



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

January 8, 2004

First Thursday of Each Month

Attendees

Debbie Wiles, President
Jackie Damrau, 1st Vice President
Louellen Coker, 2nd Vice President
Kathryn Poe, Immediate Past President
Brenda Barrett, Secretary
Mike Hiatt, Treasurer
Marty Vick, Parliamentarian
Julie Stegman, Chapter Achievement
Melissa Haughton, Community Service
Jan Shelton, Competitions
Ann Balaban, Membership
Doug Dow, Newsletter
Elisa Miller, Public Relations
Beth Bailey, Web Site

Call to Order

Debbie called the meeting to order at 6:21 p.m.

**Reading and
Approval
of Minutes, Brenda
Barrett**

December meeting notes were unanimously approved as written.

**Reading and
Approval of
Committee Reports**

January committee reports were unanimously accepted as written.

**Reports of Officers,
Committees, and
SIGs**

**Treasurer, Mike
Hiatt**

Mike will check his records to determine when the balance of the Society reimbursement will arrive.

The December celebration dinner generated \$360 for the scholarship fund.

Mike sent scholarship checks to the schools and letters to both recipients inviting them to attend the Chapter meeting at which the scholarship awards would be presented.

Mike will contact Society before opening a Chapter checking account at the Richardson Credit Union. The credit union offers a non-profit business checking account that would save the Chapter approximately



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\$40 a month in service fees.

The Treasurer's Report was unanimously approved.

**Parliamentarian
and Bylaws, Marty
Vick**

No report

**Chapter
Achievement, Julie
Stegman**

Elisa will have the Chapter brochure ready by March.

Julie inquired about whether the Chapter met the criteria for Chapter of Merit, Chapter of Excellence, and Distinguished Chapter. The chapter meets all criteria for Chapter of Merit and Chapter of Excellence.

Julie will send a list of criteria for all Chapter Achievement categories to Council members, including a deadline by which members must report any criteria they have met. Julie will bring the updated list to the February Council meeting.

**Community Service
Committee, Melissa
Haughton**

Mel inquired about the Council's interest in participating in the Plano Elementary Science Fair on February 21.

It was discussed and decided that the Chapter would not participate in this year's Plano Elementary Science Fair.

Mel is working with KERA to coordinate a community service event. There will be further discussion about possible dates for the event at the next Council meeting.

**Competitions, Jan
Shelton**

Jan will send an email update to Council members tomorrow morning, including the number of entries and the awards given.

Three award winners have registered for the upcoming Competitions Awards Banquet. Ann suggested contacting all award winners who have not registered and extending an invitation to attend the banquet.

Jan stated that four laptops are needed for the banquet.
Mike and Ann will each bring one laptop, and Jackie will bring two laptops.

Elisa will bring signs for the banquet.

Signs and laptops must be at the hotel by 5:30 on Thursday,



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January 15.

Jan will document the process of presenting the awards (the script) so it can be used at the banquet.

Debbie will sign all awards at 5:00 at the hotel.

Jan will send Jackie the list of judges so the Chapter can email free dinner vouchers to them as thanks for their participation in this year's Competitions.

Elisa will issue a press release for publication on Friday, January 16.

Jan will meet with Jackie to order the plaques.

Fort Worth Satellite Chapter

Debbie will work with Brian McCarthy regarding the reimbursement procedure for George Slaughter.

Hospitality Committee

No report

Job Bank, Jan Shelton

No report

Membership Committee, Ann Balaban

Debbie reported that Samantha Clark inquired about how the organization she represents might become more involved with the Chapter. ***Elisa will contact Samantha Clark to determine what "become more involved with" means.***

Ann sent Society an email about the new logo on the Society site.

Ann reported that she has received no further response to the post cards mailed to lapsed members.

Doug included a list of ten new senior members in the newsletter. ***Debbie will recognize the new senior members at the next Chapter meeting.***

Mentoring Committee

No report

Newsletter Committee, Doug Dow

Doug reported that the newsletter was published today. He has begun a banner competition that will run through May. Results will be published in Volume 21 of the newsletter.

Bold italic denotes action items.
Italic denotes the results of a council vote.



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Doug requested early submissions this month because of the number of deadlines he is facing at the office.

Doug reported that the newsletter competition entry has been submitted.

Dale Erickson will do the photography at this month's Chapter meeting.

**Programs
Committee,
Jackie Damrau**

Jackie and Jan will arrive early to set up the room for the awards banquet.

**Public Relations
Committee, Elisa
Miller**

Elisa reported that the February press release is 50% complete and will go out on Monday, January 12.

Elisa reported that 20 members responded to the workshop survey she conducted. Further discussion on this topic was tabled and discussed during Louellen's report on workshops. See Workshops below.

Elisa will send the Fort Worth Satellite logos to Brian McCarthy.

Jackie will announce that we are giving away Illustrator 10.

**Scholarship
Committee**

Ann expressed interest in replacing Marian Blake, who is stepping down as Chairperson of the Scholarship Committee.

Ann will send Kathryn a job description for Membership Committee Chairperson so a replacement for Ann can be sought.

Ann will send Marian an email requesting all material needed to begin assuming the scholarship responsibilities immediately.

Ann will send all completed Scholarship material to Debbie for review prior to sending the documents to local colleges and universities.

Jackie will make nametags for the two scholarship recipients who are attending the January chapter meeting.

Beth will create certificates to present to recipients,



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and she will bring them to the awards banquet.

SIGs

Jackie expressed concern about the lack of activity among the local SIGs.

Debbie will speak with Aubrey Hardman about the significance of his role as SIG Chairperson.

**Volunteers,
Kathryn Poe**

Kathryn has not received requests for volunteers recently. Kathryn expressed an interest in chairing the Membership Committee and would like to review the job description.

Ann will send Kathryn a job description for Membership Committee Chairperson.

**Web Site
Committee, Beth
Bailey**

Beth is working on listserv and IPIC issues.

Beth reminded Council members to contact her if they have information that must be put on IPIC immediately since she can serve as a back-up for Michelle Knoerzer.

**Workshop
Committee,
Louellen Coker**

Debbie expressed concern about the lack of interest in Chapter workshops. ***Kathryn suggested the Council focus its energies on efforts other than planning a workshop.***

Louellen will visit some of the larger chapters' Websites to see what they do to generate interest in their workshops.

It was discussed and decided not to have a March 2004 workshop.

The Council concurred that engaging members is high on the list of challenges the Chapter faces. Debbie suggested asking David Lanners to speak about how PMI handles similar challenges.

Jackie suggested conducting a Leadership Day.

Debbie stated that it is time to discuss nominations for next year's Council. ***Debbie will contact Dawn Lofgren to confirm that she will chair the Nominating Committee.***

Louellen will research upcoming STC phone seminars and send a list of seminars to Council so a decision can be made about which one to sponsor.

Debbie suggested rewording the job description for Second



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Vice President so the office does not entail responsibility for coordinating the workshops.

Jackie suggested putting workshops on hold for a year.

So that Beth can update the IPIC mailing list, Debbie will send Beth an Excel spreadsheet including the following information for all Chapter members: first name, last name, membership number, zip code, and email address.

Unfinished Business

It was discussed and decided to remind members during the January chapter meeting that they need to pay their membership dues in order to be eligible to vote.

Beth stated that the reminder is an opportunity to thank Chapter members for their ongoing membership.

New Business

None

Adjournment

Debbie adjourned the meeting at 8:55 p.m.
