

## STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/607459357>)

Saturday, April 10, 2021, 9:30 a.m.

<b>Meeting Business</b>		
1.	<b>Call to Order</b>	9:38 a.m.
2.	<b>Attendees</b>	Francis, Dan, MK, Rita, Pete
3.	<b>Minutes from Previous Meeting</b>	Minutes sent to AC email list on March 13. Clarifications received March 14 and accepted. <i>4/10 - Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the latest treasurer's report on Google Drive in the <b>Treasurer Documents / 2021 Budget Materials</b> folder for details. <ul style="list-style-type: none"> <li>● Reimburse \$41.80 to MaryKay Grueneberg for shipping competition awards.</li> <li>● Received \$1,020 Society due from STC.</li> <li>● PayPal received \$15 for chapter virtual meeting.</li> <li>● Reimburse MaryKay Grueneberg \$3.09 for shipping writing contest certificate to High School writing contest winner.</li> <li>● Reimburse MaryKay Grueneberg \$17.60 for shipping last year's president and Robert G. Frank awards.</li> </ul>
5.	<b>Announcements</b>	<b>Thursday Meetups</b> - second Virtual Thursday was April 8. We had nine registrations and at least two first-time attendees.
6.	<b>New Business</b>	<ol style="list-style-type: none"> <li>1. [PW] <b>STC Summit Attendees</b> (June 5-9): We have two conference registrations and until the end of April to transfer them. Ben has already committed to attending the conference. Unless we have someone else, Pete would attend with Ben. One registration is in Pete's name, so we just need to transfer the other to Ben. Pete can get that process going. <i>4/10 - Approved transfer of Rita's registration to Ben. Rita to email Erin Galallee at STC headquarters and CC Pete.</i></li> <li>2. [MK] <b>Survey Monkey</b> - To be able to send a survey that included a choice button (yes/no/abstain), we had to upgrade from Free to Basic, which is \$384 per year. It has unlimited use, but officers should discuss if it is worth \$384 for the once, sometimes twice, per year use or if another option is better for the future. The decision doesn't have to be made immediately, as payment has been made through March 2022.</li> <li>3. [PW] <b>Scholarships/Grants</b> - We got two submissions for this year's program. Waiting to hear back from one judge, but the other two judges have already voted to award one college scholarship. Pete will send the congratulatory email in the next day or so, and then have Francis coordinate with the recipient. <i>4/10 - Grant will be awarded for member attending STC Virtual Summit.</i></li> <li>4. [RH] <b>Volunteers</b> - What options do we have for getting new committee volunteers? I'm not a social media person. Will people act if we send a weekly series of Twitter/Facebook posts? (I will write, but need Dan to send.) [DD] I will gladly send, as I do for the fall membership drive.</li> </ol>

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		[MK] No, people likely will not act, although we should try. But one-to-one outreach is always the best approach. <i>4/10 - Pete to continue outreach to potential volunteers.</i>
7.	<b>Committee Reports</b>	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.
8.	<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>1. [PW] <b>2020-22 Two Year Strategy Plan</b> - Review <a href="#">action items</a>, discuss as necessary. Propose we keep this listed here for every AC meeting, so we track progress on a regular basis. <i>4/10 - Pete to reach out to Michigan Chapter about possible joint events in current and upcoming program year.</i></li> <li>2. [MK] <b>STC Summit 2022 will be in CHICAGO!</b> - It's been posted to the STC website as May 15-18 in Rosemont. We need to start planning now and get a Summit Committee formed no later than THIS spring. Notes from 2012 Summit in Rosemont posted to Google Drive.</li> <li>3. [PW] <b>Email encryption</b> - for sending emails such as the credentials list. <i>3/13 - Pete working on instructions to share with AC.</i></li> <li>4. [PW] <b>Bank</b> - 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. [DD] Have the issues continued?</li> </ol>
9.	<b>Other</b>	N/A
10.	<b>Next Meeting</b>	Date: Saturday, May 8 Location: online (link to be sent to AC email list in advance)
11.	<b>Adjourned</b>	10:32 a.m.

### Officer Reports

#### President's Report

*Rita Hovorka*

Completed:

- Prepared announcements for chapter awards
- Wrote president's column for *Byline* - mentioned that volunteers are needed for STC 2022 Summit in Rosemont
- Attended STC CAC Webinar on using Instagram to connect with a younger audience.

To Do:

- Write social media communication for volunteers - both next year's committees and the STC 2022 Summit.

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<b>Vice President's Report</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Wrote an article about the 2021 edition of the Museum of Science and Industry Science Fair for <i>Byline</i>.</li> <li>● Identified if Virtual Summit registration needs to be transferred to someone else (discussed in New Business today).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Research email encryption and report recommendations to AC.</li> <li>● Write basic description of Structured Authoring Workshop which can be used for emails, website, Byline, etc..</li> <li>● Develop the structured authoring workshop.</li> </ul>
<b>Immediate Past President's Report</b> <i>Michael Burke</i>	<p>NO REPORT SUBMITTED</p>
<b>Secretary's Report</b> <i>Dan Dornbrook</i>	<p>Total Members: 56, same as a year ago and up from 49 a month ago          Student Members: 5, down from 12 a year ago but up from 3 a month ago          Retired Members: 5, up from 1 a year ago and 4 as a month ago          New TC Professional Members: 3, up from 1 a year ago and 2 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: 2</p>
<b>Treasurer's Report</b> <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Deposited \$1020 check of STC Society due into TCF Bank.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Continue to watch for any transactions made from chapter activities.</li> <li>● Soon will work on chapter financial report for STC.</li> </ul>

<b>Committee Reports</b>	
<b>Alliance</b> <i>Linda Jansak</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Respond to inquiries as they are received.</li> <li>● 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).</li> </ul>
<b>Bylaws Review</b> <i>Becky Hall</i>	<p>Bylaws review done.          Nothing left to do until the next scheduled review in two years.</p>

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<p><b>Byline</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Wrote multiple articles for the April issue.</li> <li>● Prepared and released April issue.</li> <li>● Spoke to my contact at College of DuPage to make a plan to get student involvement and will try to set up an internal classroom contest similar to what we did at York High School this spring to generate an article for the June issue.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Prepare and release June issue.</li> </ul>
<p><b>Competition</b> <i>Rita Hovorka, MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● 2020 Chapter awards have been shipped; wrote a volunteer awards article for April Byline and for the website (timing of the posting to be at Linda K's discretion).</li> <li>● Final Chapter awards from 2019 (President and Frank Award) have finally been shipped to the recipients. The presenters had never sent them and finally turned them over to MK for shipment.</li> <li>● Have begun recruiting judges for 2021 competition.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● <i>Nothing left to do for the 2020 competition.</i></li> </ul>
<p><b>eLearning Showcase</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Confirm with planning team about availability of volunteers for next event.</li> <li>● 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.</li> </ul>
<p><b>Get Real Interview Committee</b> <i>Manager needed</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Virtual Tech Comm Panel at York High School held on March 16. Due to last-minute mix-up by Andrew in class times, only four of the five panelists were able to attend.</li> <li>● Student Article Writing Contest complete - winner selected and published in April <i>Byline</i>; award certificate mailed to winner % Andrew at the HS; his article will be published on the website with a short introduction about the contest surrounding it (timing at the discretion of Linda K.).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Find new manager for committee (good role for new volunteer).</li> <li>● Respond to interview requests as they are received.</li> </ul>
<p><b>Historian</b> <i>Bill Leavitt</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing to report this month.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● As assigned or requested.</li> </ul>

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<b>Membership</b> <i>Manager needed</i>	<p>Fall membership drive done.</p> <p>Nothing more to report for 2020-21 program year.</p>
<b>Nominating</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● [MK] Survey Monkey updated with current ballot.</li> <li>● [MK] Election email created in Constant Contact and sent to eligible membership on April 5. Election is set to close at midnight on April 23.</li> <li>● [MK] Wrote an election article for April <i>Byline</i> and for the website (to be posted during the course of the election at Linda K's discretion).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Tellers committee (MK + 1 tbd) will complete the official count of votes on April 24 and report to president and candidates by April 25, per Bylaws.</li> </ul>
<b>Programs</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Scheduled April meeting as members-only trivia night on April 28, to be hosted by Linda Kelley and using Pete's Zoom account.</li> <li>● Scheduled May meeting as online presentation on May 19 by Joe Welinske about User Experience (UX) writing.</li> <li>● Reached out to David Charney as a potential speaker for a program meeting this spring about using a blog to start an e-learning business. He said he is holding off speaking commitments temporarily for family reasons. Will follow up later.</li> <li>● Scheduled Constant Contact invitation to member list (created for chapter election) for members-only trivia night in April.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Send Constant Contact invitations to Virtual Thursdays events.</li> <li>● Reach out to potential speakers on Pete's list of conference presenters.</li> <li>● Find short-talk presenters for crowd-sourced program on tool tips, similar to one we did in 2019 (one presenter already has volunteered).</li> </ul> <p>Update: Dan to work with Pete to reach out to Michigan Chapter about possible joint event with panelists from both chapters.</p> <ul style="list-style-type: none"> <li>● 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).</li> </ul>
<b>Scholarship</b> <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Final judging for the 2020-2021 Scholarship Program completed (see New Business for details).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Notify the award winner of their award.</li> </ul>
<b>Social Media</b> <i>Dan Dornbrook</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Posting announcements, as necessary, related to chapter activities.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Continue to post announcements, as necessary, related to chapter activities.</li> <li>● Continue to post announcements related to society activities.</li> </ul>

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<p><b>Sponsorships</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing new to report this month; no sponsorships needed.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Work on garnering new sponsors for future events and activities, as needed.</li> </ul>
<p><b>Webinars</b> <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● March webinar complete; 36 registered, 20 attended, speaker handouts sent to all registrants.</li> <li>● April webinar invitation sent via Constant Contact and announced in Byline.</li> <li>● April webinar complete; 19 registered, 17 attended, speaker handouts sent to all registrants.</li> <li>● Constant Contact invites scheduled for May webinar; May Webinar article has been written and will be posted on the website within the week after the April webinar.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Find a speaker for June, if we decide to have a June webinar.</li> <li>● Reach out to contacts at other chapters about possibilities for shared webinars.</li> </ul>
<p><b>Webmaster</b> <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Posted announcements and updated site content.</li> <li>● Finished competition winner archive and cleaned up Competition section.</li> <li>● Manually backed up site and updated WordPress and plug-ins.</li> <li>● Participated in tech comm panel at York High School.</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>● Continue to post announcements for chapter events and update site content.</li> <li>● Prep for virtual trivia night.</li> <li>● Research using Google Forms for Thursday virtual meetup registration.</li> </ul>