

Society for Technical Communication Steering Committee Meeting Minutes

Date: January 25, 2009

Meeting Started at: 5:36 PM

Absences: N/A

Discussion Topics:

Leadership Roles – We went through and defined leadership roles and the accompanying responsibilities. We also established that Cassie will continue to be webmaster. People on the leadership committee need to write up a small bio for the website.

Funding – Stephen Anderson, the chapter president, will be handling finances until he can transfer them over to the new treasurer, Kelly.

Communiqué – We agreed that communiqué can be a bi yearly publication. We will be distributing the first issue by the end of the month. Printing only enough copies for either faculty or contributors. Also, we will be starting the call for articles sooner than last semester to keep things less stressful. Cassie will continue to work on this and Eric will help as well.

STC Conference – Discussed fundraising topics. Bottle drive and a bake sale are two good contenders.

School Visits – Little headway has been made, but there is interest from the schools.

Speakers Series – Nancy from the advisory board is unsure of when she will be up here. Sally has had some difficulties, but may make it in February. Shaughn Kern would be another possible person. Stephen and Eric can present on their trip to the conference last year.

Poster Mockups for the next meeting from everyone are requested.

Meeting Minutes submitted by Eric Thomas, STC Chapter Secretary