

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

**Date:** November 8, 2007

**Meeting Started at:** 5:37 p.m.

### **Discussion Topics**

Capstone Website progress - The group looked at the website, logo, and pictures presented by the Capstone class. Everyone approved of the website and granted the class permission to choose the pictures on their own. Usability tests will be conducted shortly.

2600 Proposals for Publicity - Marika's HU 2600 class presented four proposals for publicizing the chapter. The four ideas were as follows:

- Filmboard slides - PowerPoint images can be displayed before each of six showings each weekend for a minimal price.
- Posters - They will be geared primarily at incoming freshmen
- "Pod cast" - An audio presentation can be put on the website by the Capstone class.
- Postcards - These could be sent to various prospective students.

Winter Carnival - The group discussed possible one-nighter statue ideas, which included the following: Monster's Inc, basic human sculpture, and "ancient" technology. Continue to provide suggestions. A sign-up sheet was passed around for those who would like to participate. The date for the event is February 6-7. Melanie will attend the required safety meeting and whoever can make it can help. A location near Walker would be ideal.

Fundraising - Many ideas were suggested, including the following:

- potential book project with a local client
- bake sale
- gift wrapping
- refundable can drive
- pasties/hot cider booth
- alumni soliciting
- ushering at the Rozsa,
- athletic event involvement,
- SWE activities
- an art exhibit
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Continue offering suggestions to Belle, who heads up the fundraising committee.

USG Funding - Belle or Rae will talk with USG about securing funding through the Opportunities Fund.

Communiqué - Hopefully the newsletter can be re-started. The likely publication date will be in the summer, but begin thinking of ideas now. The Enterprise will contribute at least four pages.

Spring Career Fair - The professional development committee, headed by Leanne, will look into creating a brochure and running workshops geared just to STC students. A special speaker is a possibility as well.

Outreach – The Chapter may have a chance to solicit prospective students over the phone. Marika will forward Ann Brady’s information to the STC list. Visiting high schools is another possibility once we have something tangible to hand out.

Other Business – Melanie will create a template proposal for funding. The Chapter will talk to Ann Brady about the speaker series. Lynn Czarnecki is creating a new program for the STC program that can possibly be used for Chapter distribution.

***Next meeting***

No meetings will be held before Thanksgiving. Tentatively, no large group meetings will be held for the remainder of the semester, but the steering committee will tentatively meet twice before winter break.

**Meeting Adjourned:** 6:37 p.m.

Dutifully Submitted,  
Stephen Anderson