

# STC Chicago Administrative Council Minutes

Online (Zoom link:

<https://us06web.zoom.us/j/89145176894?pwd=cWFBVVQ2dHdxb1Y3NUJQm02ZDFmQT09>)

Saturday, May 20, 2023, 9:00 a.m. (PLEASE NOTE MEETING TIME!)

Meeting Business		
1.	<b>Call to Order</b>	9:04 a.m.
2.	<b>Attendees</b>	Dan Dornbrook, Ashley Gordon, Phil Hayek, Rita Hovorka, Linda Kelley
3.	<b>Minutes from Previous Meeting</b>	Minutes of April meeting sent to attendees (and to newsletter editor and social media intern, by request) on April 8. <i>5/20 -Approved.</i>
4.	<b>Consent Agenda and Financials</b>	See the latest treasurer's report on Google Drive in the <b>Treasurer Documents / 2023 Budget Materials</b> folder for details. <a href="#">x 2023 STC Chicago Monthly Reports.xlsx</a>
5.	<b>Announcements</b>	<p>1. <b>Thursday Meetups</b> -</p> <ul style="list-style-type: none"> <li>• Virtual Meetup scheduled for 6/8.</li> <li>• Meetup held 4/13, with 9 people attending.</li> <li>• Meetup held 5/11, with 8 people attending.</li> </ul> <p>2. [PW] <b>Student Scholarship</b> - The Scholarship/Grant committee awarded one scholarship to the College of DuPage student (see Scholarship/Grant committee report for details). Pete has received permission from the student to announce the award on the chapter website and an upcoming issue of <i>The Folio</i>, and will send that content to Linda Kelley and Sian Mehl. Pete also sent Rita examples of the Treasurer's letter to the school to Rita so she can start the process of getting the scholarship money to the school.</p> <p>3. [DD] <b>Event Planning</b> - The Program Committee welcomes suggestions of venues for future in-person events, either with or without speakers. Please email me, and I will gladly take it from there.</p> <p>4. [DD] <b>Speakers</b> - The Program/Webinar Committee also welcomes suggestions for speakers for future events, in person or online. Again, please email me at your convenience.</p> <p>5. [AG] <b>Summary of the Summit</b> - Brief discussion on how the 2023 STC Summit went. (See New Business for specific discussion items.)</p>
6.	<b>New Business</b>	<p>1. [DD] <b>Event Registration</b> - Who on this call is planning to attend the May 23 event? If you are, have you registered? If not, please do. (Reason: we need to give the venue a head count by Monday.)</p> <p>2. [PH] <b>Student Outreach</b> - Proposed expense for annual College of DuPage "STC competition" award. <a href="https://cod.edu/academics/programs/english/writing-studies/stc-chicago.aspx">https://cod.edu/academics/programs/english/writing-studies/stc-chicago.aspx</a>. In total it's \$750, paid out in 5x\$100 awards, and 5x\$50 awards. <i>5/20 - Funding approved. Process for future years to be revisited as part of Strategic Planning this summer.</i></p> <p>3. [PW] <b>Competition</b> - In working with Elizabeth Burke (scholarship judging), Pete found out that Elizabeth is interested in chairing this</p>

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committee. Unless I hear differently from this meeting, I will reach out to Elizabeth and confirm her participation. [AG] Love this idea.

*5/20 - Ashley to follow up with Pete about transition.*

4. [DD] **Photo Contests** - Do we want to resume the photo contests? If so, can someone “own” setting up a process (who does what when)? We had a whole conversation about the contests (specifically about offering chapter souvenirs as prizes) before the newsletter changeover.  
*5/20 - Souvenir Committee (Ashley, Rita, Linda J) to discuss future handling of inventory of souvenirs (including notebooks from 2020). Consensus is not to revive photo contests due to process workload.*
5. [AG] **New STC Executive Director** - Had an opportunity to socialize and discuss some of his plans for STC. Very intriguing idea about bringing all chapters onto one free Microsoft license. I spoke with other chapter leaders who also like this idea.  
*5/20 - Ashley to follow up with new executive director.*
6. [AG] **Next Meeting** - Other chapter leaders were surprised to hear we still had a May meeting. Many are done for the year - do we need a June meeting? When does the program year end and then start again?  
[DD] Officially the program year is July to June, but we usually skip July and August (partly to allow focus on the Showcase), and there is no set requirement for how many meetings or which months.  
*How about this:* Last year we had a volunteer appreciation lunch in June in Rosemont. We invited everyone who volunteered since the previous July (including competition judges) and bought them lunch. We could do something like that again and include the “passing of the gavel” and call it our “annual business meeting” to end the current program year.  
*5/20 - Dan to organize volunteer lunch for June 17 in Rosemont.*
7. [AG] **July Happy HourS** - Let’s do an in-person City event and an in-person Suburb event so we can spread out our impact and be accessible to more people.  
[DD] Yes, and ... please see item #3 in Announcements.  
*5/20 - Ashley to follow up with Sian, Dan, Rita, and Linda K.*
8. [AG] **Webinars** - I’d like to bring some of the sessions from the Summit to our members as online webinars. I went to some great sessions, and this would be easy to flip into an online session because we don’t have to hunt down presentations. Let’s also collaborate with other chapters to bring more people to these events.  
[DD] Yes, and ... please see items #3 and #4 in Announcements.
9. [AG] **Thursday Virtual Meetups** - Let’s collaborate with more chapters. Maybe we can make these every-other-month (after June event already scheduled) and then get as many chapters on board as possible?  
[DD] Yes, and ... the Program Committee welcomes any suggestions of potentially interested chapters (in addition to Michigan Great Lakes, with

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		<p>whom we already have done a few joint events -- they have a “Virtual Meetup” of their own too).</p> <p><i>5/20 - Ashley to follow up with Sian and Dan about chapters to collaborate with and about rebranding ideas.</i></p> <p>10. [AG] <b>STC Chicago Group on LinkedIn</b> - Time to sunset? Can we get stats on interactions?</p> <p><i>5/20 - Ashley to follow up with Dan and Amber about closing process.</i></p> <p>11. [DD] <b>Strategic Planning</b> - Before we forget, let’s schedule a planning meeting this summer (substituting for the July AC meeting?). We can totally redo the format, but we have much planning to do.</p> <p><i>5/20 - Rita to reserve conference room in her building for meeting at 10 a.m. on August 5, which will substitute for August AC meeting.</i></p> <p>12. [LJ] <b>STC Chicago promotional items</b> - Looking for a graphic designer to create branded marketing materials, including a free-standing banner for use at in-person events. If the officers know of someone to fill this role, please advise.</p> <p><i>5/20 - Topic to be discussed at Strategic Planning Meeting because of pending plans at big STC for rebranding, including possible new logo.</i></p> <p><b>NOTE:</b> See Unfinished Business section of this agenda for updates on following items from March: Email Aliases, Election, Internship, Sponsorship, Web Content Review.</p>
7.	<b>Committee Reports</b>	<p>Find all <b>Committee Report</b> items requiring AC consent or advice in <i>Section 6: New Business</i>.</p> <p>Otherwise, find full committee reports below.</p>
8.	<b>Unfinished Business</b>	<p>1. [DD] <b>Email Aliases</b> - Email to aliases is still bouncing as of May 19. 😞</p> <p><i>5/20 - Ashley working on fix.</i></p> <p>2. [DD] <b>Election</b> - update on search for VP candidate for 2023-24. (See Nominating Committee report for To Do list.)</p> <p>[PW] I asked Elizabeth Burke, who declined for VP, but it looks like she will run the Competition for the upcoming program year.</p> <p>[AG] Travis Simpson, an attendee at our Happy Hour event in April, is very interested in this role. Dan met him, and I think Rita had an opportunity to speak with him as well? He’s dynamic and has lots of drive and interest in growing the chapter.</p> <p>[DD] Both sound great for their respective roles. Let’s discuss.</p> <p><i>5/20 - Approved nomination of Travis as VP candidate for election to be held in June and announced in June issue of The Folio. Ashley and Dan to follow up on election logistics.</i></p> <p>3. [DD] <b>Internship</b> - update on social media internship.</p> <p>4. [DD] <b>Sponsorship</b> - update on renewal of Friends of STC Chicago sponsorship (Pete reaching out to Jack Molisani).</p> <p><i>5/20 - Funding received for sponsorship. Dan to follow up with Linda K about logo for new sponsorship by ProSpring Technical Staffing.</i></p>

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		5. [DD] <b>Web Content Review</b> - What is the status of the editorial review of our current website content? <i>5/20 - Ashley to follow up with Linda K and Dan.</i>
9.	<b>Other</b>	Next public event is online webinar on June 28 to be run jointly with Michigan Great Lakes Chapter. Ashley to follow up.
10.	<b>Next Meeting</b>	Date: Saturday, June 10 Location: online (link to be sent to AC email list in advance)
11.	<b>Adjourned</b>	11:14 a.m.

<b>Officer Reports</b>	
<b>President's Report</b> <i>Phil Hayek</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Provided contact for follow-up on social media intern stipend.</li> <li>● Proposed expense for student competition at College of DuPage (CoD). See "Student Outreach" item in New Business.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Follow up with Ashley and Amber about internship extension and chapter-funded student membership.</li> <li>● Continue follow-up with College of DuPage about student outreach there.</li> </ul>
<b>Vice President's Report</b> <i>Ashley Gordon</i>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Follow up with Phil and Amber about internship extension and chapter-funded student membership. [AG] - Amber's internship was renewed.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Resolve issue with email aliases for chapter officers and committees.</li> <li>● Follow up with Dan about suggestions for meeting venues, webinar speakers, and collaborations with other STC chapters.</li> <li>● Follow up with Pete about transition to Elizabeth Burke as competition manager for 2023-2024 program year (see "Competition" item in New Business).</li> <li>● Follow up with Linda J and Rita about plan for remaining inventory of STC Chicago souvenirs (see "Photo Contests" item in New Business).</li> <li>● Follow up with new STC executive director (see "New STC Executive Director" item in New Business).</li> <li>● Follow up with Sian, Dan, Rita, and Linda K about plans for future networking happy hours in city and suburbs.</li> <li>● Follow up with Dan and Amber about process for closing legacy private STC Chicago group on LinkedIn and redirecting followers to new chapter page.</li> <li>● Follow up with Dan on logistics of chapter officer election to be held in June and announced in June issue of <i>The Folio</i>, including getting candidate biographies.</li> <li>● Follow up with Dan and Linda K about editorial review of current website content.</li> </ul>

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<p><b>Immediate Past President's Report</b> <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Reviewed scholarship application (see New Business).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Arrange handoff meeting with MK for physical historical documents related to the Frank Award.</li> <li>● Write article for website and <i>The Folio</i> announcing student scholarship award.</li> <li>● Follow up with Rita about funding for student scholarship.</li> </ul>
<p><b>Secretary's Report</b> <i>Dan Dornbrook</i></p>	<p>Total Members: 53, down from 65 a year ago but up from 44 a month ago          Student Members: 5, down from 7 a year ago but up from 1 a month ago          Retired Members: 2, same as a year ago and a month ago          New TC Professional Members: 4, down from 7 a year ago but same as a month ago          Corp. Value Program members: 7, up from 2 a year ago and same as a month ago          New STC members since previous AC update: 6</p>
<p><b>Treasurer's Report</b> <i>Rita Hovorka</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Updated payment information for chapter accounts to align with current officers.</li> </ul> <p>To Do: [Move items to Completed list when done.]</p> <ul style="list-style-type: none"> <li>● <b>Reserve conference room in Glenview building for Strategic Planning meeting at 10 a.m. on August 5.</b></li> <li>● Send reimbursements after receiving receipts from social media intern (for student membership) and from recipient of professional development grant.</li> <li>● Follow up with UIC contact (provided by Phil in email) about process for funding stipend for social media intern.</li> <li>● Follow up on awarding of student scholarship (see item #2 in Announcements).</li> </ul>

<p><b>Committee Reports</b></p>	
<p><b>2022 STC Chicago Summit Hosting</b> <i>Linda Jansak</i></p>	<p>Committee work is done (see minutes from March AC meeting). Nothing further to report.</p>
<p><b>Alliance</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Held call with ODN/Chicago representative who is working with several human performance groups in the area. They are organizing an event in October which may fit with the Alliance profile.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Report to AC about programming status of October event. Request feedback about potential for joint events with other organizations in Alliance.</li> <li>● Respond to inquiries as they are received.</li> </ul>
<p><b>Bylaws Review</b> <i>Becky Hall</i></p>	<p>Nothing to report until the next Bylaws Review in 2023.</p>

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<p><b>Competition</b> <i>MANAGER NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing to report until new competition manager is found (but see Competition item in New Business section).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● <b>Look for a new Competition Manager for 2023-24.</b></li> </ul>
<p><b>eLearning Showcase</b> <i>Linda Jansak</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Registration for this year’s Showcase is open and has been announced on the chapter website and elsewhere.</li> <li>● Corresponded with 2023 sponsors and exhibitors.</li> <li>● Requested help designing STC Chicago banner.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Update website and social media with announcements about registration, speakers, and sponsors.</li> <li>● Find a graphic designer interested in creating branded banner, other promotional items.</li> <li>● Reach out to previous sponsors with 2023 invitation.</li> <li>● Attend routinely scheduled planning meetings.</li> <li>● Include requests for chapter AC advice or approval in New Business section of upcoming AC agendas as needed.</li> <li>● Prepare to discuss marketing and branding strategies at Strategic Planning meeting in August (see “STC Chicago promotional items” item in New Business section of this document).</li> </ul>
<p><b>Get Real Interview Committee</b> <i>MANAGER NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing to report until this position is filled.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● <b>Look for a new Interview Manager for 2022-23.</b></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>
<p><b>Membership</b> <i>Ashley Gordon</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>● Future of this committee to be addressed in discussion of committee structure.</li> </ul>
<p><b>Newsletter</b> <i>Sian Mehl</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Published May issue.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Work on next issue with guidance from VP and others.</li> <li>●</li> </ul>

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<p><b>Nominating</b>  <i>Dan Dornbrook</i>  <i>(with Pete Wagner and Ashley Gordon)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Potential VP candidate identified (see “Election” item in Unfinished Business).</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Collect candidate biographies for online ballot.</li> <li>● Set up online vote using Google Forms and current member list from secretary.</li> <li>● NOTE: Linda Kelley and Pete Wagner to serve as tellers after end of voting, using anonymized list of member numbers to be provided by secretary.</li> </ul>
<p><b>Programs</b>  <i>Dan Dornbrook</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Presided at networking happy hour on April 20 and paid venue for food (and drinks purchased with drink tickets) with chapter debit card.</li> <li>● Scheduled in-person meeting for Tuesday, May 23, at Haymarket Pub in Chicago’s West Loop, with Amelia Lax speaking on “Tactical Writing – Crafting Emails That Get Useful Responses”. Set up registration in Eventbrite and provided copy for website announcement.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Schedule and announce Volunteer Recognition Lunch on June 17 in Rosemont, which will also serve as chapter’s required “annual business meeting”. Work with committee managers to identify volunteers to invite.</li> <li>● Coordinate with Ashley and with Kylie Jacobsen from Michigan Great Lakes Chapter on publicity for joint online event planned for June 28.</li> <li>● Work with Ashley, Sian, Rita, and Linda K to schedule future networking happy hours in city and suburbs.</li> <li>● Provide descriptions of upcoming events and summaries of past events to webmaster, newsletter editor, and social media intern as needed.</li> </ul>
<p><b>Scholarship/Grant</b>  <i>Pete Wagner</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Reviewed scholarship application (thank you Linda Kelley and Elizabeth Burke for helping with the evaluation) and awarded a \$1000 scholarship to the College of DuPage applicant.</li> <li>● Notified applicant and officers of the decision.</li> <li>● Received permission from the applicant to use her name and announce the award on the chapter website and in Folio.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Write content for the scholarship award for the chapter website and <i>The Folio</i>.</li> </ul>
<p><b>Social Media</b>  <i>Amber Lewis</i>  <i>(student intern)</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Posting announcements, as necessary, related to chapter activities, society activities, and activities of chapters with which we collaborate on joint events.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Continue to post announcements, as necessary, as indicated above.</li> </ul>

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<p><b>Sponsorships</b>  <i>MANAGER</i>  <i>NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Nothing to report until this position is filled.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● <b>Look for a new Sponsorship Manager for 2022-23.</b></li> <li>● Note: Sponsorship needs are minimal until in-person events resume.</li> </ul>
<p><b>Student Outreach</b>  <i>MANAGER</i>  <i>NEEDED</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>● Continue to coordinate with College of DuPage on existing outreach efforts.</li> <li>● <b>Look for a new Student Outreach Manager for 2022-23.</b></li> </ul>
<p><b>Webinars</b>  <i>MANAGER</i>  <i>NEEDED</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● See Program Committee report.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● <b>Look for a new Webinar Manager for 2022-23.</b></li> </ul>
<p><b>Webmaster</b>  <i>Linda Kelley</i></p>	<p>Completed:</p> <ul style="list-style-type: none"> <li>● Posted announcements for chapter activities, Showcase, and STC awards.</li> <li>● Helped evaluate student scholarship application.</li> </ul> <p>To Do:</p> <ul style="list-style-type: none"> <li>● Continue to post announcements for chapter events and update site content.</li> <li>● Continue with streamlining of website content.</li> <li>● <b>Look for a new Webmaster for 2023-24.</b></li> </ul>