

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/426077389>)

Saturday, May 25, 2019, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:30 a.m.
2.	Attendees	Dan Dornbrook, MaryKay Grueneberg, Linda Jansak, Pete Wagner
3.	Minutes from Previous Meeting	Minutes of February meeting sent to AC email list on February 23. (March and April meetings canceled, agendas stored on Google Drive.) <i>5/25 - Approved.</i>
4.	Consent Agenda and Financials	<p>See the 052519 Treasurer's Report on Google Drive in the Treasurer Documents / 2019 Budget Materials folder for details.</p> <p>March Expenses</p> <ul style="list-style-type: none"> ● 3/4 \$20.00 Amazon - Gift card for March AAG Contest winner. ● 3/11 \$126.50 Michaels - Competition Merit Award frames. ● 3/11 \$260.00 Staples - Competition judges gifts. ● 3/11 \$6.89 Staples - Competition Merit award certificates. ● 3/11 \$32.98 Walgreens - Thank you notes for competition judges and volunteers. ● 3/12 \$21.98 Staples - Competition award shipping boxes. ● 3/12 \$17.59 Staples - Competition award shipping boxes. ● 3/12 \$200.00 Society for Technical Communications - STC National Conference Leadership Day sponsorship. ● 3/14 \$2,263.31 The Finer Line - Acrylic awards for 41 competition winners and 5 Chapter awards. <p>Note: some of this cost has been collected from the award winners.</p> <ul style="list-style-type: none"> ● 3/18 \$190.28 The Finer Line - Shipping of awards to competition winners who could not attend the banquet. ● 3/20 \$10.96 Office Max/Depot 66 - ● 3/21 \$131.65 MaryKay Grueneberg - Program booklets. ● 3/22 \$806.07 Jimmy's Charhouse - March Banquet food and room. ● 3/24 \$32.15 Linda Kelley - Banquet centerpieces. ● 3/24 \$81.05 MaryKay Grueneberg - Postage for 8 Merit Awards. ● 3/28 \$36.75 USPS PO - Postage for mailing judges' gifts <p>April Expenses</p> <ul style="list-style-type: none"> ● 4/11 \$58.24 Walgreens - Poster board and gift cards for April meeting. ● 4/11 \$204.77 Olive Garden - April 11 chapter meeting food room. ● 4/18 \$150 Star Group America - April 17 (downtown) chapter meeting speaker fee. ● 4/19 \$696.08 Bar Louie - April 17 chapter meeting food and room. <p>May Expenses</p> <ul style="list-style-type: none"> ● 5/1 \$13.95 USPS - postage for final award ● 5/3 \$20.00 Amazon - Gift certificate for May AAG Contest winner.

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		<ul style="list-style-type: none"> ● 5/13 \$1.50 - FedEx - Printing of materials for chapter meeting. ● 5/13 \$60.00 Walgreens - \$25 gift cards for 2 May speakers plus \$10 gift card for May raffle drawing prize (chapter card was used) ● 5/16 \$27.49 Best Buy - Video cable adapter. ● 5/16 \$716.86 Bar Louie - chapter meeting food and room. ● 5/17 \$141.86 Staples - flip boards for May meeting <p style="background-color: yellow;">Michael Burke please send receipt</p>
5.	Announcements	<p>1. Thursdays at STC</p> <p>March 7</p> <ul style="list-style-type: none"> ● 1 attendees Downtown Chicago (Russ) ● 2 attendees at Jason's Deli in Schaumburg (Donna T.) ● 1 attendees at Half Day Brewing in Lincolnshire (Dan) <p>April 4</p> <ul style="list-style-type: none"> ● 0 attendees Downtown Chicago (canceled, per Russ, going forward) ● 2 attendees at Jason's Deli in Schaumburg (Donna T.) ● 5 attendees at Half Day Brewing in Lincolnshire (Dan) <p>May 2</p> <ul style="list-style-type: none"> ● 1 attendees at Jason's Deli in Schaumburg (Donna T.) ● 3 attendees at Half Day Brewing in Lincolnshire (Dan) <p>2. STC Chicago earns 2019 Platinum Community for our programs and events in calendar year 2018. Our certificate was awarded at the 2019 Summit in Denver.</p> <p>3. 2019-20 Election is closed; tellers have confirmed votes.</p> <p>2019-20 officers: President - Michael Burke VP - Rita Hovorka Secretary - Dan Dornbrook Treasurer - Pete Wagner IPP - MK Grueneberg</p>
6.	New Business	<p>1. [MK] Banquet review - let's discuss what went well and what didn't. <i>5/25 - Deferred to next AC meeting.</i></p> <p>2. [MK] Competition Awards - we need to rethink style for next year. Acrylics have gotten too costly - I propose going back to wooden plaques - I will bring sample photos and pricing. [MK] Let's put this off until Elizabeth can join. <i>5/25 - Deferred to next AC meeting.</i></p> <p>3. [MK] Promo items - I have found a few items that I'd like to purchase as giveaways and as speaker gifts. I will bring photos and we can vote on costs. <i>5/25 - MK to circulate photos for email vote.</i></p> <p>4. [PW] Sent request for refund for our second registration for the National Conference on May 3. Refund for \$775 (out of original payment of \$925) was processed, per Elaine, on May 24 with a credit back to our</p>

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		<p>credit card.</p> <p>5. [PW] Pete out of town Saturday June 8, might not be able to call in for meeting. [DD] If we meet May 25, do we need to meet June 8? [PW] Good point! <i>5/25 - Skip June AC meeting, meet August 3 with new officers.</i></p> <p>6. [DD] Committee Managers - Have we identified committee managers for the 2019-2020 program year? (Just another of my friendly reminders - I assume that this is in progress.) [MK] The president and VP will work on this but will take suggestions.</p> <p>7. [MK] New award needed for Schneider Electric - MK will order and have Finer Line ship.</p>
7.	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>
8.	Unfinished Business	N/A
9.	Other	<ul style="list-style-type: none"> ● Prizes for eLearning Showcase in August: Approved purchase of Kindle Fire, SnagIt license, STC Chicago gift basket.
10.	Next Meeting	<p>Date: 9:30 a.m. Saturday, August 3</p> <p>Location: Barnes & Noble Bookstore, Schaumburg</p>
11.	Adjourned	10:20 a.m.

Officer Reports	
<p>President's Report <i>MaryKay Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Wrote President's Message and several articles for April and June <i>Byline</i> ● Prepared 2019-20 election ballot in Survey Monkey and set up Constant Contact invite to vote using the end of March roster from the Secretary ● Appointed tellers for chapter elections (MK, Linda Kelley, Becky Hall) and finalized election <p>To Do:</p> <ul style="list-style-type: none"> ● Assist VP as questions arise
<p>Vice President's Report <i>Michael Burke</i></p>	NO REPORT SUBMITTED
<p>Immediate Past President's Report</p>	NO REPORT SUBMITTED

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<i>Elizabeth Gecas</i>	
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 73, down from 76 a year ago but up from 68 a month ago</p> <p>Student Members: 7, up from 4 a year ago and 6 a month ago</p> <p>Retired Members: 3, down from 4 a year ago but same as a month ago</p> <p>New TC Professional Members: 5, up from 3 a year ago and 4 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: 3</p>
Treasurer's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Submitted 2018 Annual Financial Report to STC International. ● Submitted 990 tax form to IRS, send copy to STC International.

Committee Reports	
Alliance <i>Linda Jansak</i>	<p>To Do:</p> <ul style="list-style-type: none"> ● Determine topic for upcoming meeting. ● Look into possible venues for joint meetings with Alliance partners.
Bylaws Review <i>Becky Hall</i>	<p>To Do:</p> <ul style="list-style-type: none"> ● Committee to solicit change requests from chapter members, starting with AC. ● Previous committee manager to assist new manager when and as requested.
Byline <i>Robert Delwood</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Published April issue. <p>To Do:</p> <ul style="list-style-type: none"> ● Publish June issue.
Competition <i>Elizabeth Burke</i> <i>MK Grueneberg</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Prepared and ordered all Excellence and Distinguished Awards from Finer Line ● Created and framed Merit Awards ● All submitters have now been notified of results and have the judges' evaluations ● Contacted out of town winners for mailing addresses; had Finer Line mail out 5 Distinguished and Excellence awards; we mailed out 8 Merit awards, 1 Distinguished, and President's Award ● Purchased thank-you gift cards (\$20) for the judges; mailed to those who were not at the banquet ● Created a PPT slideshow for the banquet ● Sent thank-yous and Certificate of Appreciation to judges ● Mailed all Schneider Electric awards <p>To Do:</p> <ul style="list-style-type: none"> ● [MK] Reorder and resend one of the Schneider Electric awards

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<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Worked with committees to establish meeting schedule ● Finalized process for collecting sponsorship funds ● Sent sponsorship invitation to previous CETS sponsors ● Reviewed updates from committees ● Submitted article for publication in the June issue of <i>Byline</i> ● Attended conference call with Host Org Rep and Leads <p>To Do:</p> <ul style="list-style-type: none"> ● Correspond with potential sponsors and exhibitors ● Attend conference calls with Leads during June and July
<p>Historian <i>Bill Leavitt</i></p>	<p>To Do:</p> <ul style="list-style-type: none"> ● As assigned or requested.
<p>Membership <i>Heidi Hanson, Stacey Lohman</i></p>	<p>Nothing left for this committee at this time</p>
<p>Mentoring <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Directed mentee to Program Committee to redeem free meeting (in May). <p>To Do:</p> <ul style="list-style-type: none"> ● Respond to mentoring requests as they are received.
<p>Nominating <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Recruited Rita Hovorka, technical writer at Siemens Building Technologies, to run for VP position. [DD] Note: Rita attended April and May program meetings. ● Election complete for 2019-20 program year
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● April 11 meeting, April 17 meeting, and May 16 meeting: confirmed speakers and venue; created event in CC and wrote article for Website ● June 20 business meeting and Trivia night: have confirmed with Linda Kelley that she can host Trivia again; have secured venue; created event in CC and wrote article for Website ● Secured speakers for the remainder of 2019; will announce at June meeting <p>To Do:</p> <ul style="list-style-type: none"> ● Secure venues for August through December meetings
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Updated master forms and documents and had them posted to website ● Two entries were received for the college scholarship <p>To Do:</p> <ul style="list-style-type: none"> ● Judge the entries that came in and select a winner ● Send announcements to high schools and universities ● Write announcements for website and <i>Byline</i>.
<p>Social Media</p>	<p>Completed:</p>

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<i>Dan Dornbrook</i>	<ul style="list-style-type: none">• Posted announcements about various chapter events, including banquet. To Do: <ul style="list-style-type: none">• Continue to post announcements, as necessary, related to chapter activities.
Sponsorships <i>Francis Bao</i>	Completed: <ul style="list-style-type: none">• InterPro sponsored April 11 chapter meeting as a bronze level sponsor (\$150)• [MK] LavaCon will be our first Friends of STC Chicago sponsor; waiting for Jack Molisani to make the payment To Do: <ul style="list-style-type: none">• Will continue looking for sponsors for rest of meetings.
Webmaster <i>Linda Kelley</i>	Completed: <ul style="list-style-type: none">• Posted announcements for chapter events and updated site content. To Do: <ul style="list-style-type: none">• Continue to post announcements for chapter events and update site content.• Prepare for trivia meeting.