

Society for Technical Communication Steering Committee Meeting Minutes

Date: March 5, 2008

Meeting Started at: 5:45 p.m.

Attendance: Rae Suter, Stephen Anderson, Cassie Brabon

Guest: Jon Soper

Discussion Topics:

Website Account -

Went to the CCLI, met with John and went over the website. We also gained access to the STC Chapter account, so we can make changes and updates as we please.

Budget Hearing Results -

USG will only fund four people for conferences (about \$800). This does not include meals for each person.

Communiqué -

Rae and Stephen said that they will begin designing the layouts.

Calling Results -

Ann Brady loved the fact that we participated and called prospective students. She also said that she will get the STC Enterprise involved with calling next time.

General Meeting -

Thought of ways to gain larger attendances at meetings. Advertising, word of mouth and having an activity during the meeting were discussed.

New Leadership -

Since most of the leadership will be graduating, the Chapter needs to get signs and information out for the opening leadership positions. The current leadership will help with this.

Tabled Items:

Sweatshirt contest

Communication ethic decorum

Meeting adjourned at 5:45 p.m.

Minutes submitted by Cassandra Brabon, STC Chapter Secretary