

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/214812485>)

Saturday, May 9, 2020, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:45 a.m.
2.	Attendees	Elizabeth Burke, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Linda Jansak, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on April 11. No changes requested. <i>5/9 - Approved.</i>
4.	Consent Agenda and Financials	See the 050920 Treasurer's Report on Google Drive in the Treasurer Documents / 2020 Budget Materials folder for details. <ul style="list-style-type: none"> ● 4/29 \$200.00 Billion Dollar Graphics - May STC Webinar Speaker honorarium. ● 5/4 \$182.50 STC.org - Michael Burke membership fee (hardship). ● 5/5 \$20.00 Amazon - May AAG Photo Contest Winner gift card.
5.	Announcements	<ol style="list-style-type: none"> 1. Thursdays at STC - canceled because of extension of statewide restrictions on public gatherings (through June at least). 2. eLearning Showcase - tentatively canceled based on early response to call for speakers and other feedback from committees (also based on current guidelines about public gatherings.)
6.	New Business	<ol style="list-style-type: none"> 1. [DD] Banquet - Are we still aiming for June, or should we decide now to replan for September, as we discussed last month? [ELB] Recommend postponing to September. [PW] Second the motion. [RH] I'm in favor. <i>5/9 - Approved. Elizabeth to reach out to the venue.</i> 2. [DD] Officer Transition - If we have no in-person public events planned until the annual business meeting in August, how soon can we start a quiet transition of officer responsibilities to ensure a "warm handoff"? The treasurer transition may be a gradual process anyway, and the VP is generally considered "president in training". Trying to think ahead. [MK] I propose 1:1 calls from outgoing to incoming for each role. As proof of "officer transition/handoff" for 2020 CAA, the outgoing officer should send a meeting request to the incoming via email and can CC me on the email, and I will make sure it gets saved as proof. ALSO - I would suggest that I be on the president transition call along with Rita and Michael. [DD] Sounds good! [RH] I agree. <i>5/9 - Pete to reach out to Francis, set up online meetings. Rita to reach out to other officers for the presidential transition.</i> 3. [MK] Awards - I've had a couple of inquiries about people wanting their awards. If we don't have a banquet until September, I don't think people will want to wait (that's a full year after submission). It will be costly to ship, but we could perhaps arrange pickup for those who would have been coming to the banquet normally --UPDATE: Ken Cook has a ton of awards, and I offered for them to

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		<p>pick them up. They counter-offered and asked me to send via UPS using their account to pay for it.</p> <p>--I will be sending all Salesforce (our cost, already planned as such) and Ken Cook Co. (their cost) as soon as I have the energy.</p> <p>--I will reach out to the others to ask their preference.</p> <p>4. [MK] UPS Account - Lucky timing - I just realized that part of the STC Perks program includes discounted shipping from UPS. I have created an account and will use that for shipping the awards. In theory, it will save us 50% shipping costs for anything we ship in the next four weeks.</p> <p>5. [MK] Tellers Committee - Request vote for exception for this year. Will discuss during the call. <i>5/9 - Approved exception (one teller) for this year only.</i></p> <p>6. [PW] Summit - Attending the virtual STC conference. Pete has received the email for attending, and as far as he can tell, there will be no virtual versions of the sessions that the Chicago AC reps typically attend (CAA Awards, breakout sessions for various AC positions, etc.). What's the point of Rita signing up as well? <i>5/9 - Rita and Pete to review the conference schedule and decide. MK noted that attendees will have access to session recordings afterward. Officers to attend separate online Leadership Day as MK requested.</i></p> <p>7. [LJ] Showcase - Any contingency plans for replacing the in-person eLearning Showcase in August? The CETS planning committee is requesting input from both host organizations. <i>5/9 - Consensus is to accept likely cancellation of live event, accept decision of planning committee at its May meeting on whether to plan online event (based on concerns about speakers and event quality).</i></p> <p>8. [DD] Bylaws - Shall we review the summary we received from the Bylaws Review Committee? I can share the email on screen. <i>5/9 - Consensus is to keep chapter text for first item and accept proposed edits for second item.</i></p>
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, June 13 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	11:30 a.m.

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Officer Reports	
President's Report <i>Michael Burke</i>	To Do: <ul style="list-style-type: none"> ● Handoff president role to Rita as of July 1. ● Continue to monitor current conditions to determine when we can continue with normal STC operations.
Vice President's Report <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> ● Registered for Leadership Day. To Do: <ul style="list-style-type: none"> ● Write article about virtual Science Fair sponsor and judging. ● Coordinate registration for and attendance at virtual STC Summit in May. (Discuss as Pete noted above.) ● Find new managers by the end of June (for the year starting in July) for committees discussed at the April meeting: Competition (second co-manager), Membership (new manager or co-managers), Get Real Interview Committee.
Immediate Past President's Report <i>MaryKay Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Posted STC events and activities on social media. ● Set up and administered election in SurveyMonkey; notified candidates of results (see New Business item related to Tellers Committee exception for this year). ● Reviewed single scholarship entry materials; agreed to no award this year. To Do: <ul style="list-style-type: none"> ● Set up transition call for Rita and Michael.
Secretary's Report <i>Dan Dornbrook</i>	Total Members: "57", down from "63" a year ago but up from "56" a month ago Student Members: 12, up from 6 a year ago and same as a month ago Retired Members: 1, down from 3 a year ago but same as a month ago New TC Professional Members: 1, down from 4 a year ago but same as a month ago Corp. Value Program members: 2, up from 1 a year ago and same as a month ago New STC members since previous AC update: 2
Treasurer's Report <i>Pete Wagner</i>	To Do: <ul style="list-style-type: none"> ● 2019 Financial report (due to big STC May 15). ● Fill out and return the Vendor Setup and Electronic Funds Transfer Form for the Chicago Chapter's 2020 funds from STC. ● Follow up with PayPal to get contact name changed on chapter account.

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Committee Reports	
Alliance <i>Linda Jansak</i>	To Do: <ul style="list-style-type: none"> ● Respond to any inquiries about the Alliance network. ● Help plan and execute future events. ● Research new ways to update WordPress calendar. ● Speak with ATD Chicago representatives about interest in co-hosting a meeting with STC Chicago in 2020-2021.
Bylaws Review <i>Becky Hall</i>	Completed: <ul style="list-style-type: none"> ● Summarize responses from officers to proposed changes and send a summary to AC for decision on submitting changes to members for vote. To Do: <ul style="list-style-type: none"> ● Coordinate with IPP on process to set up online member vote.
Byline <i>Rachel Friend</i>	Completed: <ul style="list-style-type: none"> ● Notified AC of deadline for articles for June <i>Byline</i>. To Do: <ul style="list-style-type: none"> ● Start collecting articles for June <i>Byline</i>.
Competition <i>Elizabeth Burke,</i> <i>Cheri Gerlach</i>	Completed: <ul style="list-style-type: none"> ● 2019 competition is complete (with the exception of handing out awards at the banquet). To Do: <ul style="list-style-type: none"> ● Reschedule banquet to September (see related New Business item).
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Wrote an article about this year's Showcase for the April issue of <i>Byline</i>. ● Attended planning meeting in May. ● Agreed to postpone this year's event. To Do: <ul style="list-style-type: none"> ● Ask STC AC about contingencies for replacing this year's event. ● Attend meeting on May 20 to discuss evolution of branding/mission of CETS.
Get Real Interview Committee <i>Dan Dornbrook</i>	To Do: <ul style="list-style-type: none"> ● Find new committee manager for year starting in July. ● Respond to interview requests as they are received.
Historian <i>Bill Leavitt</i>	Completed: <ul style="list-style-type: none"> ● Nothing to report this month. To Do: <ul style="list-style-type: none"> ● As assigned or requested.
Membership <i>Heidi Hanson,</i> <i>Stacey Lohman</i>	Nothing to report this month -- annual campaign is complete.

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<p>Nominating <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Found volunteers to count votes in chapter election (see April minutes). <p>To Do:</p> <ul style="list-style-type: none"> ● Elections are complete for this year.
<p>Programs <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Public meetings on hold because of external conditions. <p>To Do:</p> <ul style="list-style-type: none"> ● No in-person meetings through July. ● Continue transition to new committee manager (Dan). ● August meeting will now be Trivia Night, if LK is available, combined with annual business meeting and officer handoff (terms still to start July 1). ● Plan September meeting as banquet and anniversary celebration if external conditions permit public meetings by then.
<p>Scholarship <i>Elizabeth L. Burke</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Notified single submitter that they did not receive a Scholarship award. <p>To Do:</p> <ul style="list-style-type: none"> ● All 2019-2020 term tasks completed. ● New committee manager needed for 2020-2021.
<p>Social Media <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted announcements related to chapter activities. <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>Completed:</p> <ul style="list-style-type: none"> ● <p>To Do:</p> <ul style="list-style-type: none"> ● Continue looking for sponsors for future events.
<p>Webinars <i>MK on behalf of Adam Evans</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Held May webinar and sent presentation link to attendees. <p>To Do:</p> <ul style="list-style-type: none"> ● Transition to new committee manager by end of June.
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted announcements and updated site content. ● Updated WordPress plug-ins. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements for chapter events and update site content. ● Add program archive. ● Attempt to adopt some ideas from the Webmaster 201 webinar. ● Work on improving search engine optimization.