



SOCIETY FOR
TECHNICAL
COMMUNICATION



Administrative Council Meeting Notes

April 29, 2004

First Thursday of Each Month

Attendees	Debbie Wiles, President Jackie Damrau, First Vice President Kathryn Poe, Immediate Past President Brenda Hodson, Secretary Julie Stegman, Chapter Achievement Melissa Haughton, Community Service Sandy Schreiber, Hospitality Doug Dow, Newsletter Marty Vick, Parliamentarian Elisa Miller, Public Relations Ann Balaban, Scholarship Marian Blake, former Scholarship Chairperson
Call to Order	Debbie called the meeting to order at 6:18 p.m.
Reading and Approval of Minutes, Brenda Hodson	<i>April meeting notes were unanimously approved as written.</i>
Reading and Approval of Committee Reports	No committee reports were submitted in April.
Reports of Officers, Committees, and SIGs	
Treasurer, Mike Hiatt	No report
Parliamentarian and Bylaws	No report
Chapter Achievement, Julie Stegman	Julie is prepared to gather the 2004 CAA materials.
Community Service Committee, Melissa Haughton	No report
Competitions	No report
Education Committee	Beth reported that the Chapter Web site is set up for additional education links.



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Fort Worth Satellite Chapter	April's meeting went well.
Hospitality Committee	No report
Job Bank	No report
Membership Committee	No report
Mentoring Committee	No report
Newsletter Committee	Doug reported the Chapter newsletter won an Award of Excellence and Most Improved.
Nominating Committee	No report
Programs Committee, Jackie Damrau	Jackie reported that the May program is set with the final speaker. Registration numbers are still down. Jackie will ask Michelle to send out an IPIC one last time.
Public Relations Committee	The Chapter Public Relations Committee received an Award of Merit. Elisa will forward award information to Brenda for the CAA file.
Scholarship Committee	Debbie reported there are three scholarship applicants. <i>It was discussed and decided to award \$1500 in scholarship funds to Gregg DePorter and \$500 to Tazin Shadid in scholarship funds.</i>
SIGs	Discussion was tabled until the next Council meeting.
Volunteers	Kathryn said she is still looking for a replacement for the Public Relations chair.
Web Site Committee	No report
Unfinished Business	Kathryn distributed certificates of recognition and gratitude to the Council members for their volunteer efforts on the Chapter's behalf.



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New Business

Debbie encouraged Council members to embrace the STC transformation effort. While we will experience short-term challenges, Debbie said the transformation effort will benefit STC nationally and locally.

Adjournment

Debbie adjourned the meeting at 6:40 p.m.
