

## **Society for Technical Communication Steering Committee Meeting Minutes**

**Date:** September 10, 2008

**Meeting Started at:** 6:35 p.m.

**Absences:** Eric Thomas

### **Discussion Topics:**

*Events* – After briefly meeting with Marika, the chapter has learned that MTU will be hosting a World Usability Day, and that a member of the chapter may be chosen as a moderator. There will be speakers visiting and a panel discussion. Marika is the planning board for this event. It will take place on Nov. 13 from 4 to 6 p.m. We are also still awaiting a response from Ann Brady about the HU 2600 class visitation and the Speaker Series.

*K-Day* – Stephen printed out some brochures and approached interested students and told them about the chapter. Belle and Cassandra were working during K-Day.

*General Meeting* – The first largest STC Chapter meeting will take place next week on Sept. 17, 2008 at 6:30 p.m. in Walker 109. More information will be released when the e-mail is sent to the list.

*Members* – Leadership brainstormed what possible general members can do while being a part of the chapter. Ideas included creating promotional items for the chapter (ads), a possible webmaster, starting on Communiqué, having them help with calling prospective students and possibly creating a conference presentation.

*Other Ideas* – Other general ideas for the chapter were to talk to faculty in the Humanities department about past experiences with the chapter and Communiqué and meeting with other regional/Michigan STC chapters to expand our chapter.

*Updating Website* – Since there has been some chapter activity, leadership is looking to update the STC Chapter website.

**President:** Briefly met with Marika and talked about the World Usability Day.

**Vice President/Treasurer:** Belle found out that the chapter is a Charitable Organization, so we will now proceed with getting an account for the chapter funds.

**Meeting adjourned at 7 p.m.**

Minutes submitted by Cassandra Brabon, STC Chapter Secretary