

Society for Technical Communication Steering Committee Meeting Minutes

Date: October 22, 2008

Meeting Started at: 6:40 p.m.

Absences: Eric Thomas

Discussion Topics:

World usability Day – Committee wants a leadership member from the Chapter to moderate the event. Four questions have been sent to the panel to help them with their presentations. The moderator will attend the event, keep time, table ads and watch and question the panelists. If we are to make a poster for the event, a proposal must be submitted (hanging poster). Will confirm details tomorrow.

WUD: MUB Alumni Lounge – Poster session

Speaker Series – There will be no speakers for October because of various plans, but the Chapter is looking for speakers for November and December. The Speaker Series will take place on Wednesdays during the same time a meeting would take place (6:30 p.m.).

High Schools – Stephen e-mailed back, but still waiting for a response. Marika is working as a contact, and various members of the Chapter know teachers from local high schools. The possible STC presentations will be aimed at juniors and seniors in high school.

Recruiting/Fundraising -- \$110 last year from the bake sale in Fisher. Belle will set up a date for a bake sale sometime in November. It will take place on a Wednesday and begin at 9 a.m.

Communiqué – Cassie brought in a draft of the newsletter Communiqué to show other Chapter members. There are currently 5 pages, and she is looking for people within the Humanities Department to help with content.

Other possible ideas:

*Change domain name? (from Humanities domain into its own domain)

*Look into print shops for the banner

Meeting adjourned at: 7:10 p.m.

Minutes submitted by Cassandra Brabon, STC Chapter Secretary