

Society for Technical Communication Steering Committee Meeting Minutes

Date: October 10, 2007

Meeting Started at: 6:00 p.m.

Absences: Leanne Nordstrom

Discussion Topics

Elections:

- *Vice President election* – Members unanimously voted Stephen to Vice President.
- *Secretary elections* – We will send an e-mail to the stc list asking for applicants. We will require that applicants either attend a meeting before being put in the position or meet with a steering committee member outside. Steering committee will ultimately decide this time.

Committees:

- We need to begin individual committee meetings at discretion of committee leader.
- The manual has information about each committee.

Projects:

- *Make a Difference Day* – We informally voted to pass on doing anything this year given the short preparation time (event is on Oct. 20), but we will try to do something next year.
- *Winter Carnival* – Melanie will look into planning a one-night snow statue.
- *Logo Design* – Belle designed mockups. We discussed them and will vote on next mockups, which will contain different color schemes.

Finances:

- We submitted the necessary financial form to USG already.
- Rae transferred other necessary financial forms to Belle.

E-mail List:

- Rae will modify the mtustc-I e-mail list.
- Marika will make Rae co-owner.

Meetings:

- We decided to tentatively make large group meetings monthly (next one will likely be during the first week of November).
- We decided to temporarily make steering committee meetings weekly.
- We decided to make committee meetings as often as necessary as determined by the committee leader.
- Belle will make flyers advertising our next large group meeting.
- We need to make sure Walker 116 will be unlocked when we need it to be.

Meeting Adjourned: 6:45 p.m.

Dutifully Submitted,

Stephen Anderson