



SOCIETY FOR
TECHNICAL
COMMUNICATION



Administrative Council Meeting Notes

July 8, 2004

First Thursday of Each Month

Attendees

Jackie Damrau, President
 Louellen Coker, First Vice President
 Kathryn Poe, Past President
 Brenda Hodson, Secretary
 Mike Hiatt, Treasurer
 Maxine Higginbotham, Community Services
 Rob Brown, Competitions
 Elisa Miller, Membership
 Doug Dow, Newsletter
 Robert Crump, Parliamentarian
 Lauren Womack, Public Relations
 Louise Keeton, PR Distribution
 Elizabeth Bailey, Web site

Call to Order

Jackie called the meeting to order at 6:18 p.m.
 For the July 8, 2004, Council meeting, Mike had Debbie's proxy,
 Robert had Mel's proxy, and Brenda had Louellen's proxy.

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

June meeting notes were unanimously approved as written.

**Reading and Approval
of Committee Reports**

July committee reports were approved as written.

**Reports of Officers,
Committees, and SIGs**

Treasurer, Mike Hiatt

Mike reported that LSC will receive a Society rebate in September, which will be based on the membership count as of June 20, 2004. The rebate will be 20% less than it has been in years past, which will mean tighter control on the community expenses.

Mike said the Pinnacle account holds the Scholarship funds.

Mike told the Council it was important to monitor our spending throughout this year.

The Treasurer's report was unanimously approved.



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**Parliamentarian and
Bylaws, Robert Crump**

Robert reported the bylaws are being rewritten. Council must vote on any revisions.

Council discussed and decided to hold the bylaws vote until the next election (May 2005) so all voting can take place during one Chapter meeting.

Kathryn will get volunteers to work on the bylaws.

**Chapter Achievement,
Brenda Hodson**

Brenda reported she has received several items eligible for CAA, including a copy of the July *Tieline* articles Beth and Ann wrote.

Jackie will donate binders for this year's CAA documentation.

Jackie reported she wrote an article about the Transformation effort that will be published by Society in several chapter newsletters and maybe in *Intercom*. ***Brenda will email Jackie for the names of all publications in which the article will be published.***

**Community Service
Committee, Maxine
Higginbotham**

Maxine reported that the Dallas Public Library has a Community Information file containing brochures, annual reports, etc.

Maxine recommended submitting LSC brochures, agendas, and schedules to raise LSC's community profile.

Maxine will take LSC material to the Dallas Public Library for addition to the Community Information file.

Jackie distributed information about the Nonprofit Service Center in Ft. Worth, which approached Jackie about a possible relationship with LSC. An affiliation with an organization such as the Nonprofit Service Center would qualify for CAA.

The Nonprofit Service Center in Ft. Worth will submit a piece for the LSC Web site, describing the work they do. Maxine will share the information about the Nonprofit Service Center with the Ft. Worth Satellite.



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Competitions, Rob Brown

Rob reported a Competitions kickoff meeting had preceded the Council meeting. Rob said all judge managers are in place.

Rob announced that Puget Sound will be our exchange chapter.

Rob said Judging Day is tentatively scheduled for November 6.

Rob said he is looking for a venue.

Jackie will email Mel about contacting Richland College as a possible Judging Day venue.

Brenda will organize two training sessions for judges. The training sessions will be centrally located to all judges' home and work locations.

Jackie asked Rob to ensure the brochure complies with Society guidelines.

Kathryn will print 200 extra copies of the Competition brochure for distribution to last year's judges.

Rob will send the Competition brochure to Kathryn as a PDF file by July 28. The brochure will be included in the membership packet.

Kathryn suggested sending out an IPIC soliciting Competition judges when all dates are set.

Rob will write a teaser for Technically Write Lite.

Rob will add a college-level Student Competition to this year's event. Jackie will assist Rob with the planning. The voting members of the LSC Council will be responsible for judging the entries.

Rob will speak with Sue Stewart about how she wants to handle Art submissions.

Education Committee, Mel Haughton

No report

Fort Worth Satellite Chapter, Aubrey Hardman

No report



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Hospitality Committee	No report
Job Bank, Jan Shelton	Jackie reported the number of jobs listed on the Job Bank continues to grow. <i>Jackie will email Jan to get the passwords and procedures for the community records.</i>
Membership Committee, Elisa Miller	Elisa reported there are 391 members in LSC. The Council discussed the loss of two LSC Associate Fellow members: Gail Lippincott and Judy Glick-Smith. They are both relocating and transferring to other STC chapters. <i>Elisa will write a script for phone tree volunteers to use.</i>
Mentoring Committee, Jim Chambless	No report
Newsletter Committee, Doug Dow	Doug reported that Barbara O'Toole is the banner contest winner. <i>Doug will ask Barbara to create a new community logo or join STC.</i> <i>The banner contest prize is a free meal voucher, which Jackie will create and forward to Doug to send to Barbara.</i> Doug said <i>Technically Write</i> accepted its first advertisement. Doug reported that the AuthorIT collaboration piece was donated to LSC by a vendor. <i>Jackie will write and send a thank-you letter to the vendor.</i> Doug said he is producing the summer issue of <i>Technically Write</i> . Doug said he is looking for photo editors to help on the newsletter. Doug announced that this month's newsletter deadline is July 15. The publish date is July 23.
Nominating Committee, TBD	No report



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**Programs Committee,
Louellen Coker**

Louellen reported the 2004-2005 program year is set and all speakers are confirmed.

Louellen spoke with several vendors who are interested in participating in LSC's Vendor Fair.

Louellen said she is speaking with other hotels about the December and January Chapter meetings.

Louellen will send Beth contact information for the DFW Marriott.

Beth will visit the DFW Marriott to determine if the rooms being considered for the December Chapter meeting are large enough.

Louellen will send Kathryn dates for the schedule card included in the membership packet.

Louellen will continue to work on an idea for a LSC logo and she will resend her first draft (hat logo) to Council members.

Louellen will send speaker biographies, presentation descriptions, and pictures to Lauren Womack.

**Public Relations
Committee, Lauren
Womack**

Elisa welcomed Lauren Womack, the incoming PR committee chairperson. Elisa thanked Louise Keeton for staying on for another term as PR Distribution manager.

Elisa will brief Lauren on the 2003—2004 PR activities.

Elisa suggested getting more volunteers to work on the PR database so LSC has a broader pool of individuals, companies, and organizations to draw from when needed, e.g., soliciting Competition submissions.



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**Scholarship
Committee, Ann
Balaban**

Mike reported he mailed the scholarship checks.

Robert suggested placing scholarship recipients' photos in the *Dallas Morning News*.

Jackie suggested Ann send scholarship information to the Dallas County Community College District (DCCCD). Jackie underlined the importance of Richland College being made aware of the Chapter's scholarship program.

Ann will forward the thank-you letters Council received from the scholarship recipients to Doug for publication in the newsletter.

Elisa will create a brochure announcing the October scholarship application deadline. She will submit the brochure to area colleges.

SIGs, Aubrey Hardman

No report

**Volunteers, Kathryn
Poe**

Kathryn reported the membership packet will include the President's letter, program card, RSVP/membership directory page, and call for Competition entries.

Beth will write instructions for getting announcements on IPIC. She will send the instructions to Kathryn for inclusion in the membership packet and to Doug for inclusion in an upcoming edition of Technically Write.

Kathryn requested that all material to be included in the membership packet be sent to her by July 28.

**Web Site Committee,
Beth Bailey**

Beth will investigate a possible IPIC issue. Some Council members receive Admin notices in digest form without links to the original communication.

Jackie reported that Jan Shelton verified the validity of all company Web site links. ***Diane Mazarella will check the company Web site links on a monthly basis to ensure they are active and linked to the correct corporations.***

Council members will send Beth all items for posting on the Forms page of the Web site.

Beth will send the Forms page link to all Council members.

Bold italic denotes action items.

Italic denotes the results of a council vote.



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	<p><i>Beth will post the logo and bylaws in native format on the LSC Web site.</i></p> <p><i>Elisa will send the Nuevo Roman font to Beth.</i></p>
<p>Unfinished Business</p>	<p><i>Elisa will meet with Stephen Poe to develop salary survey questions.</i></p> <p><i>It was discussed and decided to meet at LeMadeleine (Tollway and Montfort) on August 6 for the August Council meeting.</i></p> <p><i>Jackie will obtain a list of Associate Fellows candidates from Society.</i></p> <p>Jackie reported that only the voting members of the Council (officers) vote on the Distinguished Chapter Service Award (DCSA).</p> <p>Jackie reported LSC has offered to host a Society Board meeting. Hosting a Society Board meeting is a CAA criterion. However, the 2004-2005 and 2005-2006 years have been arranged with other chapters. The LSC will be considered for the 2006–2007 year.</p> <p><i>Robert Crump will research projectors the Council can purchase.</i></p> <p>Beth asked about consumables, e.g., light bulbs. How much do the bulbs cost to replace? Can they be purchased at any office supply store?</p>
<p>New Business</p>	<p>No new business was discussed.</p>
<p>Adjournment</p>	<p>Jackie adjourned the meeting at 7:54.</p>