

**March 1, 2001**

**First Thursday of Each Month**

<b>Attendees</b>	<p>Jim Chambless, President          Michelle Knoerser, 1<sup>st</sup> Vice-President          Tina Hawkins, 2<sup>nd</sup> Vice-President          Diane Mazzarella, Secretary          Ruby Bohannon, Treasurer          Doug Dow, Parliamentarian          Ann Balaban, Membership Committee          Elizabeth Bailey, Immediate Past President, Competitions Committee          Debbie Finger, Newsletter          Kathryn Poe, Public Relations          Jasmine Graham, Chapter Achievement</p>
<b>Call to Order</b>	<p>Jim Chambless called the meeting to order at 6:15 p.m.</p>
<b>Reading and Approval of Minutes</b>	<p><i>February Council meeting minutes were reviewed and approved with one correction, changing the membership "as of" date for the Chapter Achievement submission.</i></p>
<b>Reports of Officers, Boards, and Standing Committees</b>	
<b>Treasurer, Ruby Bohannon</b>	<p>Ruby distributed the February Financial Report. The Winter Workshop produced income of \$2160.98. Jim congratulated Tina on the program's contribution.</p> <p>Ruby also reported Actual vs. Budget and Projections for 2000-2001 as of 2/25/01.</p> <p><i>The Treasurer's Report was approved unanimously</i></p>
<b>Reports of Special Committees and SIGs</b>	
<b>Programs Committee</b>	<p>Michelle reported that February meeting preparations were complete. She also alerted the Council to a change of contact person at the Crowne, and that those planning functions should be aware of high charges for A/V equipment rental.</p> <p>Michelle is looking into the possibility of having Joanne Hackos speak at the May meeting, potential topics are User and Task Analysis for Information Design and Single Sourcing.</p> <p><b>Michelle recommended that the STC website Paypal information include the no refund policy.</b></p>
<b>Newcomer's Committee</b>	<p>Michelle reported that Newcomers had a good meeting in February and that Jo Byrd will speak about Contracting in March. She also</p>

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and that Jo Byrd will speak about Contracting in March. She also stated that she had someone lined up to head the committee next year.

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**Competitions Committee,  
 Beth Bailey**

**Jim asked Beth for a Competitions Manager description that could be used to recruit a new manager for the coming year.**

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**Newsletter Committee,  
 Debbie Finger**

Debbie reported they are making progress on converting the newsletter to html.

Ann said that the designer is using a style sheet and possibly many people won't have the right browser to view the newsletter. **She said that an alternative is needed so people can view the newsletter without a browser.**

**Debbie also commented that she wants to have a "printer friendly" version of the newsletter, because there will not be a pdf version**

Publicity concerning the change-over August 1 to exclusive on-line newsletter distribution will be stepped up the next few months, and Debbie is including a boxed ad in the next newsletter.

Further newsletter discussion was tabled until after the Newsletter Committee meeting next week.

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**Public Relations Committee,  
 Kathryn Poe**

Kathryn showed the Council her Committee's competition entry. International judging will be done on Saturday, March 3, for which Kathryn as Competition Manager, recruited seven judges.

**She has written some press releases and needs volunteers to get them out. Jim asked her to write about the Public Relations Manager job to aid in recruitment of her successor.**

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**By Laws,  
 Doug Dow**

Doug submitted a Parliamentarian's Report with suggestions for updating the Chapter Bylaws.

1. A Website Committee needs to be added to the list of chapter committees because it incurs expenses and is responsible to the Administrative Council.

Jim responded:

- a.) The current committee per se will be disbanded once transition to the new website has been completed.
- b.) The new Webmaster will need to form a new committee and attend to these details.

**Beth will provide input on the Committee formation.**

2. Satellite chapters

The Society's bylaws offer no guidance on the issue of satellite chapters, their definition, and whether they are

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formed as committees or satellites.

Jim responded:

a) This issue needs to be dealt with as an ongoing process and included the next time the bylaws are amended.

b.) Satellite Chapter is the appropriate designation.

Doug asked for clarification as to how they relate to the Lone Star Chapter (LSC).

Jim responded:

a.) LSC partially funds the Satellite Chapters.

b.) The Satellites' membership dues are credited to LSC.

**Jim will assist with language for the Satellite Chapter provision.**

3. Elections

Carla Jones raised some questions concerning the election process: Doug thinks the current language is clear and sufficient. In case no one receives a majority, there is to be a run-off election between the top two vote-receiving candidates.

Jim responded:

**A by-law committee meeting is needed to hammer out the language so there is no ambiguity, see also below re succession.**

4. Council succession

Carla suggested that only one candidate be presented for President because the progression from 1<sup>st</sup> Vice President is customary. After Council discussion, the consensus was to add a sentence to the by-laws that automatic progression of the same individual from 1<sup>st</sup> Vice President to President is customary.

Jasmine suggested that it be further noted that if the 1<sup>st</sup> Vice President is unable to serve as President, the Nominating Committee should present a slate of a least one but no more than three candidates.

A further change to the Bylaws was suggested that the 1<sup>st</sup> Vice President serve a one-year term and succeed to President.

Review of Society bylaws was recommended to ensure consistency where necessary.

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**Workshops Committee,**  
**Tina Hawkins**

Tina was congratulated on the success of the Workshops. There were 48 attendees and 4 no-shows, and a total of 4 workshops.

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**Membership Committee,**  
**Ann Balaban**

Ann reported current membership is 744. LSC has dropped in standing from 3<sup>rd</sup> to 5<sup>th</sup> or 6<sup>th</sup> in STC. Jim said membership peaked at 803 several years ago, and that LSC hasn't dropped as much as other Chapters have grown.

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Ann has agreed to serve as Membership Committee Chair again next year, and will analyze membership year-to-year for comparison.

Beth has agreed to manage the Membership database again next year.

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**Information Design SIG**

Don Gay reported by email.

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**Job Bank**

*Jan requested that the Job Bank phone number be removed, to which the Council so moved, seconded and approved the request. **Ruby will make the cancellation.***

Jim reported that he contacted Cynthia Curl regarding the new Job Bank and brought her up-to-date on the new website. The new server meets all the Job Bank requirements she had outlined earlier. **Jim will contact her tomorrow and ask her to send the files by ftp within the next week so that testing can begin. Ann's team will be taking it from this point forward.**

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**FW/N. Louisiana SIGs**

Marian and Leah reported by email. Leah was sorry that things weren't progressing more quickly, but volunteers have been lacking.

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**Unfinished Business and  
 General Orders**

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**Chapter Website**

The Council commended the website committee on the great re-design. Some issues remain, including the Job Bank, see above, and Front Page usage. Testing is in progress on newsletter distribution.

Banner vs. Pop-up ads were discussed. The original web page design did not include banners. Ann suggested putting the ads in the middle, but most of the input was positive for pop-ups.

Kathryn said that just one banner would be sold at a time. All other ads would be inside the newsletter or as links on a page.

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**Chapter Achievements**

Jasmine requested information and clarification on Chapter activities to include in the Chapter Achievements submission.

On Saturday, March 17th, Kathryn, Beth, Jim, and Jasmine will meet to assemble the Chapter Achievement application and addendum, and format the CA presentation binder. This will be submitted to Suzanna Laurent and displayed at the STC Annual Conference in May.

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**New Business**

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**Volunteers**

Jim asked Council Members for the names of volunteers who worked on Chapter committees and activities during the past year.

**Planning**

Planning for the coming year has basically been accomplished. The balance will be taken up next month.

**New Sig**

Marie Bertrand spoke with Jim about creating a Management SIG. Beth and Jim will help her put together a plan.

**New STC logo**

The new STC logo will appear on the website. Jim said everyone needs to use it and that there would be an article on branding and the new logo in the next newsletter.  
 The logo itself will not appear on the cover of the newsletter until we use up all of the existing pre-printed outside pages.

**Members Only Policies**

Jim asked that the Council think about restricting some services to members only and a possible Members Only section of the website. This could be a source for new revenues.  
 The issue of non-chapter STC member access should also be addressed.

**Adjournment**

The meeting adjourned at 8:15 p.m.

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**Addendum**

Administrative Council On-Line Meeting, March 6, 2001

**Call to Order**

Jim Chambless called the meeting to order at 8:40 a.m., for the purpose of Council discussion/*approval to change the May meeting from the usual 2<sup>nd</sup> Thursday of the month, May 10, to May 9, to accommodate the prospective speaker, Joanne Hackos, and those traveling early to the STC Annual Conference in Chicago.*

Michelle Knoerser so moved. The motion was seconded and passed by Council, with 6 votes in favor and 2 abstentions.

**Adjournment**

The meeting was adjourned upon receipt of Council votes March 6.

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