



SOCIETY FOR  
TECHNICAL  
COMMUNICATION



# Administrative Council Meeting Notes

August 5, 2004

First Thursday of Each Month

<b>Attendees</b>	Jackie Damrau, President Louellen Coker, First Vice President Mel Haughton, Second Vice President Kathryn Poe, Adviser Brenda Hodson, Secretary Mike Hiatt, Treasurer Rob Brown, Competitions Aubrey Hardman, Ft. Worth Satellite/SIGs Robert Crump, Parliamentarian Lauren Womack, Public Relations Ann Balaban, Scholarship
<b>Call to Order</b>	Jackie called the meeting to order at 6:21 p.m.
<b>Reading and Approval of Minutes, Brenda Hodson</b>	<i>July meeting notes were unanimously approved as written.</i>
<b>Reading and Approval of Committee Reports</b>	No committee reports were submitted in August.
<b>Reports of Officers, Committees, and SIGs</b>	
<b>Treasurer, Mike Hiatt</b>	<p>Mike reported that he will move the funds in the Pinnacle account to the savings account. A discussion about closing the Pinnacle account after scholarship checks are written was tabled for a future Council meeting.</p> <p>Mike said two checks were received for advertisements placed in the LSC newsletter.</p> <p>Mike reported the financial reports are completed.</p> <p><b><i>Mike will update the budget with year-to-date numbers and present his findings at the September Council meeting</i></b></p> <p><i>The Treasurer's report was unanimously approved.</i></p>



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**Parliamentarian and  
Bylaws, Robert Crump**

Robert reported that he resigned his position as LSC Parliamentarian.

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**Chapter Achievement,  
Brenda Hodson**

Brenda reported that she has received the following CAA items this year:

- Invitation to host Board meeting
- Intercom article by Lory Hawkes
- Article spotlighting Jackie in Perot Systems newsletter
- Article written by Jackie: *Seven Leadership Qualities*
- Announcement that Technically Write won Excellence—Most Improved award
- Beth's article in *Tieline*

Jackie asked Council members who have written articles that are about to be published to forward this information to Brenda to ensure the articles are included in the 2004-2005 CAA submission.

***Ann will send Brenda information about her upcoming Tieline article.***

***Jackie will send Brenda links to sites on which her articles are published.***

***Brenda will watch for the publication of updated CAA guidelines from Society.***

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**Community Service  
Committee, Maxine  
Higginbotham**

No report



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## Competitions, Rob Brown

***Rob will proof the Call for Entries brochure.*** The brochure will be included in the membership packet and will also be sent to all of last year's Competitions judges.

Ann suggested recruiting judges from corporations in Dallas and Ft. Worth. ***Ann will give Rob contact information of a TI colleague.***

Ann suggested checking STC's internal Web site to get the addresses of those winners who live in the Dallas/Ft. Worth area APEX awards winners. ***Rob will check the site and contact the APEX winners.***

***Rob will recruit judges and entries at the next ASTD meeting.***

Rob reported that Mel obtained Richland College as a Consensus Judging Day venue.

***Jackie will find a venue in the Ft. Worth area to hold a training session.***

Rob reported that Ginny Gilstorf agreed to do the Judges Training this year.

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## Education Committee, Mel Haughton

Mel received a commitment from Richland College to provide a room for this year's Consensus Judging Day. She must notify Richland three weeks in advance if food is needed.

Mel reported she is working on developing workshops that differ from those of the past. She is considering the following:

- Conducting evening workshops instead of Saturday mornings
- Conducting quarterly workshops addressing a single topic
- Offering the workshops free of charge

The Council discussed and decided to offer the next workshop on September 28. Mel will book presenters for the two-hour workshop. Aubrey will host the workshop in Ft. Worth. The topic will be a grammar refresher.

***The Council discussed and decided to hold another workshop in January or February in the Dallas area. Future plans are dependent upon the turnout for the first two quarterly workshops.***



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<b>Fort Worth Satellite Aubrey Hardman</b>	<p>Aubrey reported he is looking for a permanent meeting location. The library in which the Ft. Worth Satellite has met in the past charges \$30 an hour for a room.</p> <p>Aubrey said he is looking for presenters. He is interested in having an English professor speak at an upcoming meeting. Members would learn of classes being offered in the Ft. Worth area that would further their professional development.</p> <p>Aubrey asked about the reimbursement procedure. Jackie advised him to bring receipts to Council meetings where Mike will write a reimbursement check.</p> <p>Louellen offered to do her ePortfolio presentation at a Ft. Worth Satellite meeting, with Louise, her presentation partner.</p>
<b>Hospitality Committee</b>	No report
<b>Job Bank, Jan Shelton</b>	Jackie reported the number of jobs listed on the Job Bank continues to grow.
<b>Membership Committee, Elisa Miller</b>	<p>Elisa reported there are 399 members in LSC.</p> <p><b><i>Jackie will ask Elisa about the membership brochure.</i></b></p> <p><b><i>Kathryn will get the membership packet out in seven to ten days.</i></b></p>
<b>Mentoring Committee, Jim Chambless</b>	No report
<b>Newsletter Committee, Doug Dow</b>	<p>Jackie reported that Doug is on vacation in Minnesota. Jennifer will handle editing responsibilities in his absence.</p> <p>Jackie reminded Council members the next <i>Technically Write</i> deadline is August 26.</p> <p>Ann will run an ad in the newsletter on behalf of the Scholarship committee.</p>
<b>Nominating Committee, TBD</b>	No report



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**Programs Committee,  
Louellen Coker**

Louellen reported all venues and presenters are in place for the 2004—2005 program year. Louellen is meeting with hotel representatives about the menus for the upcoming LSC meeting. Kathryn reminded Lou to include a vegetarian selection on the menu for each LSC meeting.

***Lou will forward PR-related program information to Lauren.***

***Lauren will write press releases for each Community meeting, including the presenter and topic of the presentation.***

Louellen announced David Lanners will speak about project management at the September 9 Community meeting.

Following is the program calendar for 2004—2005:

- October: Andrea Ames
- November: Elisa Miller
- December: Holiday party
- January: Awards Banquet
- February: Jeff Crilley
- March: Linda Oestreich
- April: Vendor Fair

**Public Relations  
Committee, Lauren  
Womack**

***Lauren will meet with Elisa on Friday, August 6.***

***Jackie will discuss JoAnn Hackos' press release with Elisa.***

**Scholarship  
Committee, Ann  
Balaban**

Ann gave scholarship information to Jackie and Louellen for their review.

Ann said she would like candidates to be able to submit scholarship applications online. ***Ann will include information about how to submit scholarship applications online in the scholarship materials.***

Ann said her current budget is \$2000 and it needs to be raised to \$4000, which was last year's budget.

Ann said she is working on ideas for fundraisers to increase the Scholarship fund.

Louellen suggested charging \$5 for the workshops and telling attendees the money will be contributed to the Scholarship fund.

***Ann will create a poster and send it out in August.***



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It was discussed and decided to sell used books at the first and third Community meetings. ***Ann will price the books, which will be donated to LSC.***

It was discussed and decided to make T-shirts including verbiage similar to the Mercer shirt with the tag line, "Bring It On."

***Lauren will review the branding information on the Society site. She will also research the legality of using the Texas flag as part of the Community logo.***

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**SIGs, Aubrey Hardman**

Jackie reported Jo Byrd will organize the CIC SIG when she returns from her contracting assignment this winter.

***Aubrey will try to contact the Instructional Design SIG manager.***

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**Volunteers, Kathryn Poe**

Kathryn reported she is looking for a Parliamentarian to replace Robert Crump.

Kathryn asked Rob to let her know when he needs volunteers for the upcoming Competitions.

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**Web Site Committee, Beth Bailey**

No report

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**Unfinished Business**

Ann will write an article about how well the BEST competitors fared in last year's BEST competition. Alternately, Ann can ask the BEST participants to write the article. The article will be included in the October LSC newsletter.

Ann said the BEST competition will be held on October 29—30, 2004.

***Jackie will follow up with Elisa for a status on the salary survey.***

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**New Business**

***Council members will send their nominations for the Distinguished Chapter Service Award by August 26.***

Jackie said she asked Linda Oestreich about hosting a Region 5 conference. Linda told her there are openings in 2006 or 2007.

Jackie said the 2005 Region 5 conference will be held in San Antonio

***Mel will speak with Linda about what hosting a Region 5 conference entails.***

Ann suggested Mel find someone to chair the committee quickly if a decision is made to host a Region 5 conference.

Aubrey asked if there is a Resources link on the LSC Web site. Council advised Aubrey there is a Resources link, but it has not been updated recently.

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**Adjournment**

Jackie adjourned the meeting at 7:46.

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