

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/367319629>)

Saturday, May 8, 2021, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:35 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MK Grueneberg, Rita Hovorka, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on April 10. One comment received and accepted April 19. <i>5/8 - 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 \$60.00. Sent out Amazon gift cards to 3 Trivia winners: \$25 for Dan Dornbrook, \$15 for John Hartigan, \$5 for Penelope Perkins. \$20 gift card to Greg Ryba who won AAG photo contest. Sent \$500 check to MK for education grant. Sent a check of \$1000 to TTU for scholarship winner Meghalee Das.
5.	Announcements	Thursday Meetups - virtual until in-person events resume. May Meetup will be May 13; posted on website; email invite scheduled to go out on Monday, May 10.
6.	New Business	<ol style="list-style-type: none"> 1. [MK] STC Summit Leadership Program - the Leadership program will be held virtually on Wednesday, May 19, from 4p-6p CDT. Incoming president and vp are expected to attend, and all other officers and leaders are encouraged to attend. The CAA and Pacesetter awards will be announced/awarded. [PW] I have already registered and forwarded the registration link to Ben. Rita, can you attend as well? <i>5/8 - MK to send instructions to Ben for joining CAC email list.</i> 2. [DD] Email Aliases - Should we plan an early update of the chapter email aliases (anytime after the May chapter meeting) in order to facilitate this summer's transitions? If not, should we add the VP-elect to the AC list so he can be in the loop about plans in progress? [MK] I had the same thought. I will add Ben to AC list as soon as approved by officers, then update the aliases on the regular schedule. <i>5/8 - Approved.</i> 3. [MK] 2021-22 Committee Managers - need to discuss this serious deficiency. Open positions were never filled this year and we are in May and it doesn't look like there's been a solid discussion about the open positions for 2021-22. I managed four committees this year and can't do that again. We simply cannot keep recycling the same people or using the same small handful for double and triple duty. We need more/new people. (Having said that, I will definitely do another year as Competition and <i>Byline</i>, but would like to step away from Sponsorship

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		and Webinars. See notes in committee reports.) <i>5/8 - Dan to send latest chapter roster to Pete, who will work with Ben to recruit new volunteers. Rita to reach out to potential Byline editor.</i>
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	<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, IL. We will need to start planning now and will need to get a Summit Committee formed no later than THIS spring. 3. [PW] Email encryption - for sending emails such as the credentials list. <i>3/13 - Pete working on instructions to share with AC.</i> 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. [DD] Have the issues continued?
9.	Other	N/A
10.	Next Meeting	Date: Saturday, June 5 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	10:33 a.m.

Officer Reports	
President's Report <i>Rita Hovorka</i>	Completed: <ul style="list-style-type: none"> ● Registered for online Leadership Program. To Do: <ul style="list-style-type: none"> ● Write social media communication for volunteers - both next year's committees and the STC 2022 Summit.
Vice President's Report <i>Pete Wagner</i>	Completed: <ul style="list-style-type: none"> ● Registered for online Leadership Program. To Do: <ul style="list-style-type: none"> ● Write basic description of Structured Authoring Workshop which can be used for emails, website, <i>Byline</i>, etc. ● Research email encryption and report recommendations to AC. ● Develop the structured authoring workshop.

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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: 56, same as a year ago and a month ago Student Members: 5, down from 12 a year ago but same as a month ago Retired Members: 5, up from 1 a year ago and same as a month ago New TC Professional Members: 3, 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
Treasurer's Report <i>Francis Bao</i>	Completed: <ul style="list-style-type: none"> ● Finished Chapter Financial Report form for STC ● Sent out \$1000 check for scholarship winner at Texas Tech University, Meghalee Das. ● Sent out Amazon gift cards to Trivia winners and AAG photo contest winner. To Do: <ul style="list-style-type: none"> ● Continue to watch for any transactions made from chapter activities. ● Still working on IRS 990 N tax form as part of the financial report, due May 15.

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"> ● Started collecting articles for June edition. To Do: <ul style="list-style-type: none"> ● Prepare and release June issue.
Competition <i>Rita Hovorka,</i> <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Wrote announcement for 2021 competition for May AAG. ● Have secured co-manager for 2021 competition. Nancy Shanahan will be Entries Manager and MK will be Judges Manager. To Do: <ul style="list-style-type: none"> ● Nothing left to do for 2020 competition managers.

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<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Shared 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>To Do:</p> <ul style="list-style-type: none"> ● Confirm with planning team about availability of volunteers for next event.
<p>Get Real Interview Committee <i>Manager needed</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"> ● 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"> ● Working with Past Chicago Chapter President Suzanne Williams, I have prepared appropriate remembrances on long-time Chicago Chapter member Barbara Simmons for <i>Byline</i>. <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>
<p>Nominating <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Chapter elections completed, votes counted, winners notified. <p>To Do:</p> <ul style="list-style-type: none"> ● Nothing left to do for 2020-21 program year.
<p>Programs <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Held virtual trivia contest (hosted by Linda Kelley) on April 28 as special event for members by invitation only, using Zoom link provided by Pete. Of 14 registrants, 9 attended. Prizes distributed as electronic gift cards. ● Scheduled virtual chapter program meeting for May 19, with Joe Welinske to speak on “Breaking into User Experience Writing”. Submitted articles to website and At-a-Glance with Constant Contact registration link and set up one-time event in GoToMeeting. <p>To Do:</p> <ul style="list-style-type: none"> ● Send Constant Contact invitations to Virtual Thursdays events. [MK] I have these set up. ● Reach out to potential speakers on Pete’s list of conference presenters. ● Find short-talk presenters for crowd-sourced program on tool tips, similar to one we did in 2019 (one presenter already has volunteered). Update: Dan to work with Pete to reach out to Michigan Chapter about possible joint event in fall 2021 with panelists from both chapters. ● Work with Pete to set up a half-day workshop on structured authoring (and

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	<p>possible one-on-one post-workshop reviews as members-only perk). [PW] At the March meeting we set the date of Wednesday, September 22, 5:30 to 7:30 p.m. CST. Just owe you description at this point! :)</p>
<p>Scholarship <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Sent congratulatory email to scholarship award winner. <p>To Do:</p> <ul style="list-style-type: none"> ● Nothing left to do for 2020-21 program year.
<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. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements, as necessary, related to chapter activities. ● Continue to post announcements related to society activities.
<p>Sponsorships <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Nothing new to report this month. ● Nothing left to do for the 2020-21 program year. <p>To Do:</p> <ul style="list-style-type: none"> ● Look for new Sponsorship Manager for the 2021-22 program year.
<p>Webinars <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● May webinar complete; 25 registered, 16 attended. Resources have been mailed to the registrants. ● Note: there will be no June Webinar. ● Reached out to Adam to see if he was going to resume mgr position for next year; he declined but said he will consider 2022-23. MK will continue for another year if another volunteer cannot be found. <p>To Do:</p> <ul style="list-style-type: none"> ● Reach out to contacts at other chapters about possibilities for shared webinars.
<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 ● Hosted virtual trivia night ● Updated WordPress plug-ins and other housekeeping <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements for chapter events and update site content. ● Research using Google Forms for Thursday virtual meetup registration.