

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

**Date:** October 15, 2008

**Meeting Started at:** 6:30 p.m.

**Absences:** None

**Discussion Topics:**

*\*\*There will be a team meeting next Wednesday, Oct. 22. \*\**

*Visiting MTU STC classes* – Marika has reached Hancock High School, and they seem interested in having some STC students talk to the students there.

*Advertising* – Stephen will be looking at printing options for the new poster. It will be 3'x5' and will be printed on vinyl fabric.

*Website* – The website was updated two weeks ago by Cassie. She has added content to her bio, updated the Meeting Minutes, Officers and the Conferences pages. She will be submitting another Meeting Minute update and will work on the Fundraising and Committee pages. She is also waiting for some members to submit their updated bios to her.

*Finances* – Belle will deposit the check the Chapter received from Ann Brady for calling prospective students last year. The Chapter also has a checking and savings account. She is also looking into doing another bake sale fundraiser this semester in Fisher.

*Speaker Series* – There has not been a speaker found yet. Sally Johnson did not come up for the Fall Career Fair, but she still shows interest in coming up to talk to students.

*Communiqué* – The formal proposal was drafted this afternoon and will be submitted for peer review before it is delivered to Marika. The design of the document will be ongoing, and a list of article ideas will be sent out to students, instructors and the Humanities Department.

**Meeting adjourned at: 6:45 p.m.**

Minutes submitted by Cassandra Brabon, STC Chapter Secretary