

STC Chicago Administrative Council Minutes

Online (GoToMeeting link: <https://meet.goto.com/518372477>)

Saturday, May 14, 2022, 9:00 a.m.

Meeting Business		
1.	Call to Order	9:03 a.m.
2.	Attendees	Francis Bao, Dan Dornbrook, MaryKay Grueneberg, Phil Hayek, Rita Hovorka, Linda Jansak, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on April 16. No changes requested. <i>5/14 - Approved.</i>
4.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2022 Budget Materials folder for details. PayPal received \$728 for registration of boat tour, Dogs game, and hoodies purchase. \$20 Amazon gift card to the AAG photo contest winner.
5.	Announcements	<p>1. Thursday Meetups - virtual until in-person events resume. Virtual Meetups currently scheduled for 6/9. (Officers: please sign up to host at least one each.) Link: Virtual Thursdays Hosting</p> <p>2. STC Summit includes events of particular interest to chapter leaders:</p> <ul style="list-style-type: none"> ● 5 p.m. Sunday, May 15: Welcome Reception, including table for STC Community Affairs Committee (CAC) ● 4:30 p.m. Monday, May 16: Community Leadership Information Exchange (includes chapters and Special Interest Groups) ● 4:30 p.m. Tuesday, May 17: Communities Social and Networking Event (includes chapters and SIGs) ● 5:30 p.m. Tuesday, May 17: Honors Event (includes honors for communities, including our chapter) <p>3. STC Virtual Leadership Program (replaces in-person Leadership Day associated with pre-pandemic STC Summits) planned for 4 to 6 p.m. CST Wednesday, June 8. To register, use this link.</p>
6.	New Business	<p>1. STC Summit Updates</p> <p>a. [PW] Issue with PayPal and an attendee from India not being able to purchase \$76 in tickets for events. Linda purchased the tickets for her. I propose that AC reimburses Linda for these purchases, and asks Linda to help us collect the cash during the Summit. <i>5/14 - Approved.</i></p> <p>b. [LJ] So far, a total of 25 boat tickets have been purchased at the group rate. Receipts for these tickets and CTA day passes will be submitted in person at the Summit or shortly thereafter, in May.</p> <p>c. [PW] So far a total of 18 out the block of 20 baseball tickets have been sold. Monday (probably some time in the morning) Pete will pick up the tickets at Impact Field. If we get a few last-minute orders before Pete goes over to pick the tickets up, we can expand the block, no problem. For the rest of Monday and Tuesday, we should</p>

STC Chicago Administrative Council Minutes

		<p>keep the tickets with the list of purchasers at the hospitality desk, and spread the word that folks can pick up their tickets before the two official meeting times Tuesday evening.</p> <p>d. [LJ] Hospitality Desk swag and other items can be stored overnight in STC's office, which is located in the registration area of the Summit hotel and locked overnight. Proceeds from each day will be safeguarded by designated STC Chicago volunteers overnight and brought to the Hospitality Desk each morning.</p> <p>e. [LJ] An online spreadsheet will be available to track souvenir sales. Instructions for how to handle receipts will be available for Hospitality Desk volunteers, and Bill Leavitt will include these instructions in the FAQ developed for Hospitality Desk volunteers.</p> <p>2. [LJ] CETS Seed Money - requested this year for e-Learning Showcase. Even though the event was not held in 2020 and 2021, payments were due for ongoing subscriptions to GoDaddy, Constant Contact, Web Security, and PayPal. Seed money of \$1500 is needed this year—in part to pay for a 2022 event app. <i>4/15 - Approved.</i></p> <p>3. [MK] “Best of Awards” College of DuPage Student Contest - winners have been selected and are being confirmed. We are only assigning winners in 4 of the 5 categories. I will provide the Treasurer with names and mailing addresses for the 8 winners. There are 4 first place winners (\$100 each) and 4 second place winners (\$50 each). Officers approved funding for this already.</p> <p>4. [PW] PayPal Account - Pete and Renee Betke did a conference call May 7 with PayPal. Bottom line, there is a Social Security number associated with the account that belongs to neither Pete nor Renee (and we have no idea whose it is). The solution at this point is the nuclear option - transfer the money to the bank, then close the account. Pete has the instructions to do this (and they look straightforward) and recommends we do this during our summer lull - maybe right after the June chapter meeting? [DD: If June meeting is free – see #5 – we could make the switch anytime after the Summit.] <i>5/14 - MK to research practices of other chapters.</i></p> <p>5. [PW] June Chapter Meeting - Things to consider:</p> <ol style="list-style-type: none">This is the end of program year meeting with the transition to the new AC. What date are we thinking about? [DD: see “c”.]Keep it virtual, or consider going live again, especially since the Summit was live? [DD: Let's stay virtual and use summer to plan for live events in fall. Also, that keeps this meeting free.]Trivia Night part of the meeting? [DD: Yes if I can confirm with the host, and host availability will
--	--	--

STC Chicago Administrative Council Minutes

		<p>determine the date.] [LK: Any Wednesday or Thursday night in June should work.] 5/14 - Dan to follow up.</p> <p>6. [PW] AC Thank You Lunch - Want to get this on the calendar:</p> <ol style="list-style-type: none"> a. Propose Saturday, June 4. b. Someone suggested Giordano's in Rosemont (https://giordanos.com/locations/rosemont-ohare/) [DD: How about Moretti's in Rosemont? It's in the same area.] c. Invite list: AC, members of the Summit committee and any one else committee recommends (super volunteers from the Summit), MK, ??? [DD: Definitely include MK.] 5/14 - Pete to poll potential attendees and go from there. <p>7. [DD] AC Meeting Time -- Should we consider moving our regular meeting time up to 9 a.m. or earlier? The current time is a tradition based on travel time for in-person AC meetings, which are a rarity at best, so there's nothing stopping us from changing it. 5/14- Approved.</p>
7.	Committee Reports	<p>Find all Committee Report items requiring AC consent or advice in <i>Section 6: New Business</i>. Otherwise, find full committee reports below.</p>
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] Let's plan on meeting in July (online or in person) to develop a new two-year plan for 2022-24. We can discuss when to meet at the May or June AC meeting.</p>
9.	Other	<p>In an email vote April 28-29, the AC approved authorizing expenses by the Summit Host Committee up to \$2000 for souvenirs to be sold at the Summit, up to \$150 for a gift basket to be offered in a prize drawing, and up to \$1050 for passes to Summit events for Summit volunteers who are not registered for the Summit.</p>
10.	Next Meeting	<p>Date: Saturday, June 11, at 9 a.m. Location: online (link to be sent to AC email list in advance)</p>
11.	Adjourned	<p>9:56 a.m.</p>

STC Chicago Administrative Council Minutes

Officer Reports	
President's Report <i>Pete Wagner</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● With Rita, reviewed scholarship application. ● Met with Renee and PayPal May 7. <p>To Do:</p> <ul style="list-style-type: none"> ● Write <i>June</i> Byline President's Message. ● Continue to reach out to potential candidates for VP for 2022-23. ● With Phil, reach out to STC Chicago membership looking for volunteers for committees and in general. ● Look into potential dates and venues for Thank You Lunch in June, possibly at a venue with outdoor seating.
Vice President's Report <i>Phil Hayek</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Participated in email votes and discussions among officers. <p>To Do:</p> <ul style="list-style-type: none"> ● With Pete, reach out to STC Chicago membership, looking for volunteers for committees and for spring officer elections (mainly next VP). See committee reports for details on committee needs.
Immediate Past President's Report <i>Rita Hovorka</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● Worked with Linda Jansak and volunteers on Summit Souvenirs Committee to select souvenirs to be sold at the Summit in May. ● Worked with volunteer to review scholarship application. We couldn't agree on next steps, so requested that Pete review and decide. <p>To Do:</p> <ul style="list-style-type: none"> ● Follow up after Summit as needed.
Secretary's Report <i>Dan Dornbrook</i>	<p>Total Members: 65, up from 56 a year ago and 62 a month ago Student Members: 7, up from 5 a year ago and same as a month ago Retired Members: 2, down from 5 a year ago and same as a month ago New TC Professional Members: 7, up from 3 a year ago and 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: 1</p>
Treasurer's Report <i>Francis Bao</i>	<p>Completed:</p> <ul style="list-style-type: none"> ● 2021 chapter financial report has been submitted to STC, IRS 990N has been filed. <p>To Do:</p> <ul style="list-style-type: none"> ● Will do volunteer reimbursement after the Summit, and will send \$1500 seed money for the e-Learning showcase.

STC Chicago Administrative Council Minutes

Committee Reports	
<p>2022 STC Chicago Summit Hosting <i>Linda Jansak</i> <i>Adam Evans</i> <i>Francis Bao</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Picked up PR materials from Rosemont Chamber of Commerce and Choose Chicago. ● Met with STC staff on 4/29 to provide updates and request support as needed. Received a list of first-time attendees on 4/29. ● Finalized and submitted content for the April chapter meeting. ● Sent email to volunteers for Hospitality Desk, Chapter Representatives, and STC Buddies to explain next steps. ● Sent a members-only email to local chapter members to promote local excursions and share the opportunity for local members to help at the Hospitality Desk even if they are not registered for the Summit. ● Updated spreadsheets for boat tour, baseball game, and dinners. ● Updated Dinner RSVP form to include additional restaurant. ● Worked with Souvenir Committee to finalize details about offerings. ● Worked with Bill Leavitt to finalize Hospitality details and FAQ. ● Sent “how to prepare for the day” email to attendees of boat tour, baseball game, and dinners. ● Printed signs for social events. <p>To Do:</p> <ul style="list-style-type: none"> ● Ensure we have a total of six restaurant guides. Two more are needed. ● Purchase extra tickets to Welcome Reception and Honors Event at registration desk on Sunday.
<p>Alliance <i>Linda Jansak</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"> ● Respond to inquiries as they are received. ● Ask Alliance organizations about interest in a table at 2022 CETS.
<p>Bylaws Review <i>Becky Hall</i></p>	<p>Bylaws review done. Nothing left to do until next scheduled review in 2022.</p>
<p>Byline <i>Sian Mehl</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Sent email requesting content for June edition. <p>To Do:</p> <ul style="list-style-type: none"> ● Work on June edition.

STC Chicago Administrative Council Minutes

<p>Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Wrote article for <i>Byline</i> to preview the 2022 competition. ● Have received 2 judge applications already. <p>To Do:</p> <ul style="list-style-type: none"> ● Finish plans for this year's competition.
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Met with the core team on 4/28 to discuss next steps. ● Requested seed money for 2022. <p>To Do:</p> <ul style="list-style-type: none"> ● Post sponsorship benefits and rates on May 26. ● Begin editing speaker bios and session materials.
<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"> ● 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>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). ● Update list of pre-written tweets for use in fall 2022 membership drive.
<p>Nominating <i>Dan Dornbrook</i> <i>(with Phil Hayek and Rita Hovorka)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Elections held in April, with ballot listing VP position as vacant and asking potential candidates to contact president. Voting completed and votes tallied before STC Annual Business Meeting. ● Report election results to STC headquarters for society records. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue search for volunteer to serve as vice president for 2022-23. ● Report election results to chapter historian for posterity.
<p>Programs <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Held Virtual Summit Preview on April 21, with representatives of Summit Hosting Committee talking about planned activities, and session presenters from chapter talking about their planned presentations. ● Agreed to assist Summit Hosting Committee by transporting souvenirs and Rosemont promotional materials to Summit site. <p>To Do:</p>

STC Chicago Administrative Council Minutes

	<ul style="list-style-type: none"> ● No May program meeting planned because of STC Summit in Rosemont. ● Plan annual trivia night (presumably virtual) combined with annual chapter business meeting (officer handoff) in June. ● Investigate use of Eventbrite and Zoom for chapter events in 2022-23. ● Schedule Chapter Open House for September (possibly hybrid of virtual and in-person meeting?) and line up presenters on volunteer opportunities in chapter. ● Provide descriptions of upcoming events and summaries of past events to webmaster, <i>Byline</i> editor, and At-a-Glance editor as needed.
<p>Scholarship/Grant <i>Rita Hovorka</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Worked with volunteer to review scholarship application. We couldn't agree on next steps, so requested that Pete review and decide. ● Notified applicant that \$1000 scholarship is being awarded. <p>To Do:</p> <ul style="list-style-type: none"> ● Follow up with recipient the week of May 22 regarding disbursement info. ● Coordinate with Social Media Manager to announce the winners on social media ● Close the scholarship page on the website and post the winners. ● Create draft applications and supporting materials for next 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, society activities, and activities of chapters with which we collaborate on joint events. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements, as necessary, as indicated above.
<p>Sponsorships <i>MK Grueneberg</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"> ● Note: Sponsorship needs are minimal until in-person events resume. ● Look for a new Sponsorship Manager for 2022-23.
<p>Student Outreach <i>MK Grueneberg</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● "Best of Awards" content for College of DuPage students has concluded; 8 winners will be announced in 4 categories. <p>To Do:</p> <ul style="list-style-type: none"> ● Write <i>Byline</i> article to announce winners of the CoD student writing contest. ● Re-create and mail the Student Writing Contest (York H.S.) certificates for the three authors of the winning article (originals were never received by the school). ● Continue to work with UIC and CoD on any connection needs they have.
<p>Webinars <i>MK Grueneberg</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"> ● Plan June webinar. ● Look for a new Webinars Manager for the 2022-23 program year.

STC Chicago Administrative Council Minutes

Webmaster

Linda Kelley

Completed:

- Created Chicago-themed gift basket for Summit.
- Set up YouTube channel for posting (private) links to recorded presentations.
- Added pages to website related to purchasing Summit swag.
- Posted event announcements and updated site content.
- With MK, served on Tellers Committee for chapter election.

To Do:

- Continue to post announcements for chapter events and update site content.