

Society for Technical Communication Steering Committee Meeting Minutes

Date: September 3, 2008

Meeting Started at: 6:35 p.m.

Absences: Eric Thomas

Discussion Topics:

Leadership Change – Since half of the E-Board is graduating, former E-Board members have advanced up the ranks to fill the open positions. Stephen Anderson is the chapter President, Belle is currently the Vice President/Treasurer and Cassie Brabon has continued her roll as the Secretary. Leadership is also considering Eric Thomas as Webmaster for the year.

STC National Chapter Conference – Because of the endowment and support of the Humanities department, President Stephen Anderson and member Eric Thomas were able to participate in the Philadelphia conference earlier this summer.

Documentation – Since Rae's graduation and departure from the MTU chapter, the leadership was lacking some of the materials and documents from last year. Stephen will contact her and last year's Webmaster Keith to find out the whereabouts of said documents.

Meeting times – Leadership has decided that meetings will take place on Wednesdays at 6:30 p.m. Larger meetings that include general members will take place at the end of the month.

Events – The chapter would like to make a much stronger presence on campus this year as opposed to last year, so leadership will be looking into getting a booth for K-Day, visiting Ann Brady's HU 2600 class (and possibly giving a conference presentation), and getting a hold of past graduates and other professionals to come and visit other STC students.

President: Stephen has been talking to Advisor Marika Seigel about events the chapter may participate in, such as the Speaker Series, a conference presentation with Eric Thomas, creating a poster for the chapter, calling prospective students to join STC next year, and the chapter's goals for this year. He will also be attending a USG meeting and contacting Ann Brady.

Vice President/Treasurer: So we could receive documents this year, Belle retrieved that address of the chapter's mailbox. She is also aiding in the search for last year's documentation, and is also looking into getting an account set up for the chapter and retrieves funds from USG.

Meeting adjourned at 7:10 p.m.

Minutes submitted by Cassandra Brabon, STC Chapter Secretary