

Society for Technical Communication Steering Committee Meeting Minutes

Date: March 19, 2008

Meeting Started at: 5:07 p.m.

Attendance: Rae Suter, Stephen Anderson, Belle Wirtanen, Cassie Brabon, Leanne Nordstrom

Discussion Topics:

Sweatshirt Contest –

The sweatshirt contest will take place this semester and will be stopped sometime in the summer. Prizes will be given out in the fall (possibly a \$25 reward and a sweatshirt for first place). Belle will begin sending out contest information for the sweatshirt contest via e-mail.

Communiqué –

Rae submitted a mock layout during the meeting. The layout will resemble a newspaper layout. Production of Communiqué will not take place over the summer. Since the Chapter itself cannot afford printing costs, we also discussed the option of designing it ourselves and possibly sending the project to the STC Arts Enterprise or the Humanities Dept. for printing.

Calling Sessions –

Ann Brady wants us to host another STC prospective student calling session in April. The STC Chapter suggested with coming up with a consistent message for answering machines. Stephen will contact Ann Brady for more information.

General Meeting –

The next general meeting of all members will take place next Wednesday, March 26 at 5:30 p.m. To help promote membership, an Ice Cream social will be held before and during the meeting. Rae will talk to Marika about the purchasing of the ice cream.

New Leadership –

Rae, Bell and Leanne will begin posting information about the opening leadership positions to the public. When nominations are received, the Steering Committee will discuss all nominees in a closed meeting.

High School Trips –

The current status of this is in limbo, as gas prices and car use is limited. Leanne will talk to Melanie about this event's progression.

Meeting adjourned at: 5:35 p.m.

Minutes submitted by Cassandra Brabon, STC Chapter Secretary