

Society for Technical Communication Steering Committee Meeting Minutes

Date: December 13, 2007

Meeting Started at: 6:10 p.m.

Discussion Topics:

Discussion with Ann Brady –

- Ann would like the Chapter to help with recruiting as many as 400 prospective STC students by calling them during designated time slots, preferably in January. The STC department will make offices and phones available and possibly provide food and pay for those making the phone calls. We agreed to pursue this but table the details until later.
- We decided that we need to get recognition in the STC brochure mock-up.
- Ann would like to contribute to 'Communique'.
- The website is finalized, but Ann recommended that we talk to Randy Harrison about web hosting. Once it is hosted, we need to use the URL in advertising.

Goals and Preparations for Spring Semester –

- Get 'Communique' out. We need to finalize writers and printing services.
- Establish a bank account and a positive balance in it.
- Conduct a bake sale in early January as a fundraiser.
- Conduct other possible fundraisers, including:
 - Can Drive
 - Hockey Game Service
 - T-Shirt and/or Sweatshirt sales
- Build a Winter Carnival statue (one-nighter).
- Recruit both on and off campus.
- Are these realistic goals? We discussed this, and we will determine a specific course of action in the spring semester.

Other –

- STC Speaker Series: Marika will get in touch with Jessica Howser as a potential speaker. Cassandra Wagner also has a list of potential speakers.
- The next meeting will be organized and a specific date will be determined for the bake sale.

Meeting Adjourned: 7:00 p.m.

Dutifully Submitted,
Stephen Anderson