



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

June 4, 2004

First Thursday of Each Month

Attendees	Jackie Damrau, President Louellen Coker, First Vice President Kathryn Poe, Immediate Past President Brenda Hodson, Secretary Mike Hiatt, Treasurer Robert Brown, Competitions Elisa Miller, Membership Robert Crumb, Parliamentarian Diane Mazarella, Public Relations
Call to Order	Jackie called the meeting to order at 6:18 p.m.
Reading and Approval of Minutes, Brenda Hodson	<i>May meeting notes were unanimously approved as amended.</i>
Reading and Approval of Committee Reports	No committee reports were submitted.
Reports of Officers, Committees, and SIGs	
Treasurer, Mike Hiatt	<p>Mike reported he closed the Bank of America checking account and opened a free checking account with CCU. Checks will arrive next week.</p> <p>Mike reviewed the banking summary with Council members.</p> <p>Elisa asked where money paid to Survey Monkey should appear on the banking summary. Mike said all bills are paid from the checking account, and scholarship funds are taken from the savings account.</p> <p>Mike reported that Council has spent less money than in past years.</p> <p>Mike received a form from Society regarding reimbursement for 2004—2005. All chapters will experience a 20% cut in rebate (from membership dollars). Dues will increase this year.</p> <p>Mike said he will have a reconciliation report for the CCU checking account at the next Council meeting.</p>
Parliamentarian and Bylaws, Robert Crumb	Jackie reported she reviewed the Chapter bylaws. She requested Robert make some changes. Seminar and Student

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



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

June 4, 2004

First Thursday of Each Month

committees should be moved under the Education Committee.

Robert will review the bylaws changes and make a proposal at the July meeting of any other changes needed.

Chapter Achievement

Jackie said Chapter received an Award of Excellence and an Award of Distinction.

The Council decided to make the Chapter Achievement Award competition a duty of the Secretary. The entry is considered to be a Chapter historical document and should be part of the Secretary's responsibilities.

Julie Stegman will work with Sandy on the Hospitality Committee.

Community Service Committee

No report

Competitions, Robert Brown

Robert reported that three chapters are interested in exchanging competition submissions with LSC: Puget Sound, Twin Cities, and Atlanta.

Kathryn suggested considering Puget Sound. ***Robert will pursue exchanging Competition submissions with the Puget Sound Chapter.***

Elisa will work with Robert and Diane on the Competitions brochure.

Robert will ask Beth to post the October 1 submission deadline on the Web site.

Robert will get competition information to Kathryn by July so it can be included in the membership packet.

Robert requested help finding Competition judging managers. Brenda Hodson will manage Tech Pubs judging.

Robert will send Kathryn a detailed job description for Competition Judging Manager so she can find volunteers.

Robert will add a college-level Student Competition to this year's event. The voting members of the LSC Council will be responsible for judging these entries.

Education Committee

No report

Bold italic denotes action items.

Italic denotes the results of a council vote.



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
**Lone Star
Chapter**
STC

Administrative Council Meeting Notes

June 4, 2004

First Thursday of Each Month

Fort Worth Satellite Chapter	<p>Jackie reported that the May meeting went well. She gave attendees a brief overview of the Transformation effort.</p> <p>Aubrey Hardman transitioned from SIG chairperson to President of the Ft. Worth Satellite Chapter.</p>
Hospitality Committee	No report
Job Bank	Jackie reported 16 to 18 jobs were posted on the Job Bank in May.
Membership Committee	<p>Elisa reported there are 387 members in LSC.</p> <p><i>Elisa will send Doug Dow information on new, reinstated, and transferred members.</i></p>
Mentoring Committee	No report
Newsletter Committee	<i>Jackie will contact Doug regarding conference content in Technically Write Life.</i>
Nominating Committee	No report
Programs Committee, Louellen Coker	<p>Louellen reported a PMI speaker is in place for the September Chapter meeting, and Andrea Ames will speak at the October Chapter meeting.</p> <p>Louellen said Louise Keaton would like to do an ePortfolio presentation in Spring of next year.</p> <p>Kathryn suggested having a managers panel at an upcoming Chapter meeting.</p> <p><i>Louellen will contact Judy Glick-Smith, Debbie Wiles, and Beth Bailey to see if they will sit on a managers panel.</i></p> <p>The International Tech Pubs Competition winning entries will be exhibited at the October Chapter meeting.</p> <p>Diane asked about the possibility of changing the Chapter meeting format. A member suggested a buffet style dinner, which would give members more networking time, might also decrease the length of monthly meetings.</p> <p>Kathryn suggested reducing the dinner period and starting the speaker while attendees are eating.</p>



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

June 4, 2004

First Thursday of Each Month

Louellen will bring an agenda for further discussion at the next Council meeting.

Louellen will look into holding a meeting at the Hilton DFW Lakes in Grapevine.

**Public Relations
Committee**

Diane and Elisa will meet to strategize about public relations for 2004—2005.

NBC5 is having a Technology and Lifestyles exposition in September. Jackie asked Council members if they were interested in sponsoring a booth at the exposition. Kathryn asked that she be told about the number of volunteers needed to host a booth.

**Scholarship
Committee**

Mike reported he mailed the scholarship checks.

Robert suggested having scholarship recipients' photos in the Dallas Morning News.

Jackie suggested Diane send scholarship information to the Dallas County Community College District. Jackie underlined the importance of Richland College being made aware of the Chapter's scholarship program.

Ann will send the thank-you letters Council received from the scholarship recipients to Doug for publication in the newsletter.

Elisa will prepare a brochure announcing the October deadline and submit to the local area colleges.

SIGs

Richland's Newcomers SIG dissolved.

Jackie suggested buying giveaways to encourage attendance.

Elisa will contact several vendors.

Volunteers

Kathryn distributed half of the recognition awards at the May Chapter meeting. She will mail the remainder next week.

Kathryn reported that an IPIC manager is needed. Beth will serve in this role until a volunteer can be found.

Kathryn asked new Council members to send detailed volunteer requests.



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

June 4, 2004

First Thursday of Each Month

Web Site Committee	Jackie will ask Beth to post <i>Chapter of Distinction</i> on the Web site.
Unfinished Business	No report
New Business	<p>Kathryn reported that Andrea Ames asked her to sit on the Transformation Community Committee.</p> <p>Jackie said there will be a June 26 planning session from 1:00 to 5:00 at the Hilton DFW Lakes in Grapevine.</p> <p><i>Jackie will ask Aubrey (or Brian) to attend the planning session.</i></p> <p><i>Elisa will contact Stephen Poe at sdpoe@acm.org for salary survey data to include in Survey Monkey. Elisa will work with Stephen on questions for inclusion in the survey and will bring the questions to the next Council meeting for review and discussion.</i></p> <p><i>Kathryn and Jackie will forward pictures to Doug.</i></p> <p>Jackie asked Council how to effectively educate LSC members about the Transformation effort. Elisa suggested using ten minutes at each Chapter meeting to bring members up to speed and to take questions from attendees.</p> <p>Diane suggested pointing members to available online information.</p> <p>Kathryn suggested including Transformation information in the next IPIC.</p> <p>Jackie asked Council members to visit the STC Web site and review Transformation information. She asked Council to come to the June planning session prepared to strategize how the Chapter can embrace the Transformation effort, provide value to members, re-charter LSC, etc.</p> <p><i>Brenda will write an article for Technically Write outlining what LSC did to earn Chapter of Distinction and Chapter of Excellence awards.</i></p> <p>Jackie suggested LSC stand out as a chapter willing to embrace the Transformation.</p> <p>Jackie suggested the Chapter look into purchasing its own LCD projector for use at any of its meetings/functions.</p>



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

June 4, 2004

First Thursday of Each Month

Robert Crumb will investigate need to vote on purchases and how to allocate funds.

Kathryn encouraged new Council members to ask for help when needed.

Adjournment

Jackie adjourned the meeting at 8:12.
