

Society for Technical Communication Minutes

Date: April 26, 2007

Meeting Started at: 6:00 p.m.

Absences: Leanne Nordstrom

Discussion Topics:

Web site:

- We looked at the Web site, which is in desperate need of updating. We e-mailed Jeff Meagher, former Webmaster and he responded with the login information, which unfortunately didn't work. We will look into web design later. Belle has limited experience that she can use to update it. A few people were listed with web experience for potential consideration at a later date.

Goals of the Club:

- We determined that we should use the club to promote the STC program at Tech both in local high schools and on campus. On campus possibilities include promoting it during Orientation and K-Day. Stephen will look into Orientation promotion. Familiarizing companies to the STC program at job fairs was another promotional interest.
- We realized that we needed to be different from the STC Arts Enterprise and establish our own identity. We will try and make it possible to attend national conventions as well. Our formal mission statement will be drafted at a later date. Karina passed out copies of the 1999 Constitution for the club. Necessary revisions will be made at a later date.
- Partnerships were also mentioned. Karina will speak with Engineers Without Borders to look into a potential partnership with them. We informally decided to open ourselves to further partnerships, but the specifics will be determined later, depending on the number of STC club members.
- We will focus on establishing an identity before recruiting other members. Most of the steering committee will be here during the summer, so an identity will need to be established before the fall semester.

Miscellaneous:

- We decided that our logo needs to look more professional as well, something that can be looked into in more detail later.
- We also entered the members of the steering committee into the student organization online registry and filled out the official form with our contact information.
- An e-mail list was also created for the steering committee through Majordomo and it was called stcleaders-l@mtu.edu.

Next meeting:

The next meeting time is yet to be established, but it will likely be after exam week. Rae will be leaving for Japan soon, but she will stay in touch through e-mail. We will need to draft a mission statement and more precisely define our identity. The eight-year-old Constitution will likely need revising as well.

Meeting Adjourned: 7:20 p.m.

Dutifully Submitted,
Stephen Anderson