

Society for Technical Communication Minutes

Date: August 7, 2007

Meeting Started at: 5:45 p.m.

Attendees: Marika Seigel, Karina Jousma, Stephen Anderson, Belle Wirtanen, and Melanie Barrette

Absences: Rae Suter and Leanne Nordstrom

Discussion Topics:

Constitution:

- *Membership:* We decided that membership should not be limited to MTU students, but that any interested persons should be given the chance to join.
- *Additions:* We will make provisions for adding financial information and anticipated activities to the Constitution.
- *Leadership Positions:* We decided that specific leadership positions should be kept as opposed to forming a steering committee in which all members would have equal say in decision-making. President, Vice President, Secretary, Treasurer, and Outreach Coordinators/Public Relations will be the positions. Additionally, Richard Goodell will likely be added as an Outreach Coordinator.
- *Ratification:* We will ask USG to define the parameters of our ability to ratify our Constitution.
- *Elections:* We determined that elections are the best way of selecting members of the leadership team. Our advisor will recommend a few interested candidates for the membership to consider. Elections will be held in the spring. Therefore, leaders will serve a one-year term providing that they do not graduate following fall or summer semesters. Specific position elections will be held in the aforementioned situation.
- *Committees:* Committees will remain *ad hoc*,
- Belle will type up a revised Constitution to be sent out to the leadership team via email in a .doc format.

Engineers Without Borders Project:

- *Tasks:* We are to create marketing materials including a video and a scrapbook. A few members have been interviewed already. Belle volunteered to interview Pam Brushaber upon her return to MTU. We will stay in touch with EWB faculty advisor Kurt Paterson.

Fall Plans:

- *Recruiting:* We will set up a booth for Keweenaw Day and/or the F'All Nighter. Stephen will find out how we can do that. Marika will give us the opportunity to recruit in her HU 2600 class.
- *Activities:* We hope to have a workshop for the Career Fair about how to market STC to employers looking for students from other fields. We hope to also promote and help out with the STC Speaker Series. We will complete our EWB project and continue to seek projects, specifically those that incorporate cross disciplinary and service related elements.

Other:

- *Affiliation:* Marika will look into affiliation with the National Society for Technical Communication.
- *By-laws:* At this point in time, we see no need to ratify our by-laws. We will adopt those set by the National organization.
- *Database:* We will need to update the database by the fourth week of the semester!
- *Finances:* Marika will ask Ann Brady and Bob Johnson about departmental monetary contributions. Fundraisers will also suggested as a possible way to get money.
- *USG Meeting:* Karina will look into the USG meeting with organization leaders.

Next Meeting:

The next meeting has tentatively been planned for Thursday, August 16 at 5:30 in Fisher 134. Richard Goodell will likely join us. Karina will begin working on a flyer to be used at K-Day. We will discuss working on an online newsletter and updating our website.

Meeting Adjourned: 7:15 p.m.

Dutifully Submitted,
Stephen Anderson