

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/319007797>)

Saturday, March 13, 2021, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:33 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Rita Hovorka, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on February 13. Various clarifications received February 13-14 and accepted. <i>3/13 - Approved.</i>
4.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2021 Budget Materials folder for details. PayPal received \$150 from Greg King (Ken Cook Co.) sponsorship fee for competition awards. \$40 for chapter webinar and meeting. \$100 for extra competition awards payment from MaryKay Grueneberg. Ken Cook paid \$300, and Heather Halter (SAP) paid \$30 for additional competition awards. \$20 gift card for photo contest winner. Chapter awards cost \$308.93, Competition awards cost \$1267.78. Reimburse for MaryKay Grueneberg \$325.29 for competition award, \$234.45 for mailing awards to winners. APEX competition fee \$358. IJAS Region 2 student science competition \$225 for winners.
5.	Announcements	1. [MK] Thursday Meetups - the "Thursdays@STC Chicago" has been renamed to "Thursday Meetups" and will have a virtual event at noon (CST) on the second Thursday of the month, which started March 11. When in-person meetings can re-start, the in-person Thursday Meetups will take place on the fourth Thursday of the month. An article has been posted on the website, the activity page has been updated, the meetup has been added to the calendar, and the Thursdays hosts have contacted the in-person regulars via direct email. Six people attended the first event.
6.	New Business	1. [PW] Constant Contact meeting invites . Let's see if we can set these up so that the downloaded calendar item contains the meeting link. If we can't, then I suggest we put a prominent note in the confirmation that the meeting link is being provided in the confirmation. [MK] No, we don't want the meeting link available to unregistered people. We can add a line under the "Register Now" button saying that the link will be sent in the confirmation email. After that, people just need to read their email. [DD] We have a note saying the link will be in the confirmation email, but I agree with adding a statement under the "Register Now" button as reinforcement. I think Pete's point (and my pet peeve) is that "Add to Calendar" generates an iCal (or whatever) thing with a link to the CC registration page, which is moot after registration.

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3/13 - MK to investigate Constant Contact functions and options.

2. [MK] **Tech Comm Panel** - As this has now become an annual student outreach event at York HS, we have set up the Tech Comm Panel as a Virtual event this year. It will be held on Tuesday, March 16. I've added this under "Get Real! Interview" activities since this activity falls under that category with the student interviews following the panel.
3. [MK] **HS Student Writing Contest** - In coordination with the Tech Comm Panel presentation and interviews at York HS, we are also once again holding a student writing contest. The students will be writing articles on the experience and the instructor, STC Chicago member Andrew Bendelow, will select the top articles for submission to the *Byline* editor. The top article will be chosen as the winner of the contest and will be printed in the April *Byline* with the student's byline and the student will be sent a Certificate of Recognition from STC Chicago.
4. [PW] **April Election** (see Nominating Committee report for details). Ben Durham confirmed that he was interested in running for VP. Let's confirm the slate:
 - a. IPP: Rita Hovorka (automatic)
 - b. President: Pete Wagner (automatic)
 - c. Vice President: Ben Durham (Pete has vetted and is comfortable with this candidate)
 - d. Secretary: Dan Dornbrook [confirmed]
 - e. Treasurer: Francis Bao [confirmed]

We should have a slate that we can publish for the April *Byline* on 4/1/21. What other prep is needed, in the way of announcements (website, email, etc.)? [MK] I need the bios of all candidates by 3/25.

[PW] I set up an [election folder](#) on Google Drive which contains the bios for Pete and Ben - MK has reached out to Dan and Francis for updates to previous bios. [MK] Need a Tellers Committee of at least two people; I can be one since I will set up ballot.

3/13 - Voting period set for 4/5 to 4/23. MK to serve as teller and recruit volunteer for second teller. Results to be announced in May AAG.

5. [MK] **Chapter Awards** - How do the officers want to announce these to the winners - email, call? When will you do that? I have mailed all the competition awards and still need to mail the chapter awards, but the winners should be notified prior to receiving them, and I will need one of the recipients to provide a mailing address. [RH] I was assuming we'd do a video of some sort. Probably an animated slideshow with voiceover instead of the personal appearance I did last year.

3/13 - Rita to send announcements this weekend. MK to ask Linda Kelley about posting videos to website.

6. [PW] **Free Attendance at Spectrum 2021** - Rita got an invite (one free attendance) from the Rochester chapter to attend the main day of the

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		<p>Spectrum 2021 conference April 19. Let's discuss who can attend and also how we will help with advertising the event locally (see email for details). [MK] FYI, we have two chapter members speaking at the event: MK and Becky. [MK] Unless the offer was specifically for a chapter officer, would this be a good opportunity for a contest of some sort? [RH] Excellent suggestion!</p> <p><i>3/13 - MK will create invitation for a drawing (opt-in to confirm availability) to be sent to the members-only email list which will be created in Constant Contact for the upcoming election.</i></p> <p>7. [PW] Science Fair - Update only. We've judged and awarded two entries in this year's Region 2 of the Illinois Junior Academy of Science (IJAS) Science Fair (held at the Museum of Science and Industry).</p> <ol style="list-style-type: none"> a. This year, they are holding the event live again. We judged virtually. b. Thanks to Nancy Shanahan (Pete's boss at Litera) and Rita Hovorka for helping with the judging. c. Francis sent the check out last week per Pete's request - the awards will be handed out at the event today. d. Our intrepid young man Mohammad Zayyad is not going to get a second STC check for his award-winning effort from 2018. I guess at that age, freshman year was several lifetimes ago, who will even notice... 😊 e. Pete will write an article about the competition for the April <i>Byline</i>. <p>Awards</p> <ul style="list-style-type: none"> ● Society for Technical Communication – STC Chicago Award. Best in Show for demonstrated excellence in technical communication, including basic principles of good writing and effective design and layout. <i>Does Repeated Recycling Affect the Strength of Plastic?</i> by Aaron Serrano. ● Society for Technical Communication – STC Chicago Award. Honorary Mention for demonstrated excellence in technical communication, including basic principles of good writing and effective design and layout. <i>See the Sea</i> by Lia Nafe.
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	<ol style="list-style-type: none"> 1. [PW] 2020-22 Two Year Strategy Plan - Review action items, discuss as necessary. Propose we keep this listed here for every AC meeting, so we track progress on a regular basis. 2. [MK] STC Summit 2022 will be in CHICAGO! - It's been posted to the STC website as May 15-18 in Rosemont. We will need to start planning now and will need to get a Summit Committee formed no later than THIS spring. (Continue discussion from February AC meeting.) <i>Update: Found notes from 2012 Summit in Rosemont, will post</i>

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		<p><i>information to Google Drive.</i></p> <p>3. [PW] Email encryption - for sending emails such as the credentials list. 3/13 - Pete working on instructions to share with AC.</p> <p>4. [PW] Bank - Because TCF Bank has very spotty customer service, consider switching our account to a real bank. [DD] We previously had an account with First American Bank and had great service from them. [PW] Given Francis's recent issues with the latest debit cards, we should consider a switch ASAP IMHO. [RH] Agree.</p>
9.	Other	<ul style="list-style-type: none"> [PW] Structured Authoring Workshop - Let's set a date in September for a two-hour online event. <i>Consensus: 5:30 to 7:30 p.m. Central time Wednesday, September 22.</i>
10.	Next Meeting	<p>Date: Saturday, April 10 (weekend after Easter)</p> <p>Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	10:51 a.m.

Officer Reports	
<p>President's Report <i>Rita Hovorka</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Email big STC about (a) its expectations for our chapter's participation in or support of STC Summit planned for May 2022 in Rosemont and (b) which tools for management of online events are used for STC Virtual Summits. Forwarded reply to officers. <p>To Do:</p> <ul style="list-style-type: none"> Prep announcements for chapter awards Write for <i>Byline</i> - volunteers needed for STC 2022 Summit in Rosemont
<p>Vice President's Report <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> Coordinated virtual judging of science fair entries. Confirmed date and time for the Structured Authoring Workshop (see Other Business item). Also see Nominating Committee report in Committee Reports section. <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> Write an article about the 2021 edition of the Museum of Science and Industry Science Fair for <i>Byline</i>. Write basic description of Structured Authoring Workshop which can be used for emails, website, Byline, etc. Develop the structured authoring workshop. Research email encryption and report recommendations to AC. Identify if Virtual Summit registration needs to be transferred to someone else.

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Immediate Past President's Report <i>Michael Burke</i>	NO REPORT SUBMITTED
Secretary's Report <i>Dan Dornbrook</i>	Total Members: 49, down from 52 a year ago but up from 47 a month ago Student Members: 3, down from 12 a year ago but up from 2 a month ago Retired Members: 4, up from 1 a year ago and 3 a month ago New TC Professional Members: 2, up from 1 a year ago and same as a month ago Corp. Value Program members: 1, down from 2 a year ago but same as a month ago New STC members since previous AC update: none (gains were from late renewals)
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> ● Sent money for reimbursement (MaryKay Grueneberg), \$20 Amazon gift card to Linda Kelley (Photo contest), IJAS Region 2 science contest fee. To Do: <ul style="list-style-type: none"> ● Continue to watch for any transactions made from chapter activities. ● Soon will work on chapter financial report for STC.

Committee Reports	
Alliance <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Nothing to report this month. To Do: <ul style="list-style-type: none"> ● Respond to inquiries as they are received. ● Consider sponsoring a booth at career fair(s) hosted by local graduate schools. Currently, these fairs are held virtually. Alliance to consider waiting until fall 2021 at earliest, to participate at physical location(s).
Bylaws Review <i>Becky Hall</i>	Bylaws review done. Nothing left to do until the next scheduled review in two years.
Byline <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Wrote and submitted the application for the 2021 Apex Award. ● Wrote an article for Thursday Meetups. To Do: <ul style="list-style-type: none"> ● Reach out to College of DuPage contact to see if any students are ready with articles to submit for the April issue. ● Prepare and release April issue.

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<p>Competition <i>Rita Hovorka, MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● MK met with Finer Line; reviewed proof multiple times and finally approved. ● Acrylic awards have been picked up; majority of competition awards have been shipped. ● Sent photos of chapter awards to officers to assist with notification to recipients; waiting for officers to notify recipients before shipping those awards. ● Awards booklet has been printed; 50 copies. Copies were shipped to all award recipients with their awards, as well as to the officers and two copies to Bill Leavitt for historical purposes. ● Chapter awards (5) total cost: \$308.93 (paid with Pete's chapter card) ● Competition awards - (20 engraved) total cost: \$1,264.78 (paid with Pete's chapter card) ● Packing supplies - \$37.05 (receipt sent to Francis, reimbursement mailed 3/5/21) ● USPS charges (competition only) - \$142.15 (receipts sent to Francis, reimb. check mailed 3/5/21) ● Sent invoices to winners who ordered additional awards, all have now paid: Ken Cook Co. paid \$300, Heather Halter, SAP paid \$30, MK paid \$100 <p>To Do:</p> <ul style="list-style-type: none"> ● Ship chapter awards once recipients are notified.
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Participated in two Zoom meetings with the planning committee to discuss plans for future events. ● Met with new host reps from Association for Talent Development Chicago (ATDChi) and Lauren Milantoni, project manager for CETS. <p>To Do:</p> <ul style="list-style-type: none"> ● Confirm with planning team about availability of volunteers for next event. ● Share with STC Chicago and ATDChi that we are leaning toward developing a "new and improved" (and possibly hybrid in-person/virtual) version of CETS for August 2022, rather than focusing on 2021 events.
<p>Get Real Interview Committee <i>Manager needed</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Tech Comm Panel with small group student interviews scheduled at York High School for March 16. <p>To Do:</p> <ul style="list-style-type: none"> ● Find new manager for committee (good role for new volunteer). ● Respond to interview requests as they are received.
<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>Manager needed</i></p>	<p>Fall membership drive done. Nothing more to report for 2020-21 program year.</p>

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<p>Nominating <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Reached out to 5 of the 16 Chicago STC Gold members (and one other person for 6 total people) to ask if they will run for VP or else help out in another capacity. On 3/8/21 Ben Durham said he would like to run for Vice President. <p>To Do:</p> <ul style="list-style-type: none"> ● Conduct April election.
<p>Programs <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Held Virtual Program Meeting in February with presentation by Brian Buehling of Dakota Systems. Registered 26 people, of whom 17 attended. Sent slides to all registrants as PDF after resolving issue with Constant Contact file size limit. ● [MK] “Extended Reach 2021” list has been created in Constant Contact with 32 names (8 were already self-registered in the database but have been added to this list for contact purposes). <p>To Do:</p> <ul style="list-style-type: none"> ● Work with Pete to set up a half-day workshop on structured authoring (and possible one-on-one post-workshop reviews as members-only perk) for sometime in 2021 (could be spring or fall). ● Reach out to David Charney as a potential speaker for a program meeting this spring about using a blog to start an e-learning business. ● Reach out to Linda Kelley about her availability to host virtual trivia night this spring as a members-only extra event as proposed by MK. ● Reach out to Joe Welinske about his availability to speak at a virtual program meeting on a weeknight this spring. ● Find short-talk presenters for crowd-sourced program on tool tips, similar to one we did in 2019 (one presenter already has volunteered).
<p>Scholarship <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Sent final content about scholarships and grants (already announced in <i>Byline</i>) to Linda Kelley for posting to chapter website. ● Announced the program updates via blurb in the March At-A-Glance email. ● Recruited an additional judge for the program and sent both judges the application for the college scholarship application from Meghalee Das. <p>To Do:</p> <ul style="list-style-type: none"> ● Send out final grant reminder via email to STC Chicago members before March 31 deadline.
<p>Social Media <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posting announcements, as necessary, related to chapter activities. ● Attended STC Community Affairs Committee webinar on strengthening chapter social media presence. ● Registered for follow-up webinar on how chapters can use Instagram. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements, as necessary, related to chapter activities.

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	<ul style="list-style-type: none"> ● Continue to post announcements related to society activities.
<p>Sponsorships <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Confirmed with Greg King (Ken Cook Co.) that payment for the awards sponsorship (\$150) was paid to the chapter on 2/15/21. ● No new sponsors currently needed. <p>To Do:</p> <ul style="list-style-type: none"> ● Work on garnering new sponsors for the 2020-21 program year, as needed.
<p>Webinars <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● March webinar complete; 36 registered, 20 attended. Presentation materials were sent to all who registered. ● April and May webinars scheduled and posted to the calendar. <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> ● Find a speaker for June, if we decide to have a June webinar.
<p>Webmaster <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Posted announcements for chapter events and updated site content. ● Updated plug-ins. ● MK and Linda K wrote and submitted the application for the 2021 Apex Award. ● MK has been working with Linda K to create an Archived Competition Winners page on the website. We will post winner lists going back to the 2010 competition (awarded at the 2011 banquet). <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements for chapter events and update site content. ● Finish competition winner archive.