

## **Society for Technical Communication Minutes**

**Date:** August 16, 2007

**Meeting Started at:** 5:45 p.m.

**Attendees:** Marika Seigel, Karina Jousma, Stephen Anderson, Belle Wirtanen, Leanne Nordstrom, Richard Goodell, and Cassandra Wagner

**Absences:** Rae Suter and Melanie Barrette

### **Discussion Topics:**

#### Constitution:

- We reviewed the Constitution updates. Some final steps will need to be completed before finalizing the Constitution.
- We need to set up an appointment with the Assistant Director of Student Life to confirm the Constitution and sign off on it. If it is not confirmed, further revisions will need to be made.
- We need to include an "equal opportunity" clause.
- We need to verify that each steering committee member maintains at least a 2.0 GPA.
- We must have 10 enrolled students in our membership to achieve status as an official student organization.

#### Finances:

We determined that we may need funding for the following events and projects:

- Engineers Without Borders project
- National Conference in Philadelphia
- STC Speaker Series
- Professional workshops
- Promotional brochures/pamphlets
- Other projects and events that arise

\*Ric will speak with USG about receiving funding. Marika will look into endowment funding.

#### Logistics:

- Committees: We will create specific committees for members to join (EWB, outreach, etc.). We need to define the duties of each committee.
- Steering Committee: We need to confirm whether or not Cassandra is a member of the steering committee. We need to define the roles of each steering committee member.
- Mission Statement and Slogan: "Bridging the Gap" is the current slogan.

It's catchy, but vague. Further discussion is necessary.

- Website: We need to have a fully functional, up-to-date website. This needs attention soon.

Fall Plans:

- EWB Project: We will have to discuss this in further detail. A committee that is dedicated to this project will likely be formed.
- Outreach: We hope to reach out to high school students and fellow MTU students. We will also advertise to Marika's 2600 class. Melanie and Leanne have agreed to create the brochures/pamphlets to be used on K-Day.
- Workshops: We realized that the STC program does not offer much in regard to technology relating to STC. In addition to Career Center related workshops, we hope to offer workshops about specific applications such as InDesign, Photoshop, and Illustrator.

Other:

- Account: We have an account in the CCLI, which will help with website development and printing.
- Printing: Printing Services may potentially offer discount prices to MTU affiliated organizations.

Next Meeting:

Everyone needs to bring officer position descriptions and specific ideas relating to projects, committees, and other fall start-up activities.

**Meeting Adjourned:** 7:00 p.m.

Dutifully Submitted,  
Stephen Anderson