

May 3, 2001

First Thursday of Each Month

Attendees	Jim Chambless, President Michelle Knoerzer, 1 st Vice-President Diane Mazzarella, Secretary Ruby Bohannon, Treasurer Doug Dow, Parliamentarian Ann Balaban, Membership Committee Debbie Finger, Newsletter Committee Kathryn Poe, Public Relations Committee Kelly Burch, Website Committee
Call to Order	Jim Chambless called the meeting to order at 6:25 p.m.
Reading and Approval of Minutes	<i>April Council meeting notes were unanimously approved as read..</i>
Reports of Officers, Boards, and Standing Committees	
Treasurer, Ruby Bohannon	Ruby distributed the April Financial Report. She reported that LSC has been reimbursed for the PR competition expenses and that monthly expenses for April were normal. <i>The Treasurer's Report was unanimously approved.</i>
Reports of Special Committees and SIGs	
Programs Committee Michelle Knoerzer	Michelle reported that the May meeting program and door prize preparations were complete. Reservations were already at 55, even before many members had received their newsletters.
Newcomer's SIG Michelle Knoerzer	Michelle confirmed that James Wrede is now heading up the Newcomers Committee and did a great job conducting his first meeting with a very interesting speaker.
Information Design SIG	Don Gay reported by email.
News letter Committee, Debbie Finger	Debbie reported that the LSC Newsletter received an Award of Merit from the STC International Newsletter Competition and the Council congratulated her for this achievement. Debbie has prepared CDs with past editions for Doug Dow, the new Editor, and the archives. She will email Doug the names of people who can help with the Newsletter production and complete handoff to Doug this week.

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Public Relations Committee, Kathryn Poe	Kathryn reported that every Borders bookstore in Dallas County and one in Collin County have flyers publicizing the Joanne Hackos program at the May meeting. Borders donated two Hackos books for door prizes. The Borders PR people are very enthusiastic about collaborating with LSC in the future.
	Other meeting publicity: - She placed notices in "Texas Technology" and "DFW Technology Biz," and contacted the technical editors of other D/FW publications. - ASTD and others have also run meeting notice.
	Kathryn reported that Gail Lippincott and Ginger Ebenger will manage the PR Committee next year, and she will be handing off to them soon.
By Laws, Doug Dow	Doug reported that no replacement has been found as yet for Jim Shaw and that one is needed to fill out the Council.
	Doug has submitted a Summary of bylaw changes pending approval. These will be discussed over the summer and passed on to the new Parliamentarian.
Membership Committee, Ann Balaban	Ann reported that membership numbers have returned to the recent norm this month with 626 members. Eight chapters have over 600 members; LSC ranks sixth in size nationally
	Ann's welcome email to new members will notify them that their membership directory will be coming separately.
FW/N. Louisiana Satellite Chapters	Jim reported that Marian will stay on next year with the Fort Worth Satellite.
	Kelly asked that the Satellite Chapters provide information for the website.
Scholarship Committee	Ruby reported that she received three scholarship applications, one each from Texas Tech, UNT Graduate School and UT at San Antonio.
Website Committee Kelly Burch	Kelly reported that the Committee will redesign site navigation after the conference in Chicago. They will convert to vertical ads for the banner and announcements. Kelly converts Meeting Notes to pdf file format before posting.
Hospitality Committee	Jim reported Carole Faldet resigned as manager for next year.

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**Unfinished Business and
 General Orders**

Newsletter Availability

Ann will inform new members when she welcomes them that the newsletter is available on the LSC website.

Doug said that starting in September, the newsletter will be available on the website by the 3rd of the month.

Job Bank

Jim reported that Job Bank issues will be revisited after the Conference.

IPIC List

Jim will begin managing the IPIC list after the Conference.

He will send the list an announcement concerning Newsletter availability on the website.

New Business

Parliamentarian

Jim will announce the Parliamentarian vacancy at the meeting next week. From this point on, the Council will take over the responsibility from the Nominating Committee for finding a replacement.

Gift for new STC President

The Council unanimously approved a gift to Judy Glick-Smith in recognition of her election to President of STC and in gratitude for her work on behalf of the LSC as a past President and Regional Director Sponsor.

**Support for attendee at
 seminar for high school
 teachers**

LSC was asked to help with travel expenses for a high school teacher to attend a 2-week seminar on teaching technical communication. *The Council approved up to \$750 for expenses, in exchange for a brief presentation at a meeting and newsletter article.*

Texas Workforce Commission

Jim reported that LSC had received a RFP from the Texas Workforce Commission on new approaches for training technology workers. The Council agreed that this was not appropriate for LSC.

Transition

Jim gave his files to Michelle along with a Transition Plan. He expressed the hope that the Plan will be updated from year to year and passed on to subsequent incoming presidents.

Adjournment

Jim adjourned the meeting at 7:25 p.m.
