



SOCIETY FOR  
TECHNICAL  
COMMUNICATION

DALLAS-FORT WORTH  
Lone Star  
Chapter  
STC

# Administrative Council Meeting Notes

**December 4, 2003**

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**First Thursday of Each Month**

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**Attendees**

Debbie Wiles, President  
Jackie Damrau, 1<sup>st</sup> Vice President  
Louellen Coker, 2<sup>nd</sup> Vice President  
Kathryn Poe, Immediate Past President  
Brenda Barrett, Secretary  
Mike Hiatt, Treasurer  
Marty Vick, Parliamentarian  
Jan Shelton, Competitions  
Melissa Haughton, Community Service  
Ann Balaban, Membership  
Doug Dow, Newsletter  
Elisa Miller, Public Relations  
Aubrey Hardman, SIGs  
Beth Bailey, Web Site

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**Call to Order**

Debbie called the meeting to order at 6:29 p.m.

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**Reading and  
Approval  
of Minutes, Brenda  
Barrett**

*November meeting notes were unanimously approved as submitted.*

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**Reading and  
Approval of  
October Committee  
Reports**

December committee reports were unanimously accepted.

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**Reports of Officers,  
Committees and  
SIGs**

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**Treasurer, Mike  
Hiatt**

Mike reported that the checking account balance has increased due to Competitions fees and the grant from Verizon.

***Mike will update the budget to show YTD spent.***

Mike confirmed that the scholarship fund account is non-taxable and penalty-free due to the type of fund it is.

Mike is waiting to hear from Society regarding the required length of time financial records must be maintained.

***Mike will open a Chapter checking account at the Richardson Credit Union because the account is free of***



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***charge and will save the Chapter approximately \$40 a month in service fees.***

*The Treasurer's Report was unanimously approved.*

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**Parliamentarian  
and Bylaws, Marty  
Vick**

No report

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**Chapter  
Achievement**

***Julie Stegman will email Council a "laundry list."***

Beth volunteered to host a party to assemble the CAA book when it is ready.

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**Community Service  
Committee, Melissa  
Haughton**

Mel announced that she must get Salvation Army approval if there will be Angel Tree volunteers in addition to those already scheduled to work at the Angel Tree Warehouse on Saturday, December 20.

***Elisa will forward Science Fair information to Mel.***

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**Competitions, Jan  
Shelton**

Consensus Day is Saturday, December 6, at Fuego.

***Jackie will purchase the Competitions plaques.***

***Jan will receive Chapter results early next week. Jan and Jackie will discuss details on Saturday.***

***Jan will email letters announcing award winners.***

***Elisa will bring signs to the Awards banquet. Jackie and Jan will discuss how the room is to be set up.***

***Jan, Jackie, and Kathryn will discuss banquet planning on Saturday.***

Jan asked Council members to bring laptops to the Awards banquet.

The January Competitions Awards banquet will be held at the DFW North Marriott Hotel on Freeport Parkway. The February Chapter meeting will be held there, also. No meetings will take place at the DFW Harvey this year.

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**Fort Worth Satellite  
Chapter**

Mike reported that the \$15 per month charge for the new meeting location falls below the \$100 per month budgeted for the Ft. Worth Satellite.

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**Hospitality  
Committee**

Sandy Schreiver may no longer be able to work at the hospitality table during Chapter meetings.

***Kathryn, Mel, and Beth will work at the hospitality table at the December Chapter meeting.***

Kathryn suggested Dave Primm as a possible replacement for Sandy.

**Job Bank, Jan  
Shelton**

A bogus company posted a job and was quickly deleted. Debbie suggested the use of a disclaimer on the Job Bank page.

***If a disclaimer link already appears on the Job Bank page, it must be made more prominent, e.g., a disclaimer button.***

Jan reported an "up tick" in job postings during October and November.

***Elisa will survey companies who have used the Job Bank to gather feedback about the effectiveness of using the Job Bank to locate job candidates.***

**Membership  
Committee, Ann  
Balaban**

***Ann will contact Rose at Society to see if Ann will continue to receive LSC membership statistics.***

Membership statistics used to appear on the Society Web site.

**Mentoring  
Committee**

No report

**Newsletter  
Committee, Doug  
Dow**

Doug reported that Jennifer Grant continues to be a valuable volunteer asset and entered Jennifer as a candidate for the "You Rock" award.

Doug requested that Council submit newsletter material by deadline.

***Doug will begin a new banner contest next month.***

Doug is concerned about a candidate running for International Second Vice President. He will discreetly address his concerns in his newsletter editorials.



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**Programs  
Committee,  
Jackie Damrau**

Sax and Company will provide the music for the December party. A gift bag will be given to each person who registers.

***Ann will donate Illustrator 10 as a door prize. The Crowne is donating a free weekend stay at their hotel.***

The wreaths sold during the silent auction will be centerpieces on the tables at the December meeting.

***Council members must register by Monday if they are not on Jackie's pre-registration list or if they are bringing a guest.***

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**Public Relations  
Committee, Elisa  
Miller**

Elisa has received entries for the logo contest.

Elisa is gearing up for the January press release, which will go out the morning after the Awards banquet.

***Jackie will send February speaker bio info to Elisa.***

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**Scholarship  
Committee**

Kathryn recommended giving each scholarship applicant at least \$500 to cover the cost of books.

*It was discussed and unanimously agreed to award Bryce a \$500 scholarship and Tazin a \$1500 scholarship. The Chapter will cover the cost of their meals at the Chapter meeting.*

A replacement is needed for Marian Blake, who will no longer be serving as Scholarship Committee Chairperson. Kathryn is working on a replacement.

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**SIGs, Aubrey  
Hardman**

***Aubrey will contact the SIG managers to determine the best time in January to have a virtual meeting.***

***Aubrey will ask Mark Hawkins how the Instructional Design SIG meeting went.***

***Aubrey will forward SIG information that must be updated on the Chapter Web site to Beth.***

No one signed the signup sheet requesting names of those interested in forming a Management SIG. Another signup sheet will be placed on chairs at the December Chapter meeting.

Debbie expressed concern about creating a new SIG before the ramifications of Society's transition plan are known.



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***Beth will write a piece for the newsletter about participating in the Society Management SIG.***

**Volunteers,  
Kathryn Poe**

Kathryn received two nominations for the "You Rock" award: Jennifer Grant and Leslie Bateman.

Kathryn requested an update on volunteer needs from the committee chairs.

***Ann will write a job description for the membership committee chair.***

**Web Site  
Committee, Beth  
Bailey**

Beth requested information about SIGs. Aubrey will forward the requested information.

**Workshop  
Committee,  
Louellen Coker**

Louellen inquired about the direction LSC wants to take for the Spring workshops.

Beth said the last two successful workshops were the result of a survey asking members what they wanted offered at the workshops.

***Kathryn and Mel will poll attendees at the December meeting to determine what Chapter members want.***

Debbie suggested asking the members if they would like the Chapter to shift its focus from workshops to the STC phone seminars.

The next workshops are scheduled for February 22.

***Louellen and Jackie will contact each other about results of the survey and how to approach public relations for the February workshop.***

The poll taken at the December Chapter meeting will be supplemented with a Survey Monkey poll so the opinions of those not in attendance will be included in the poll results.

***Elisa will set up a poll in Survey Monkey and email Council so Council can reach consensus about the questions to include.***

**Unfinished  
Business**

None



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**New Business**

None

**Adjournment**

Debbie adjourned the meeting at 7:55 p.m.

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