

**April 5, 2001**

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First Thursday of Each Month

<b>Attendees</b>	<p>Jim Chambless, President          Michelle Knoerzer, 1<sup>st</sup> Vice-President          Diane Mazzarella, Secretary          Ruby Bohannon, Treasurer          Doug Dow, Parliamentarian          Ann Balaban, Membership Committee          Elizabeth Bailey, Immediate Past President, Competitions Committee          Debbie Finger, Newsletter Committee          Kathryn Poe, Public Relations Committee          Kelly Burch, Website Committee</p>
<b>Call to Order</b>	<p>Jim Chambless called the meeting to order at 6:15 p.m.</p>
<b>Reading and Approval of Minutes</b>	<p><i>March Council meeting minutes were reviewed and approved unanimously with several corrections</i></p>
<b>Reports of Officers, Boards, and Standing Committees</b>	
<b>Treasurer, Ruby Bohannon</b>	<p>Ruby distributed the March Financial Report. She drew attention to the new income from the banner ad on the STC website and reported that <i>she cancelled the Job Bank phone line as the Council decided last month.</i></p> <p><b>Kathryn noted that the PR competition expenses were to be passed on to National.</b></p> <p><i>The Treasurer's Report was approved unanimously</i></p>
<b>Reports of Special Committees and SIGs</b>	
<b>Programs Committee Michelle Knoerzer</b>	<p>Michelle reported that the April meeting setup was complete, including door prizes. She confirmed that Joanne Hackos would be speaking at the May meeting.</p>
<b>Newcomer's SIG Michelle Knoerzer</b>	<p>Michelle reported that James Wrede would head up the Newcomers Committee beginning with the May meeting.</p>
<b>Competitions Committee, Beth Bailey</b>	<p>Beth reported that no one has volunteered as yet to run the competitions next year.</p>
<b>Information Design SIG</b>	<p>Don Gay reported by email.</p>

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**Newsletter Committee,  
Debbie Finger**

Debbie reported on the March 10 newsletter meeting. Sam Witt showed how News Pro tools would work to make it easier for people to use a variety of formats in submitting articles for the newsletter. She reported that the Managing Editor's job would change, so that more time is spent on content than production.

There have only been a few responses concerning the migration of the Newsletter to the web. Her committee needs to coordinate with the Web Committee on deadlines, naming conventions for files, etc. over the next few months. Debbie will document the procedures.

Debbie asked that the Website Committee also consider archive issues at their meeting following the Administrative Council meeting. Other questions included how images would be stored, in particular, those that will be re-used for every edition versus those that related to non-recurring articles.

She reported that Sam is working on a print-friendly version of the Newsletter.

The deadline for the next edition is April 12.

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**Public Relations Committee,  
Kathryn Poe**

Now that Joanne Hackos is confirmed to speak at the May meeting, Kathryn reported she would contact Borders Books PR person to get some copies of Joanne's books for door prizes.

She will request that Borders post signage about the May program in their technical books section.

Michelle will contact ISPI and ASTD to publicize the meeting.

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**By Laws,  
Doug Dow**

Jim has not received a report from Doug on By Law changes, and said this issue will be carried over to next year.

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**Membership Committee,  
Ann Balaban**

Ann reported the most recent figures from national show a reduction in membership from 744 to 589, but that LSC should be above 600 by next month. Other chapters' membership numbers have dropped even more, with the result, that the larger chapters are now about equal in size.

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**Job Bank**

No report.

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**FW/N. Louisiana SIGs**

Leah is going to the National Convention and will be attending events with LSC.

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<b>Scholarship Committee</b>	Six UNT students are expected to apply, and there is word of several others. Kathryn asked about instituting a scholarship for a member to attend the National Convention. Michelle agreed that this should be considered next year.
<b>Student Mentoring</b>	Report by email.
<b>Hospitality Committee</b>	No report.
<b>Unfinished Business and General Orders</b>	
<b>Chapter Website</b>	The Council applauded the new website design and the contributions made by Kelly and Beth.  The Committee will meet after the Council meeting adjourns.
<b>New Business</b>	
<b>Election</b>	Carla is still looking for a Treasurer candidate.
<b>Volunteer Recognition</b>	Jim called for a discussion on what to do to recognize the approximately 90 Chapter volunteers. After consideration of past efforts by LSC and other chapters and possible events, it was decided to look into gift certificates.
<b>Planning for Coming Year</b>	Several ideas were discussed: Season Tickets – Fall, Spring or full year Dinner Pricing – online payment discount for members Program Location – continue to schedule some mid-cities meetings, possibly in conjunction with Competitions meeting Volunteers – continuous challenge to fill some spots.
<b>Adjournment</b>	Jim adjourned the meeting at 7:10 p.m.