

February 1, 2001

First Thursday of Each Month

Attendees	<p>Jim Chambless, President Tina Hawkins, 2nd Vice-President Diane Mazzarella, Secretary Ruby Bohannon, Treasurer Doug Dow, Parliamentarian Ann Balaban, Membership Committee Elizabeth Bailey, Immediate Past President, Competitions Committee Carla Jones, Nominating Committee Debbie Finger, Newsletter Jasmine Graham, Chapter Achievement</p>
Call to Order	<p>Jim Chambless called the meeting to order at 6:15 p.m.</p>
Reading and Approval of Minutes	<p>January Council meeting minutes were reviewed and approved with one clarification. In discussion of savings that would result from the new chapter website, phone expense referred to current Job Bank use. Minutes were approved as amended.</p>
Reports of Officers, Boards, and Standing Committees	
Treasurer, Ruby Bohannon	<p>Ruby distributed the January Financial Report. The Competition report shows \$3556 that doesn't include revenue from Paypal of \$187.00, less expenses.</p> <p>Jim asked for the current account balance and Ruby reported approximately \$80,000. Lower meeting prices this year have reduced income vs. expenses.</p> <p>Ann asked how this compares to last year and requested a projection through May, also compared to last year. Ruby will report at the next meeting.</p> <p>The Treasurer's Report was approved unanimously</p>
Reports of Special Committees and SIGs	
Programs Committee	<p>In Michelle's absence, Jim reported that Andrea Ames would speak at the next meeting.</p>
Competitions Committee, Beth Bailey	<p>Beth reported that the work of the Competitions Committee was completed, with the exception of some certificates and plaques. Her full report on the Competition was submitted by email</p>

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**Newsletter Committee,
Debbie Finger**

Debbie reported that the process for conversion to online newsletter distribution was ongoing.

There was a problem with pdf file due to print drivers, and NT, 95/98, 2000 issues. Beth suggested to check the Adobe website for relevant articles.

Debbie expressed concern about these problems continuing for the new volunteers who will be taking on the newsletter. Ann offered to help.

Jasmine asked about the newsletter competition entry and when judging will be completed. She asked that if Chapter achievements cover the period April 1 to March 3, would last year's award count for this achievement report? The consensus was to include it.

Work has begun on an HTML template, which only Jim has seen so far. She will continue to work on it, using Webworks Publisher that comes with Framemaker 6. She questioned whether that would be adequate. **Jim will call Quadralay to see if they'll donate a copy of the full version.**

Debbie is working on the March issue; cutoff date is February 10. Jim asked for column ideas and Ann suggested "Volunteering." Beth suggested the need for long-term members to support new members.

Debbie asked why the mailing list is so large. Jim replied that so few people responded to the poll re posting the newsletter on the website, the mailing list was maintained at full level. Starting September 1, newsletter distribution will be 100% online.

Beth gave the current mailing/database count of 738. Of these, 134 wanted to receive the newsletter by email, 60 by mail, and 544 didn't respond to the poll.

Debbie wants to convert last Fall's newsletters to pdf to archive and for access from the LSC website.

**By Laws,
Doug Dow**

Doug raised four issues of concern:

1. Council succession
2. Website committee needs to be added to the list of chapter committee's because it incurs expenses and is responsible to the Administrative Council
3. ditto re "webmaster"
4. Satellite chapters need to be defined, as to whether they are committees or satellites

Jim deferred discussion until next month to allow time to review

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Doug's notes.

**Workshops Committee,
 Tina Hawkins**

Tina asked for people to assist at the Workshops.

Cynthia's Clear Writing workshop was cancelled. LSC needs to refund fees to the 16 people who had registered. **Tina will email them.**

**Membership Committee,
 Ann Balaban**

Jasmine asked Ann for membership numbers for the period between June 30 and March 31, as known by STC International. Current numbers are available from the STC website. June was 661 and January was 738 per Beth, but that doesn't include non-renewals.

Ann emailed everyone on the Newcomer's contact list. She is waiting for the response, before sending a mailing.

Information Design SIG

Don Gay reported by email.

Job Bank

Jim said that Cynthia Morrison reported we're "almost there," however, she has not yet provided the specific information that Beth needs.

Scholarship Committee

Jim said that Marian Blake reported she had gotten the flyers out.

FW/N. Louisiana SIGs

Jim reported from Marian Blake that the Adobe person who was supposed to speak at their meeting didn't show.

**Nominating Committee
 Carla Jones**

Carla reported the slate so far and that she had sent an article for the newsletter.

She said that Pete had resigned as Committee Manager for professional reasons, and that Lynette and Kyle are co-managing. Carla has become a Committee member, rather than advisor.

The prospective nominees the Committee contacted mostly wanted to remain on the prospect list, but couldn't handle the commitment this year.

Jim said that if a candidate for 1st VP can't be found, then Programs have to be run by committee.

Jasmine asked if the 1st VP responsibilities could be split among more than one person. Carla said having a Programs Committee

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could help.

Jim said that the bylaws could be changed. Workshops could be eliminated, freeing up the 2nd VP to share responsibility for Programs with the 1st VP.

**Unfinished Business and
General Orders**

Student Mentoring Program

Carla reported that three students have requested mentors, and she has one volunteer, who has also agreed to coordinate the project after Carla completes the Student Mentor plan. **She will provide information to publicize in the Newsletter.**

Chapter Website

Ann inquired about banner ads. Jim said he thought there would be one or two banners on the home page, plus a separate page with links to other advertisers/supporters.

To test, Dale will hide access to the new site on the current site and notify the Administrative Council when it is available. The plan is to be up for testing by March 1. **Ann will email the weekend after next.**

Beth said that to follow STC naming conventions, the site's new address is stc-dfw.org. LSC has purchased this registration for the next two years. The same firm will probably do the hosting. **Beth will confirm shortly, by the end of next week.**

Tina said people reported to her that they are uncomfortable using Paypal and that we may need better instructions. For example, there was confusion about whether the price was per workshop or for the day. People need to be able to enter a quantity. It was pointed out that Paypal is a lot cheaper than a shopping cart system.

Brochure

Ann is awaiting the new brochure layout from Carol

New Business

Chapter Achievements

Jasmine had a handout with many items that have already been completed. She raised questions concerning the following remaining items:

24. **Debbie will contact the Arizona Chapter about reciprocal printing of an article.** LSC printed one of theirs.

27 **Ann will provide input** on her award for Best Presentation at "boosting engineering science and technology program."

28. **Debbie will provide an article** from the newsletter

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	<p>36. A document has been sent to former members, asking why they did not renew.</p> <p>40. Debbie will send required items from newsletter.</p> <p>41/44/67. The consensus was to include an article/column in all instances where it is appropriate.</p> <p>Beth, Jim and Ann will contact various members concerning their activities in the community, so that they can be documented among the Chapter's accomplishments.</p>
Winter Board of Directors Report	<p>Jim reported the following: Kathryn was appointed to head the International PR competition. There will be a new logo in March. The membership directory is on line.</p>
Meeting No-Shows	<p>Beth asked if letters for meeting no-shows are still going out. Ruby reported that there is a very low recovery of funds. To keep track of no-shows, and charge them at the next meeting they attend would require too much bookkeeping. Jim said this was all the more reason to go to Paypal.</p>
Next Year Planning	<p>Jim said that planning for the coming year would be done at the March or April meetings.</p>
Adjournment	<p>The meeting adjourned at 8:20 p.m.</p>
