actively identify any more candidates? <i>2/13 - Based on Bylaws, no additional actions need to be taken at this time. Any additional candidates who volunteer will be accepted if they are members in good standing.</i>

## STC Chicago Administrative Council Minutes

		<p>3. [PW] Received acknowledgement of our 2019 budget from STC. Their recommendations are in this month's Treasurer's Report. <i>2/13 - Discussed recommendations and determined that no actions need to be taken at this time.</i></p> <p>4. [PW] Hopefully we will confirm a location for the April downtown meeting soon. <i>2/13 - Program Committee working on securing venue.</i></p> <p>5. [MK] Need to review the competition task list - confirm volunteers. <i>2/13 - List to be emailed to officers after meeting.</i></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>. Otherwise, find full committee reports below.</p>
8.	<b>Unfinished Business</b>	N/A
9.	<b>Other</b>	<p>1. [MK] Host of downtown Thursdays lunch has proposed new location. Article announcing change (and promoting Thursdays events) to be posted on chapter website.</p> <p>2. [MK] STC planning free webinar for community leaders about community outreach at 11 a.m. March 14. Chapter officers are encouraged to attend.</p> <p>3. [MK] Need to discuss whom to send to Summit on two registrations funded by chapter.</p>
10.	<b>Next Meeting</b>	<p>Date: Saturday, March 9 Location: online (link to be sent to AC email list in advance)</p>
11.	<b>Adjourned</b>	10:43 a.m.

### Officer Reports

#### President's Report

*MaryKay Grueneberg*

#### Completed:

- Wrote a number of articles for February *Byline*
- Selected and notified winners of the Membership Drive drawing: Paula Ludmann and Linda Ziemann; gave prize to Paula at January meeting, mailed prize to Linda
- Selected and notified winner of Design Contest: Rachel Friend
- Worked with officers to select chapter award winners
- Submitted two entries to the Apex Awards competition; results will not be released until June/July
- Posted and reposted articles on social media in FB, LI, and Twitter

#### To Do:

- Assist VP as questions arise

## STC Chicago Administrative Council Minutes

<b>Vice President's Report</b> <i>Michael Burke</i>	<b>NO REPORT SUBMITTED</b>
<b>Immediate Past President's Report</b> <i>Elizabeth Gecas</i>	<b>NO REPORT SUBMITTED</b>
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p>Total Members: 58, down from 70 a year ago, but up from 48 a month ago (huh?)</p> <p>Student Members: 5, up from 3 a year ago and 3 a month ago</p> <p>Retired Members: 2, same as a year ago and up from "none" a month ago</p> <p>New TC Professional Members: 3, up from 2 a year ago but same as a month ago</p> <p>Corp. Value Program members: 1, same as a year ago and a month ago</p> <p>New STC members since previous AC update: 1</p>
<b>Treasurer's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Reached out to downtown writers/members to get idea if they will attend the April 18 downtown meeting: <ul style="list-style-type: none"> <li>○ Russ Friend: Yes</li> <li>○ Sam Leopold: No</li> <li>○ Adam Evans: Tentative Yes</li> <li>○ Robert Delwood: Tentative Yes</li> <li>○ Mandy Morgan: No</li> <li>○ Rita Hovorka: Yes</li> </ul> </li> <li>● Received acknowledgement of our 2019 budget from STC National; replied back 2/22. Their recommendations: <ul style="list-style-type: none"> <li>○ You included a \$1,500 Internet expense. If that includes website hosting, note that STC offers all chapters a common web host and WordPress template for their websites for free. This allows for consistency across communities as well as savings! We urge you to take advantage of this service. For details, please contact STC's webmaster, Kobla Fiagbedzi (<a href="mailto:kobla.fiagbedzi@stc.org">kobla.fiagbedzi@stc.org</a>) or Elaine Gilliam (<a href="mailto:elaine.gilliam@stc.org">elaine.gilliam@stc.org</a>).</li> <li>○ Your projected expenses for the year exceed projected income, leaving you with a funding gap. To manage this gap, your chapter will need to draw from your reserves. Although your community does have reserves to cover the shortfall this year, this will not be sustainable in the long term, and we suggest that you consider increasing income and/or decreasing expenses. Managing from a balanced budget allows you to confidently build programs that are sustainable, while ensuring the financial viability in future years.</li> <li>○ We're pleased to see that you intend to help fund attendance for a representative at the Leadership Program at STC's annual Technical Communication Summit. We urge you, and your community's representative, to take advantage of early bird registration pricing. Even if you don't know who will be attending, STC will work with you to lock in the preferred pricing without incurring the usual administration fee for transferring the registration.</li> </ul> </li> </ul>

## STC Chicago Administrative Council Minutes

	<p>To Do:</p> <ul style="list-style-type: none"> <li>● Reach out to other Siemens downtown writers to give them heads up about the April 18 meeting.</li> </ul>
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<b>Committee Reports</b>	
<p><b>Alliance</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Continue to confirm participation of Alliance organizations (in progress).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Determine topic for upcoming meeting.</li> <li>● Look into possible venues for future joint meetings with Alliance partners.</li> </ul>
<p><b>Bylaws Review</b> <i>Becky Hall</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> <li>● Committee to solicit change requests from chapter members, starting with AC.</li> <li>● Previous committee manager to assist current manager when and as requested.</li> </ul>
<p><b>Byline</b> <i>Robert Delwood</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● February issue</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Articles due March 18</li> </ul>
<p><b>Competition</b> <i>Elizabeth Burke (Judges), MK Grueneberg (Entries)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Notified all entrants of award status; included all reviewed evaluations</li> <li>● Sent award confirmation email to all winners; confirmation due back by 27 Feb.</li> <li>● Went to Finer Line to select awards for this year; will turn in final order on 28 Feb</li> <li>● Began preparing program booklet</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Send TY and Certificate of Appreciation to judges</li> <li>● Plan and order awards</li> </ul>
<p><b>eLearning Showcase</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Attended final wrap-up meeting.</li> <li>● Discussed ATD Chi's role in CETS checking account management.</li> <li>● Discussed new opportunities for volunteers.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Distribute 2019 "Call for Volunteers".</li> <li>● Distribute 2019 "Call for Speakers".</li> <li>● Distribute 2019 "Call for Sponsors".</li> </ul>
<p><b>Historian</b> <i>Bill Leavitt</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> <li>● As assigned or requested.</li> </ul>

## STC Chicago Administrative Council Minutes

<b>Membership</b> <i>Heidi Hanson,                  Stacey Lohman</i>	To Do: <ul style="list-style-type: none"> <li>● Nothing left for this committee at this time</li> </ul>
<b>Mentoring (Get Real! program)</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>● Received one mentoring request, matched requester with volunteer from list.</li> <li>● Updated committed correspondence templates on Google Drive.</li> <li>● [MK] Tech Comm Panel at Elmhurst HS will take place on Tues, 26 Feb.</li> </ul> To Do: <ul style="list-style-type: none"> <li>● Respond to mentoring requests as they are received.</li> </ul>
<b>Nominating</b> <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> <li>● Reached out to various potential candidates for 2019-2020 chapter officer positions. Successfully recruited Rita Hovorka, Senior Technical Communicator at Siemens Building Technologies, to run for VP position.</li> </ul> To Do: <ul style="list-style-type: none"> <li>● Conduct chapter officer elections in April 2019.</li> </ul>
<b>Programs</b> <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> <li>● Hosted January meeting</li> <li>● Secured venue for March 21 banquet: Jimmy's Charhouse in Elk Grove Village</li> <li>● Working with Elizabeth on all details of the banquet</li> </ul> To Do: [Move items to Completed list when done.] <ul style="list-style-type: none"> <li>● Plan venues for April (need two venues) and June</li> </ul>
<b>Scholarship</b> <i>Elizabeth L. Burke</i>	<b>NO REPORT SUBMITTED</b>
<b>Social Media</b> <i>Dan Dornbrook</i>	Completed: <ul style="list-style-type: none"> <li>● Posted announcements about various chapter events, including banquet.</li> </ul> To Do: <ul style="list-style-type: none"> <li>● Continue to post announcements, as necessary, related to chapter activities.</li> </ul>
<b>Sponsorships</b> <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> <li>● [MK] secured Ken Cook Co. as Gold sponsor for banquet</li> </ul> To Do: [Move items to Completed list when done.] <ul style="list-style-type: none"> <li>● [FB] Working on second Gold sponsor for banquet.</li> </ul>
<b>Webmaster</b> <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none"> <li>● Posted announcements and updated site content.</li> <li>● Finished posting missing old <i>Byline</i> issues.</li> </ul> To Do: <ul style="list-style-type: none"> <li>● Continue to post announcements for chapter events and update site content as needed.</li> <li>● Make centerpieces for the banquet.</li> </ul>