



SOCIETY FOR
TECHNICAL
COMMUNICATION

DALLAS-FORT WORTH
Lone Star
Chapter
STC

Administrative Council Meeting Notes

April 1, 2004

First Thursday of Each Month

Attendees	Jackie Damrau, First Vice President Kathryn Poe, Immediate Past President Brenda Hodson, Secretary Mike Hiatt, Treasurer Louellen Coker, Second Vice President Julie Stegman, Chapter Achievement Melissa Haughton, Community Service Doug Dow, Newsletter Marty Vick, Parliamentarian Elisa Miller, Public Relations Ann Balaban, Scholarship
Call to Order	Jackie Damrau called the meeting to order at 6:15 p.m. Jackie chaired the meeting in Debbie Wiles' absence.
Reading and Approval of Minutes, Brenda Hodson	<i>March meeting notes were unanimously approved as written.</i>
Reading and Approval of Committee Reports	No committee reports were submitted in April.
Reports of Officers, Committees, and SIGs	
Treasurer, Mike Hiatt	<i>Mike will work on the budget spreadsheet.</i> <i>Mike will move the Chapter's checking account next week.</i> The Treasurer's Report was unanimously approved.
Parliamentarian and Bylaws	<i>Jackie will give Robert Crump's contact information to Marty so Marty can turn over Parliamentarian material.</i> Robert will be elected Parliamentarian at the April Chapter meeting.
Chapter Achievement, Julie Stegman	<i>Mike has the August 2003 Techcom article that Jackie will pick up from him for inclusion in the CAA book.</i> <i>Julie will bring all material needed to assemble CAA book on Saturday.</i>
Community Service Committee, Melissa Haughton	Kathryn is looking for a replacement for Melissa, who will be elected Second Vice President at the April Chapter meeting.

Bold italic denotes action items.
Italic denotes the results of a council vote.



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Competitions	No report
Education Committee	Bravo Solutions has offered to give advanced MS Office sessions at a 10% discount to Chapter members. The Chapter must put a disclaimer on any Education links on the Chapter Web site.
Fort Worth Satellite Chapter	No report
Hospitality Committee	<i>Mel and Elisa will work at the Registration desk during the April Chapter meeting.</i> <i>Jackie will provide the registration list by Tuesday night.</i> Jackie reported that Sandy Schreiver has agreed to continue working at the Registration desk for another year.
Job Bank	No report
Membership Committee	Ann reported there are 554 Chapter members.
Mentoring Committee	A mentoree landed a job at Nokia.
Newsletter Committee	Doug has not heard from the Competition Committee. Doug said he usually hears from the committee during Conference. There have been 27 responses to the survey.
Nominating Committee	Jackie reported that all elected officials must attend the April and May Chapter meetings.
Programs Committee, Jackie Damrau	Jackie reported that the IPIC will go out on Friday, April 2. Jackie said the induction of officers will take place during the May Chapter meeting. <i>Jackie will hand off Program materials to Louellen Coker, who will be elected First Vice President at the April Chapter meeting.</i> <i>Jackie and Louellen will renew contracts with the hotels we are presently doing business with.</i>
Public Relations Committee	Elisa reported that she sent material to NBC5i for the second time.

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	<p><i>Elisa will document procedures for turnover of Public Relations material.</i></p> <p>Elisa reported that the Crowne Plaza has glassed in Scoops. The banner cannot be tied up.</p> <p><i>Elisa will get temporary hooks at the Container Store.</i></p>
Scholarship Committee	<p>No scholarship applications have been received.</p> <p><i>It was discussed and decided to extend the Scholarship application submission deadline to April 25.</i></p> <p><i>Elisa will issue a press release about the change in deadline.</i></p> <p><i>Ann will send out an email announcing the extension to potential candidates.</i></p>
SIGs	No report
Volunteers	<p>Kathryn reported that volunteers are needed. She is looking for replacements for Elisa and Melissa.</p> <p>Kathryn said she has a list of 25 people the Council will recognize (aside from Council members). <i>Kathryn will send an email to the 25 volunteers telling them we have a gift of thanks that will be handed out at the May Chapter meeting.</i></p>
Web Site Committee	Jackie reported the Web site was down this week, and the problem has been resolved.
Unfinished Business	<p>Jackie reminded the Council that the next Council meeting will be held on April 29.</p> <p><i>Debbie will send all Council members invitations to the next meeting. She requested that the Council RSVP promptly.</i></p> <p>Jackie said the newsletter deadline is April 23.</p>
New Business	<p>Jackie asked the Council members who will be attending this year's STC Conference. The following Council members will attend: Jackie, Doug, Kathryn, Beth, Ann, and Louellen.</p> <p>Jackie said the Chapter will pay for the First Vice President, President, and Immediate Past President to attend.</p> <p>Louellen reported that one speaker (Andrea Ames) is in place for next year.</p>



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Louellen will request a current list of relevant topics for program ideas for the 2004–2005 program year.

Mike reported that he has a speaker candidate who could speak about structured documents.

The AMWA is trying to organize a panel discussion. Dr. Sinha is willing to return for a Chapter meeting.

Kathryn suggested a manager's panel to address the needs of members who are in management.

Elisa suggested Ginny Reddish. Elisa said she thinks she will speak without charge.

Kathryn suggested asking members who they want to see.

Council members will ask Chapter members what they would like to hear from the Chapter at the April Chapter meeting.

Jackie said we will continue to hold the Council meetings at LeMadeleine's from July through May.

Elisa reported that she attended the March Xplor meeting and heard a speaker who works for the FBI. He spoke about cyber fraud. Kathryn suggested we have him speak next year.

Louellen will email Stephen for contact information.

Adjournment

Jackie adjourned the meeting at 7:20 p.m.
