




STC Chicago Administrative Council Agenda

Online (Zoom link:

<https://us06web.zoom.us/j/84053683726?pwd=WFVxeG0wVmG0WnBHTkYzU0JDUMVUUT09>)

Saturday, February 11, 2023, 9:00 a.m.

Meeting Business		
1.	Call to Order	9:07 a.m.
2.	Attendees	Dan Dornbrook, Ashley Gordon, MaryKay Grueneberg, Phil Hayek, Rita Hovorka, Amber Lewis, Pete Wagner
3.	Minutes from Previous Meeting	Minutes sent to AC email list on January 14. Minor technical corrections requested and approved January 16. <i>2/11 - Approved.</i>
4.	Consent Agenda and Financials	See the latest treasurer's report on Google Drive in the Treasurer Documents / 2023 Budget Materials folder for details.  2023 STC Chicago Monthly Reports.xlsx
5.	Announcements	<p>1. Thursday Meetups -</p> <ul style="list-style-type: none"> • Virtual Meetups scheduled for 3/9, 4/13, 5/11, 6/8. • Meetup held on 2/9 with 6 attendees. • (<i>Officers: please sign up to host at least one each.</i>) <p>Link:  Virtual Thursdays Hosting</p> <p>2. SurveyMonkey subscription canceled as agreed at January AC meeting.</p>
6.	New Business	<p>1. [AG] Introducing Amber Lewis, our Winter 2023 Social Media Intern. Amber will take a few minutes to talk about her plans for our socials. Overall plan is to expand communication to external audiences about resources offered by chapter.</p> <p>2. [MK] Competition - Competition awards have been ordered through Finer Line, along with chapter awards. Expenses (and income for orders of extra awards) will be itemized in committee report. AC needs to decide when and how to notify recipients of chapter awards.</p> <p>3. [PW] 2023 Summit - Have we heard back from Sian Mehl about attending the STC Conference in Atlanta this May? [AG] Pete, it looks like that was your follow-up from the last AC meeting. To confirm, you reached out and you haven't heard back yet? [AG] Sian reached out to me via email (2/10) to say she saw this agenda item and she's interested in going to the Summit.</p> <p>4. [DD] 2022 Summit - What activities remain to conclude the Summit Hosting follow-up, and can we estimate when these can be done? [LJ] This week I met with the president of the Atlanta Chapter to discuss our 2022 Host Committee efforts and how Atlanta volunteers could benefit from some of our best practices and lessons learned. A simple spreadsheet with summaries of souvenirs sold and tours/dinners attended can be found on Google Drive (see link below).  2022 STC Summit Events + Souvenir Sales <i>2/11 - Ashley to follow up with Linda J.</i></p>

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		<p>5. [DD] Student Outreach - Have any current officers reached out to our contact at College of DuPage yet? We want to make sure we maintain our presence there. [MK] I sent an intro email to Steven and Phil in early January, but I don't think it went through to Steven. I sent another intro email on 2/3/23; Phil and Steven have touched base.</p> <p>6. [PH] Science Fair - Got letter from organization that runs annual science fairs, need to discuss award amounts as in past years. <i>2/11 - Phil to line up judges, follow up with Rita about award checks. Phil to post process document to Google Drive. Approved same amounts as in previous years.</i></p> <p>7. [MK] LinkedIn - The current owner of the chapter's LinkedIn group (Chris Hester) is no longer a chapter member. Consider updating this before we get into a situation like we did with PayPal owner. [DD] This group is being replaced by a Nonprofit page for the chapter so we are public and discoverable on LinkedIn. (See Social Media Committee report for details.) <i>2/11 - Dan to follow up with Chris about ownership issue.</i></p> <p>8. [PW] IRS Form - I received a 2022 Payment Card and Third Party Network Transactions (PayPal) form from the IRS. I've never seen this before. Did we finally close the PayPal account? I don't think any action is required, but I scanned the one page form and sent it to Rita, and I will hang on to the hard copy. [DD] We have not closed the account yet, but if the IRS form had 2022 on it, that means it's for any activity in 2022.</p> <p>9. [RH] Scholarship Committee - Can we recruit a new volunteer for the Scholarship Committee? Work is very demanding, and I don't see that changing anytime soon. [DD] We could also reassign the scholarships to the internship program and use them to fund internships like the current one for social media. <i>2/11 - Rita to ask Linda K. to update dates on web page. Pete willing to take on management of committee next year.</i></p> <p>NOTE: See "Unfinished Business" section for updates on following items from January: Google, Eventbrite, Checking Account, Award Checks.</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. [AG] Google Workspace for Nonprofits - We have Google Workspace but we're having some trouble with email addresses. Working with Google Support to correct it. <i>2/11 - Ashley to follow up with Google about alias issue.</i></p> <p>2. [DD] Eventbrite - Account created for chapter. No fee required to create account. Like PayPal, Eventbrite charges fees to process registrations</p>

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		<p>for paid events (but not for free events). Also created chapter Zoom account to replace GoToMeeting for public events. See Program Committee report for details.</p> <p>3. [RH] Checking Account - The type of checking account we have has a \$20 monthly service fee if the balance is less than \$10K. I will visit the Glenview branch this weekend to change the account type to one without a fee. [DD] We had to do something similar years ago when our accounts were with First American Bank.</p> <p>4. [MK] Award Checks - Chapter has received three letters from Argonne National Laboratory about uncashed checks totaling \$375 related to competition awards. We have requested replacement checks. UPDATE: 12/19/22 mailed the \$200 check to Rita; have finally reached a live person and the \$150 and \$25 checks should begin being processed again on their end. Expected receipt would be mid-January. [RH] \$200 check was deposited on Jan 3. UPDATE: 2/3/23: there's a snag with the two remaining checks - they've been escheated already. I've sent a detailed email to Rita regarding what needs to be done to try to retrieve the money (or ignore it since we never knew it was missing in the first place!). [RH] The checks were sent to the state of IL. I will go through the Sec of State website to recover them.</p> <p>5. [DD] Strategic Planning - Any follow-up to discussions at the Strategic Planning Meeting in July 2022? (See document at this link).</p>
9.	Other	N/A
10.	Next Meeting	Date: Saturday, March 4 (9 a.m.) Location: online (link to be sent to AC email list in advance)
11.	Adjourned	10:30 a.m.

Officer Reports

President's Report

Phil Hayek

Completed:

- Connected with Steven Accardi at College of DuPage, will correspond about STC moving forward

To Do:

- Inform organization running Science Fair that chapter will grant awards for winning entries in same amounts as in past years.
- Follow up with Rita about checks to cover awards for winning entries.
- Coordinate judging (by UIC students) at this year's Science Fair.
- Document Science Fair process on Google Drive for use by future presidents.
- Continue follow-up with College of DuPage.

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<p>Vice President's Report <i>Ashley Gordon</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Google Workspace created and emails are functioning ● First edition of The Folio published to our email list <p>To Do:</p> <ul style="list-style-type: none"> ● Work with Program Committee to identify best way to notify recipients of this year's awards for chapter service (see New Business item about competition) ● Follow up with Linda J about closeout of 2022 Summit Hosting tasks (see New Business item about 2022 Summit) ● Find resolution for issues with chapter email aliases ● Continue working on website content revamp with Linda K and Dan ● [On Pause] Draft visual representation of proposed committee structure (see "Committees" item in New Business section of December minutes).
<p>Immediate Past President's Report <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Contacted Sian Mehl about representing the chapter by attending the International Conference in Atlanta this May, with the chapter paying for her registration. ● Followed up with MK about physical documents related to the Frank Award. Proposed that we meet after the March AC meeting (Pete can drive to MK's house). Didn't get a response; Pete will follow up again close to the March meeting. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to assist other officers as requested.
<p>Secretary's Report <i>Dan Dornbrook</i></p>	<p>Total Members: 30, down from 84 a year ago and 84 a month ago Student Members: none, down from 5 a year ago and 9 a month ago Retired Members: 2, same as a year ago and a month ago New TC Professional Members: 3, same as a year ago but down from 12 a month ago Corp. Value Program members: 4, up from none a year ago and same as a month ago New STC members since previous AC update: none</p>
<p>Treasurer's Report <i>Rita Hovorka</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Contacted Huntington Bank about account fee issue (see Unfinished Business). <p>To Do:</p> <ul style="list-style-type: none"> ● Ask webmaster to update scholarship application dates on chapter website. ● Resolve account fee issue with bank. ● Decide whether to continue quest for missing award checks. ● Update payment information for chapter accounts as discussed in October (to ensure that only current officers are listed on any accounts). ● Discuss handoff of scholarship responsibilities for 2023-2024 with Pete.

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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"> ● Provide updated final numbers to chapter AC. ● Met with the 2023 STC Atlanta Host Chapter committee to share best practices for hosting Summit attendees. <p>To Do:</p> <ul style="list-style-type: none"> ● Send prize packs to winners of newsletter photo contests (in coordination with treasurer and newsletter editor). No contest in February. ● Coordinate with VP (Ashley) to close out remaining committee tasks.
<p>Alliance <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Contacted Wendi Barlow to schedule call about potential event in 2023. <p>To Do:</p> <ul style="list-style-type: none"> ● Contact other member organizations for help in planning an event in 2023.
<p>Bylaws Review <i>Becky Hall</i></p>	<p>Nothing to report until the next Bylaws Review in 2023.</p>
<p>Byline <i>Sian Mehl</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Published February issue. <p>To Do:</p> <ul style="list-style-type: none"> ● Work on March issue with guidance from VP. ● Coordinate with Linda J and Rita on prize packs for photo contests.
<p>Competition <i>MK Grueneberg,</i> <i>Nancy Shanahan</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Best of Show winner was notified ● Award verification email sent to all award recipients ● All award details have been verified ● Met with Finer Line on 2/6/23 to submit order for competition awards and chapter awards <p>To Do:</p> <ul style="list-style-type: none"> ● Send winners' list to Linda K for publication online ● Ship awards once complete ● Send judge appreciation certificates ● Look for a new Competition Manager for 2023-24.
<p>eLearning Showcase <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Updated website and social media with announcements about 2023 call for volunteers and speakers. <p>To Do:</p> <ul style="list-style-type: none"> ● Update website and social media with announcements about 2023 keynote and registration. ● Create copy for STC Chicago email announcing registration. ● Send call for sponsors. ● Attend planning meeting on February 16.

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<p>Get Real Interview Committee <i>MANAGER NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Received one more interview request, identified volunteer interviewee from list, updated committee records. Interview held this week. <p>To Do:</p> <ul style="list-style-type: none"> ● Look for a new Interview Manager for 2022-23. ● 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>Ashley Gordon</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"> ● Future of this committee to be addressed in discussion of committee structure.
<p>Nominating <i>Dan Dornbrook (with Pete Wagner and Ashley Gordon)</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"> ● Identify potential candidates for chapter officer elections to be held in April (especially for vice president because current VP will become president).
<p>Programs <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Held joint online meeting with Michigan Great Lakes Chapter on January 25. Topic: "Style Guides for Technical Writing: Why and How". Speaker: Peggy Frizzo of MGL chapter. Zoom counted 29 attendees. Links to speaker's slides and recording were emailed to everyone who registered. ● Created Evenbrite account to process registrations for future events (and collect fees for paid events) using existing chapter Gmail account as email address. No fee required to create account. Like PayPal, Eventbrite charges fees to process registrations for paid events (but not for free events). ● Created Zoom account (at Zoom One Pro price of \$149 a year, billed annually to committee manager's chapter debit card) to replace GoToMeeting for online public events. (Paid account removes 40-minute limit per meeting.) <p>To Do:</p> <ul style="list-style-type: none"> ● Schedule additional meetings (virtual or in-person) for 2022-2023, based on plan discussed offline with chapter VP. ● Provide descriptions of upcoming events and summaries of past events to webmaster, newsletter editor, and social media intern as needed.

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<p>Scholarship/Grant <i>Rita Hovorka</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"> ● Look for a new Scholarship Manager for 2022-23. ● Coordinate with Social Media Manager to announce winners on social media. ● Close the scholarship page on the website and post the winners.
<p>Social Media <i>Amber Lewis</i> <i>(student intern)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Met with Ashley to discuss plans for socials ● Amber will be joining the AC meeting to introduce herself and share her insights so far on chapter social media ● Ashley created a public LinkedIn Nonprofit page and has made Amber an Admin and Dan a content contributor <p>To Do:</p> <ul style="list-style-type: none"> ● When we have a public page, we could potentially advertise and target technical writers in the metro Chicago area.
<p>Sponsorships <i>MANAGER</i> <i>NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● FYI: The two Friends of STC Chicago sponsorships will end as of April 2023 unless the sponsors agree to renew them. <p>To Do:</p> <ul style="list-style-type: none"> ● Look for a new Sponsorship Manager for 2022-23. ● Note: Sponsorship needs are minimal until in-person events resume.
<p>Student Outreach <i>MANAGER</i> <i>NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● Sent email introduction to College of DuPage contact and Phil (as UIC contact) <p>To Do:</p> <ul style="list-style-type: none"> ● Look for a new Student Outreach manager ASAP.
<p>Webinars <i>MANAGER</i> <i>NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> ● See Program Committee report. <p>To Do:</p> <ul style="list-style-type: none"> ● Look for a new Webinar Manager for 2022-23.
<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. ● Wrote/revised content for new website. <p>To Do:</p> <ul style="list-style-type: none"> ● Continue to post announcements for chapter events and update site content. ● Proceed with streamlining of website content. ● Update WordPress to new version after CAA evaluations are done. ● Look for a new Webmaster for 2023-24.