

STC Chicago Administrative Council Minutes

Online (GoToMeeting: <https://global.gotomeeting.com/join/742772325>)

Saturday, September 14, 2019, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:34 a.m.
2.	Attendees	Michael Burke, Rita Hovorka, Dan Dornbrook, Pete Wagner, Elizabeth Burke
3.	Minutes from Previous Meeting	Minutes sent to AC email list on August 5. Comments received August 8 and accepted. <i>9/14 - Approved.</i>
4.	Consent Agenda and Financials	See the latest 091419 Treasurer's Report on Google Drive in the Treasurer Documents / 2019 Budget Materials folder for details. <ul style="list-style-type: none"> ● 8/19 \$720.64 Bar Louie - August meeting food and room. ● 8/20 \$35.00 Heidi Hanson - Graphics for 2019 membership drive campaign. ● 9/3 \$358.88 GoToMeeting - GoToMeeting yearly subscription. ● 9/11 \$20.00 Amazon - Amazon gift card for September At-A-Glance contest winner.
5.	Announcements	1. Thursdays at STC September 5 <ul style="list-style-type: none"> ● 4 attendees at Monk's Pub in downtown Chicago (Pete) ● 1 attendees at Jason's Deli in Schaumburg (Donna T.) ● 2 attendees at Half Day Brewing in Lincolnshire (Dan)
6.	New Business	1. [MK] Fall Workshop - If we want a shot at getting Platinum this year, we really need to get a workshop put together to happen before the end of the year. Is anyone willing to work on this? <i>9/14 - Pete to contact Techsmith about SnagIt workshop.</i> 2. [PW] Renewed STC domain registration 8/20/19 . No cost for the one (1) year renewal. 3. [PW] MK info request, September 2017 chapter funds were \$17,975.77, September 2018 chapter funds are \$18,512.03.
7.	Committee Reports	Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i> . Otherwise, find full committee reports below.
8.	Unfinished Business	N/A
9.	Other	N/A
10.	Next Meeting	Date: Saturday, October 12 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	9:54 a.m.

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Officer Reports	
President's Report <i>Michael Burke</i>	NO REPORT SUBMITTED
Vice President's Report <i>Rita Hovorka</i>	To Do: <ul style="list-style-type: none"> ● Review info about committees and decide which to join. ● Review requirements for VP role and make plan to fulfill them in coming year.
Immediate Past President's Report <i>MaryKay Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Represented STC Chicago at our host table at the eLearning Showcase To Do: <ul style="list-style-type: none"> ● Support president, as needed. ● Continue mentoring <i>Byline</i> editor and Membership Committee, as needed.
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 82, down from 88 a year ago but up from 79 a month ago Student Members: 8, up from 6 a year ago but same as a month ago Retired Members: 3, down from 4 a year ago but same as a month ago New TC Professional Members: 5, up from 4 a year ago but same as a month ago Corp. Value Program members: 2, same as a year ago and a month ago New STC members since previous AC update: 3
Treasurer's Report <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> ● Transferred \$5,000 from PayPal to the TCF bank account. ● Researched if there is a way to set up automatic transfers of funds from PayPal to our bank when the balance reaches a certain level. There is none. To Do: <ul style="list-style-type: none"> ● Follow up with a human being at PayPal to get contact name changed on chapter PayPal account. ● Get both 2019 Scholarship winners signed up for STC student memberships.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● To Do: <ul style="list-style-type: none"> ● Respond to any inquiries about Alliance network. ● Help plan and execute future events.
Bylaws Review <i>Becky Hall</i>	To Do: <ul style="list-style-type: none"> ● Next review targeted to early 2020. (Reviews recommended, not required.) ● Committee to solicit change requests from chapter members, starting with AC. ● Previous committee manager to assist new manager when and as requested.

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<p>Byline <i>Rachel Friend</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Articles for the October issue due September 23. <p>To Do:</p> <ul style="list-style-type: none"> ● Plan for October issue.
<p>Competition <i>Elizabeth Burke, Cheri Gerlach</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Continuing to recruit judges for competition, slow responses <p>To Do:</p> <ul style="list-style-type: none"> ● Promote competition.
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● <p>To Do:</p> <ul style="list-style-type: none"> ● Email details about expo setup times, parking, raffle, etc. to exhibitors. ● Work with new sponsorship team member to develop day-of-event tasks. ● Send receipt for prizes to treasurer. ● Attend 2019 event wrap-up meeting.
<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>Heidi Hanson, Stacey Lohman</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Finalized theme and prizes ● Finalized the five ads (August teaser, September and November <i>At-A-Glance</i>, and October and December <i>Byline</i>) plus website ● Composed email blurbs for Constant Contact announcements ● Composed a list of tweets for the Social Media Committee <p>To Do:</p> <ul style="list-style-type: none"> ● Create blog for website for early October and early December.
<p>Mentoring <i>Dan Dornbrook</i></p>	<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>To Do:</p> <ul style="list-style-type: none"> ● Identify candidates for 2019-2020 chapter officer positions by soliciting candidates from among chapter members in fall 2019 and early 2020. ● Conduct chapter officer elections in April 2020.
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Created events in Constant Contact for November, December, and January meetings ● Secured January speakers ● Wrote <i>Byline/Website</i> articles for Sept through January meetings ● Have scheduled event invitation email through Constant Contact for September meeting

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	<p>To Do:</p> <ul style="list-style-type: none"> ● Follow up with venues/speakers each month ● Continue plan for 2020 meetings ● Start looking for a Program Manager for 2020-21
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Information posted to website ● Sent announcement to Gina at CARA and Andrew at York HS to promote <p>To Do:</p> <ul style="list-style-type: none"> ● Will continue to reach out to individual entities and schools to promote the scholarships
<p>Social Media <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted announcements related to chapter activities and events. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements, as necessary, related to chapter activities.
<p>Sponsorships <i>Francis Bao</i></p>	<p>NO REPORT SUBMITTED</p>
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted announcements and updated site content. ● Attended Webmaster 101 webinar. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements for chapter events and update site content. ● Update WordPress plug-ins.