

SWO-STC Meeting Minutes
Springboro Public Library
Saturday, October 10, 2009
10 am – Noon

Attendees

Name	Office
Louise Tincher	President
Thea Teich	Treasurer, Advisor, Programs
Judith Harper	Newsletter Lead, Web Team
Jean Fudge	Past President, Membership
Karen Rokich	Secretary

Discussion

Louise Tincher said that our chapter by-laws have been updated. The new by-laws require written announcements of the annual business meeting and elections 30-60 days ahead of time (via mail, email, or the chapter website). The annual business meeting and election will be the April 21 meeting. The secretary is responsible for collecting the ballots. The bylaws will be posted on the Administrative page of the website.

Marge Roberts is now handling Constant contact and Linked-In announcements.

Cedarville Technical Writing students will sell coffee at the October 21st meeting as a fundraiser for their annual TechComm trip.

Our chapter and the Northeast Ohio chapter will each contribute \$500 to the All Ohio scholarship.

Judy Harper will place an announcement in the next newsletter for a Tech Fest lead, who will organize the STC booth at Sinclair College, February 2010.

Sylvia Miller forwarded a chapter history of officers that Mindy Hoffbauer compiled in 2001.

Zero-based budgeting plan of STC International is presently successful. They have heard from 90 percent of the chapters. Their budget shortfall was \$470,000 and \$350,000 has been generated. Thea Teich is sending an installment of approximately \$4,300 from our maturing CD to STC International. Thea filed financial reports and an amended budget with STC International. At present, Louise has a Huntington debit card whereas Thea does not.

Karen Rokich is planning for the High School competition 2010-2011. She may conduct informational interviews with area high school teachers to get input on their students' needs and to see how we can assist or contribute to their curriculum. Community service or classroom projects are possibilities. We may have a student High School Writing competition or another activity for 2010-2011. Also, Karen will contact the Education section of area newspapers for guidelines. Louise Tincher suggested going to the Cincinnati Public School website to contact some schools.

Jean Fudge continues to download new rosters quarterly for the Administrative Council and provide new roster handouts at the monthly meetings.

Alan Houser will give a workshop: Minimalist Documentation at Cincinnati State in mid-March 2010 that we need to publicize.

Webmaster position is now open. Louise Tincher suggests that we not offer another benefit package of paying for STC membership.

Bluehost now owns our domain name. Judy Harper obtained free Bluehost registration for this year.

Louise distributed new chapter business cards at the meeting.

NEXT ADMINISTRATIVE COUNCIL MEETING: SATURDAY, JANUARY 16, 2010

Action Items

	Person Responsible	Item	Status
	Webmaster	Maintaining website and continuing to develop additional pages, etc. for remainder of 2009. Post meetings announcements. Document website administration.	Ongoing
	Louise Tincher	Find additional volunteers and develop new chapter leaders. Publicize chapter elections and business meeting. Publicize March seminar and look for sponsors. Interface with other Ohio chapters. Update website (in the absence of a Webmaster). Develop website Administrative page and post by-laws there.	Ongoing
	All	Provide stories for the newsletter on topics of interest to our members, such as: <ul style="list-style-type: none"> • Benefits you get from STC membership • Work-related tips and tricks • New software and book reviews • Programs from other organizations 	Ongoing
	Judy Harper Thea Teich	Develop Chapter Twitter Page	Ongoing
	Thea Teich	File chapter financial reports, as required. Change over chapter bank account signature cards, as needed. Remit additional funds to STC International as our CDs mature.	Ongoing
	Sylvia Miller Crystal Dunson-Watson	Continue conducting Employer Outreach meetings.	Ongoing
	Jean Fudge	Download membership roster monthly. Update member contact list on Constant Contact. Keep membership brochures available for guests at meetings and the Employer Outreach Team.	Ongoing
	Thea Teich, Arr Jay Radler	Coordinate programs for September through May (topics, speakers, locations, dates, meals). Provide announcements for website and Constant Contact.	Ongoing
	Karen Harrington	Collect and post job ads to Yahoo site. Assist members and Employers, as requested. Review and update chapter Employment pages and Yahoo site.	Ongoing
	Karen Rokich	Interview area high school teachers to understand their student interests. Develop High School Writing Competition or community project.	January 2010