

Society for Technical Communication Steering Committee Meeting Minutes

Date: February 11, 2008

Meeting Started at: 6:05 p.m.

Discussion Topics:

Money-related items -

- The bake sale is our only revenue thus far.
- Our expected expenditures for the 2008-2009 academic year are as follows:
 - Posters: \$50
 - Advertising: \$200
 - Banner: Belle will inquire about costs.
 - Food: \$600 – 8 regular meetings x \$50/meeting, plus speaker series events
 - Transportation: \$400 – to visit area high schools
 - Storage: Flash Drive - \$50, Folders/Binders - \$30
 - Workshops: \$150
 - Speaker Series: \$3,000 (Airfare: \$2,000; Food and Lodging: \$1,000)
 - Communique: Rae will look into the number of recipients and cost per.
 - Conference: We will collectively look into, and the endowment will help.
- USG Budget hearings are on Feb. 29, Mar. 1, and Mar. 2. We plan to attend on Mar. 2 at 5:00. Belle will secure a time. We will be expected to arrive half hour early.

Calling Prospective Students -

- Rae booked the Humanities offices on Feb. 18 after 5:30 p.m. to conduct the calling.
- The department will provide food and will make a donation to the chapter.
- The steering committee will attend during the following hours:
 - Belle: 5:30-6:30
 - Leanne and Melanie: 5:30-7:30
 - Rae and Stephen: 7-9

Spring Semester Plans -

- Calling Prospective Students: The detailed plans are above.
- Visiting Area High Schools (3-5 schools this semester): Melanie and Leanne have two classes together and will collaborate on exact plans.
- Completing Communique: Rae and Stephen will collaborate and determine a weekly meeting time. Other participants will need to attend during the chosen meeting time rather than wasting time syncing schedules.
- Sponsoring Sweatshirt Fund raiser: Belle will get the wheels rolling on a forming a contest to design t-shirts and sweatshirts for the Chapter.
- Putting together the Speaker Series: Marika will pursue possible speakers for this semester.

Miscellaneous -

- The National STC Conference takes place from June 1-4 in Philadelphia. Many tentatively plan to go, but potential schedule conflicts could interfere.
- The completed website will be uploaded to the Internet tomorrow or Wednesday.

Wednesday Large Group Meeting Agenda -

- We plan to include the following in Wednesday's meeting:
 - Website showcase, calling prospective students, the sweatshirt contest/fund raiser, visiting area high schools, completing Communique, membership and the benefits of it (Opportunity to "double-dip" with class work, attend national conferences, produce portfolio work, work with real-world clients, write solid resumes, and earn a leadership position – three will opening up after this semester plus the Web master position).

Meeting Adjourned: 7:10 p.m.

Dutifully Submitted,
Stephen Anderson