

## **Society for Technical Communication Minutes**

**Date:** October 3, 2007

**Meeting Started at:** 6:00 p.m.

\*First large group meeting of the semester\*

### **Discussion Topics**

Introductions: A brief overview of the chapter was provided, followed by the introductions of the steering committee members and the four committees within the chapter. They are detailed below:

Steering Committee Members:

- ❖ President – Rae Suter
- ❖ Vice President – To be announced
- ❖ Treasurer – Belle Wirtanen
- ❖ Secretary – Stephen Anderson
- ❖ Outreach Coordinators – Melanie Barrette and Leanne Nordstrom

### Committees:

- Fundraising – Will come up with fundraising ideas for everyone in the Chapter to get involved with. Belle will head up the committee.
- Professional Development – Will educate Career Center on STC and become involved with networking, career preparation, and alumni relations. Leanne will head up the committee.
- Outreach/PR – Will plan trips to local high schools to promote STC, and will coordinate other outside outreach efforts and efforts on campus. Melanie will head up the committee.
- Service Learning/Public Works – Will work on community projects in the community or work with organizations involved with national and international service-related projects. Rae will head up the committee.

Involvement: We discussed some ideas for getting started with projects and what projects are already underway. Steve Stackhouse was named as an important contact for securing money for projects. He is Michigan Tech's director of corporate relations. The projects are as follows:

#### *Current projects:*

- Capstone class – They are designing the chapter's website, and took ideas from meeting attendees. It was determined the including resumes of members was a good idea as an important networking tool. Melanie will be taking all ideas for the website.
- National Chapter – Members are encouraged to sign up for the national chapter, but at the time of the meeting, the on-site registration system was down. The price went up to \$75 for students.

#### *Future projects:*

- Service Learning Opportunities – We have the possibility of working with Engineers Without Borders, the D80 Conference, and the Society of Women Engineers.
- National Conference – We hope to bring quite a few members to the national conference in Philadelphia in the spring. Eirik Vitso shared his experiences from a few years ago about the national conference in Baltimore. We also brought up the idea of being involved in competitions for the national conference.

- STC Speaker Series – We will work with the STC Arts Enterprise to help coordinate the series, which brings in industry professionals and STC alumni for presentations on their experiences.
- Winter Carnival – We brought up the idea of building a snow statue or getting involved in Winter Carnival in some way
- Committee projects – Each committee will work to start and coordinate projects relating to the specific task of the committee

Other: We also did the following:

- Introduced other attendees
- Passed out a sign-up sheet for those in attendance
- Decided to send meeting minutes to all chapter members
- We tentatively set the next large group meeting date for October 17 at 6 p.m. in Walker 116. The steering committee will meet on October 10.

**Meeting Adjourned:** 6:45 p.m.

Dutifully Submitted,  
Stephen Anderson