

Society for Technical Communication Steering Committee Meeting Minutes

Date: October 1, 2008

Meeting Started at: 6:45 p.m.

Absences: Belle, Kelly

Discussion Topics:

Visiting MTU STC classes – Stephen Anderson, Cassie Brabon and Advisor Marika Seigel will be attending Ann Brady's HU 2600 on Oct. 2 at 12:35 p.m.

Advertising – Stephen submitted a mock-up for a possible poster design for the Chapter.

Website – Cassie has taken over as Webmaster, and will be updating multiple parts of the website for this year. Sections will include the Meeting Minutes, Officers (updating bios and pictures), the Fundraising page and the Conferences page. Cassie will send out an e-mail to the list so members may submit their updated bios to her.

Finances – According to Belle's records, fundraising has gotten the Chapter \$98.30 from the bake sale and \$175 more came from calling prospective students. Because the bake sale was successful last year and in anticipation of our new banner, we are looking to launch another bake sale fundraiser sometime this semester. Some of the funds will be used for a poster/banner and table tents for advertising. The Chapter also received \$900 from USG, which will be used strictly for conferences.

Speaker Series – Stephen is looking to see if he can bring in a few speakers for the Speaker Series while they are visiting MTU for the Career Fair. Some prospects include Matt Monte and Sally Johnson from TechSmith. Stephen will be contacting Nancy to find out more.

Communiqué – Cassie is spearheading the comeback of Communiqué, and it will be created during the timeline of the Capstone class. Proposals will be written to Marika, and Cassie has also found that there are some possibilities of getting the publishing costs may be covered. She has also created various topics for faculty, staff, alumni and students to write about.

Meeting adjourned at: 7:28 p.m.

Minutes submitted by Cassandra Brabon, STC Chapter Secretary