

Society for Technical Communication Steering Committee Meeting Minutes

Date: January 23, 2008

Meeting Started at: 5:05 p.m.

Discussion Topics:

Calling Prospective Students -

We will involve all active members in calling high school students based off a list provided by Ann Brady. The department will provide phones and food, and donate money to the chapter. Leanne will send an e-mail requesting that people fill two-hour slots after 6:30 throughout the week. We hope to have the schedule tentatively set by Monday.

Money Matters -

- Belle will talk to Marika about establishing a bank account.
- Belle will also attend the USG Funding meeting.
- We made \$110 exactly from the bake sale.

Winter Carnival -

We hope to build a one-nighter snow statue for Winter Carnival. Our location is reserved. Melanie will try and get enough people to volunteer time that night, otherwise it will be a no-go. She will also attend the upcoming safety meeting.

Other Outreach -

Leanne will talk to Ann about how to get involved with visiting area high schools to expand out STC outreach efforts.

National Organization Registration -

Steering Committee members must register for the National Organization ASAP. The fee is \$60 with an added \$30 fee if done online. Postage is minimal, so mailing the registration in is the recommended method.

National Conference -

It will take place June 1-4. No plans are finalized, but we need to keep it in mind.

Website Status -

The website is complete, but we need to get it hosted. Karina may have all the information necessary.

Officer situation next semester -

A great deal of the officers will be graduating in the spring, meaning we will need to look for successors as the semester progresses. Keep people in mind and bring them up at future leadership meetings.

Meetings this semester -

- Large group meetings will be monthly (usually), with the first being on Feb. 13 at 5.
- Leadership meetings will be bi-weekly, with the next being on Feb. 6 at 5.

Meeting Adjourned: 5:40 p.m.

Dutifully Submitted,
Stephen Anderson