

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

**Date:** November 1, 2007

**Meeting Started at:** 6:05 p.m.

**Absences:** Leanne Nordstrom, Belle Wirtanen

### **Discussion Topics:**

- Marika will not attend our steering committee meetings unless we specifically request it.
- We will attempt to publish our newsletter, *Communique*, along with the *STC Arts Enterprise*.
- We decided to drop our current involvement with the D80 conference, but we will establish that relationship in the future.
- We will continue weekly steering committee meetings until the end of the semester, and will decide on a more set pattern next semester.
- Our next general meeting will be on Nov. 8 at 5:30. Our next leadership meeting will be Nov. 28 at 6:00 (none before Thanksgiving). Our probable last leadership meeting will be Dec. 12 at 6:00.
- Steering committee members need to submit a brief biography ASAP!
- We only have one secretary nomination, but the steering committee members in attendance were opposed to naming her secretary.
- The capstone class is making progress with the website and are maintaining their provided schedule. Some possible suggestions for the left-hand column were offered and included pictures, member of the month, and a blog. We also decided to publish the resumes of the steering committee members on the website.
- Marika's class is working on advertising for the chapter.
- We will get initial information and meeting information from Blue Key regarding registering for a one-night snow statue.
- The professional development committee has brainstormed about creating a brochure, using Cassandra's IMRD report from Marika's class.
- We will turn in the Constitution. It is complete!
- Rae brought up the possibility of LeaderShape, but nobody was interested in signing up due to it occurring over winter break.
- Those in attendance unanimously voted to adopt Belle's gold logo.
- In preparation for the large group meeting, Leanne will assure the feasibility of the brochure, we will gauge the interest of the newsletter, and see if anyone would like to become the webmaster after the capstone class finalizes the website.

- Lastly, we decided to focus on fundraising this semester. Rae will talk to Belle about it. Internal needs need to come first before endeavoring to take part in external activities.

**Meeting Adjourned:** 6:50 p.m.

Dutifully Submitted,  
Stephen Anderson