



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

February 5, 2004

First Thursday of Each Month

Attendees	Debbie Wiles, President Jackie Damrau, 1 st Vice President Louellen Coker, 2 nd Vice President Brenda Barrett, Secretary Mike Hiatt, Treasurer Marty Vick, Parliamentarian Julie Stegman, Chapter Achievement Melissa Haughton, Community Service
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Call to Order	Debbie called the meeting to order at 6:15 p.m.
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Reading and Approval of Minutes, Brenda Barrett	<i>January meeting notes were unanimously approved as written.</i>
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Reading and Approval of Committee Reports	January committee reports were unanimously accepted as written.
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Reports of Officers, Committees, and SIGs	
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Treasurer, Mike Hiatt	<p>Mike reported that the balance of the Society membership reimbursement was received.</p> <p>Mike said the major upcoming expenses will be conference expenses and dinners for Chapter meetings</p> <p>Mike has completed the paperwork necessary for him to be named owner of the Chapter's P.O. box. Jackie and Louellen also have access to the mailbox.</p> <p><i>Mike will move all three Chapter accounts to the Richardson Credit Union.</i> Mike said the credit union offers a non-profit business checking account that would save the Chapter approximately \$25 a month in service fees. Society is aware that the funds will be moved.</p> <p><i>The Treasurer's Report was unanimously approved.</i></p>
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Parliamentarian and Bylaws, Marty Vick	No report
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**Chapter
Achievement, Julie
Stegman**

Julie reviewed much of the Chapter Achievement criteria with the Council to determine the Chapter's eligibility for a CA award.

Following are Julie's action items:

- ***Mark up the Chapter Achievement document, noting where additional information is required.***
- ***Request Science Fair details from Elisa and ask for an update on the membership directory that advertises technical communication services.***
- ***Email Ann Balaban regarding membership collateral sent to LSC members. Ask what the acronym BEST stands for.***
- ***Email Kathryn and Ann regarding original articles or reprints they have had published.***
- ***Julie will update the Chapter Achievement document with the information gathered at the Council meeting and highlight material Council members must review.***

Council members must provide the information by February 25 so Julie can bring the completed document to the March 4 Council meeting.

**Community Service
Committee, Melissa
Haughton**

It was discussed and decided not to participate in the KERA pledge drive.

Competitions

Debbie reported that Jan Shelton sent all Competitions material to Society.

Jan will submit expenses incurred from the Competition to Mike.

Robert Brown will chair the Competitions Committee next year and Jan will serve as an advisor.



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**Education
Committee,
Louellen Coker**

Louellen reported that she is contacting other chapters to see what type of educational material they are offering their members. Louellen said many chapters use prominent education links. One chapter offers a bimonthly workshop at which they offer one class.

Louellen suggested posting a "how-to" article on the Web site once a month.

Louellen will contact Jo Byrd for ideas about generating interest in STC phone seminars.

Louellen will talk to Beth about adding educational opportunity content to the Web site. They will discuss the legalities of doing so and whether or not permissions from universities are required when links to university Web sites are provided on the Chapter Web site.

Debbie said that if one Region 5 university is mentioned, all universities in the region must be mentioned.

Louellen will bring a proposal for the new website section to the next Council meeting.

It was discussed and decided to rename Workshops. Workshops is now the Education Committee.

Brenda will update all agenda, minutes, and committee reports templates to reflect the name change. She will also add the Nominating Committee to all templates.

**Fort Worth Satellite
Chapter**

Mike will send a tax-exempt form needed by Brian to get a free meeting place for the Satellite Chapter.

**Hospitality
Committee**

Council members will work at the Hospitality table at the upcoming Chapter meeting.

Sandy Schreiver has agreed to serve on the Hospitality Committee for another year.

Job Bank

No report



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Membership Committee	No report
Mentoring Committee	Debbie received a Mentoring Committee update from Carla. <i>Jackie will speak with Carla about finding someone to chair the Mentoring Committee next year.</i>
Newsletter Committee	Debbie said Doug Dow needs all newsletter submissions by February 19.
Nominating Committee	No report
Programs Committee, Jackie Damrau	<i>It was discussed and decided that the Explore group could attend our February Chapter meeting at the membership rate.</i> Jackie reported that UPA is interested in having their members attend the March Chapter meeting. Explore is also interested in attending. <i>Jackie will buy a gift (picture frame) for Linda Ostereich.</i>
Public Relations Committee	No report
Scholarship Committee	Ann Balaban is assuming the Scholarship responsibilities since Marian Blake is stepping down. Ann is preparing for the Spring 2004 scholarship program.
SIGs	No report.
Volunteers	Debbie asked Council members to contact Kathryn Poe if volunteers are needed.
Web Site Committee	The Chapter domain name has been renewed for six years.



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**Unfinished
Business**

The three Associate Fellow nominees LSC submitted were approved by Society.

Louellen will ask Kathryn for details about the Associate Fellow presentation and what should appear on certificates.

Louellen will call Peg Cottrell at Society about DCSA plaques.

All DCSA nominations were approved and will be presented during February's Program meeting

New Business

Michelle's deadline for IPIC is noon February 5.

Jackie, Kathryn, and Debbie will try to attend the conference calls concerning the transformation effort.

Adjournment

Debbie adjourned the meeting at 9:00 p.m.
