

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://global.gotomeeting.com/join/784381877>)

Saturday, June 5, 2021, 9:30 a.m.

Meeting Business		
1.	Call to Order	9:39 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 May 8. Clarifications received and accepted on May 17. <i>6/5 - 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 \$35.00 for May chapter meeting registrations. Dream Host account will increase to \$11.99/month. Subscription will be renewed on June 23, 2021.
5.	Announcements	1. Thursday Meetup - virtual until in-person events resume. <i>The May meetup had 20 attendees.</i> The June meetup will be June 10; it has been posted on the Website; email invite is scheduled to go out Mon., June 7.
6.	New Business	<p>1. [DD] August event? - Since the September event will be an online workshop, should the Program Committee plan a very informal social event for August, either in person or online? If in person, the event would have a "Welcome Back" theme (but is August too soon?). <i>6/5 - Mid- to late August recommended. June issue of Byline includes brief mention of August event. STC is encouraging inter-chapter events, so maybe we could host inter-chapter virtual event with "Get to Know Each Other" theme and interactive activity like game (rather than speaker). Dan to reach out to Michigan Chapter as co-host. MK to follow up with past presenters of ideas for networking games.</i></p> <p>2. [MK] College of DuPage Externship with STC Chicago - I mentioned a month or two back that Steven Accardi, the Program Chair of the Writing Studies & Professional Writing Certificate program at College of Dupage (CoD), had submitted a proposal for an externship with STC to work with me for plans to collaborate with our chapter and the school (I am on the Advisory Board for the certificate program). The externship has been approved, and we had the initial meeting. I want to discuss plans, including a proposal for an annual spring student tech comm competition for CoD students only (with pre-selection by faculty and final selection by STC). If I have time, I will write up the proposal ahead of the meeting, since it involves a vote for approval of award funds. <i>6/5 - Chapter would provide competition judges (led by MK as our CoD liaison) and prize money (\$750 a year total), with sponsor support if possible. Time commitment for two or more judges would be part of one day once a year, similar to science fair judging.</i> <i>Funding for prizes approved.</i></p>

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		<p>3. [PW] September Structured Authoring Workshop - We need to decide the fee structure (if any). Pete will write a more detailed description which then can be used for updates/posting to the website. Then we can set up registration for the workshop. <i>6/5 - Approved using same fee structure as for webinars and virtual chapter meetings. Pete to provide description to Dan and Linda K.</i></p> <p>4. [MK] STC's Collaborative Job-Seeker Program (CJP) - will/how will we be participating? As you saw from the email Linda K forwarded from Liz Fraley, STC San Diego and STC Silicon Valley are already doing something monthly. Perhaps we can open up our Get Real! Interview Program? If we have a large enough list of volunteers willing to do interviews. I don't know who is currently on that list. We could also ask for more volunteers as that is low commitment. <i>6/5 - MK to reach out to Linda K to reply to Liz to indicate that we want to open and advertise our Get Real! Interview Program to all STC members as our contribution to the CJP. We will ask at the June Thursday Meetup if anyone else would like to add their name to our potential "Interviewee" list.</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	<p>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. [DD] We also should schedule a catch-up planning meeting in July. <i>6/5 - Pete to schedule VP handoff meeting with Ben. Rita to schedule presidential handoff meeting with Pete. Both to notify MK. Dan to invite officers plus people tied to action items to planning meeting on July 17.</i></p> <p>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. <i>6/5 - Item to be merged into strategic plan review in July.</i></p> <p>3. [PW] Email encryption - for sending emails such as the credentials list. 3/13 - <i>Pete working on instructions to share with AC.</i> <i>6/5 - MK to include instructions on setting password protection on files in next handoff of credentials list.</i></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. <i>6/5 - Item to be tabled unless issues resurface.</i></p>
9.	Other	N/A

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10.	Next Meeting	Date: Saturday, August 14 Location: online (link to be sent to AC email list in advance)
11.	Adjourned	10:54 a.m.

Officer Reports	
President's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Submitted president's article for <i>Byline</i>. <p>To Do:</p> <ul style="list-style-type: none"> ● Reach out to colleague as potential <i>Byline</i> editor. ● Write social media communication for volunteers - both next year's committees and the STC 2022 Summit.
Vice President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Wrote basic description of structured authoring workshop and sent to MK, Dan and Linda Kelly. <p>To Do:</p> <ul style="list-style-type: none"> ● Write detailed description of Structured Authoring Workshop that can be used for emails, website, <i>Byline</i> updates, etc. ● Research email encryption and report recommendations to AC. ● Develop the structured authoring workshop.
Immediate Past President's Report <i>Michael Burke</i>	NO REPORT SUBMITTED
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 58, up from 57 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: 1</p>
Treasurer's Report <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Chapter financial report and 990N tax form have been submitted to STC and IRS on May 15. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to watch for any transactions made from chapter activities.

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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 next scheduled review in two years.
Byline <i>MK Grueneberg</i>	Completed: <ul style="list-style-type: none"> ● Reached out to the AC for required articles; and to my contacts for student articles for the June edition. ● Updated the Byline banner to include the 2021 CAA and Pacesetter logos. ● June edition released 6/3/21 via ConstantContact email; posted to website resources page. To Do: <ul style="list-style-type: none"> ● Prepare and release the August issue. ● Work with next editor on transition if volunteer is found by officers.
Competition <i>Rita Hovorka,</i> <i>MK Grueneberg</i> 2021: <i>MK Grueneberg,</i> <i>Nancy Shanahan</i>	Completed: <ul style="list-style-type: none"> ● Added Nancy's email to the Competition@ alias. ● Updated the Call for Entries and Call for Judges pages on the website with the 2021 information (our first judge has applied!). ● Wrote articles for June <i>Byline</i>. ● Began reaching out to potential judges. To Do: <ul style="list-style-type: none"> ● MK and Nancy Shanahan to begin planning for 2021 competition (Nancy will be Entries Manager and MK will be Judges Manager).
eLearning Showcase <i>Linda Jansak</i>	Completed: <ul style="list-style-type: none"> ● Submitted update for publication in the June edition of <i>Byline</i>. ● Updated the CETS twitter account and website. To Do: <ul style="list-style-type: none"> ● Meet with planning committee in June. ● Participate in discussion about future events. ● Consider the possibility of holding a virtual/in-person event in August of 2022.

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<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 (see New Business item on CJP). ● Respond to interview requests as they are received.
<p>Historian <i>Bill Leavitt</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Submitted memorial article about Barbara Simmons for June <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>Spring elections done. Nothing more to report for 2020-21 program year.</p>
<p>Programs <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Attended Michigan Chapter's Virtual Coffee (same day as our Virtual Thursday event) and extended invitation for short-topic presenters for tool-tips panel in fall. ● Held May virtual program meeting with Joe Welinske speaking on user experience writing. Of 39 registrants, 26 attended (better percentage than usual), including several members of Atlanta Chapter. ● Participated in conference call with Liz Fraley about proposed inter-chapter collaboration on job search activities, including online presentations. <p>To Do:</p> <ul style="list-style-type: none"> ● 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). ● 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). [PW] At the March meeting we set the date of Wednesday, September 22, 5:30 to 7:30 p.m. CST. [DD] Description provided by Pete for June <i>Byline</i>.
<p>Scholarship <i>Pete Wagner</i></p>	<p>Scholarship awarded. Nothing more to report for 2020-21 program year.</p>
<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, as necessary, related to society activities.
<p>Sponsorships <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Nothing more to do for 2021-22 program year. <p>To Do:</p> <ul style="list-style-type: none"> ● Note: Sponsorship needs are minimal until in-person events resume.

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<p>Webinars <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none">• Wrote blurb for June <i>Byline</i> regarding upcoming events and soliciting topics and speakers. <p>To Do:</p> <ul style="list-style-type: none">• Start planning for 2021-22 program year webinars, starting with July 7 Webinar.• 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 and updated site content.• 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.