

Society for Technical Communication Steering Committee Meeting Minutes

Date: November 28, 2007

Meeting Started at: 6:00 p.m.

Absences: Melanie Barrette, Leanne Nordstrom

Discussion Topics:

Member activity vs. inactivity – There are 56 members on the list and less than ten have been attending meetings. We believe this will get better as we become more active, but we established some guidelines that determine what constitutes an active member: 1) must attend half the scheduled large group meetings or pay dues to local chapter. By being an active member they earn the following benefits: 1) ability to make decisions 2) attend conferences 3) able to be nominated and placed in leadership positions. We need to ratify the constitution based off these changes.

Poll results – The bake sale is the fundraiser of choice. We will need to ask the secretary in Fisher for setup, bring our own baked goods, and make change. We will not be required to use a vendor's license with our own baked goods, but otherwise we will. No inspection is required. We also plan to earn money through alumni assistance (a paragraph in Communique), hockey game help, and a can drive. Mike from Monster's Inc. won the poll results for snow statue ideas. Melanie will make sure the proper meetings are attended and proper preparation is done.

Schedule meeting with Ann Brady – Ann is available Thursday evenings, so we scheduled a meeting with her for Thursday, December 12 at 5:00 p.m. Rae will invite Ann.

Restarting speaker series – We will team up with the Enterprise to restart the speaker series. We will only have to pay for food and advertising if we bring in local speakers, otherwise travel expenses will be involved. Stephen will coordinate efforts with the Enterprise.

Europe trip next summer – A trip to Europe will cost approximately \$800 for 15 days, not including food and personal expenses. Initial indications were that nobody could afford it, but nothing formal has been arranged yet.

Planning workshops – We hope to have a resume workshop with the writing center and career center, an interview workshop prior to the career fair in February, and possibly a "writing for industry" workshop.

Website – The Capstone class is making good progress, but would like the help of the leadership team in developing some content. Rae will provide the topics to choose from and the dates due.

National Conference plans – No major plans need to be prepared, but we would like to present Communique at the conference.

Other – We decided to table the potential client project recommended by Eirek.

Meeting Adjourned: 6:25 p.m.

Dutifully Submitted,
Stephen Anderson