

## **Society for Technical Communication Minutes**

**Date:** August 30, 2007

**Meeting Started at:** 6:00 p.m.

**Absences:** Leanne Nordstrom, Rae Suter, Belle Wirtanen, Karina Jousma

### **Discussion Topics:**

Member Duties: We very briefly discussed member duties. For the sake of completing the Constitution, we decided to settle with the descriptions set by the national organization.

Funding: We hope to pursue start-up funding from USG. We set up a very tentative budget to propose to USG. We will need money for printing, National Conference money, money for a computer, and a minimal amount of overhead money.

Constitution: The Constitution is active, but not registered. We simply need to e-mail our final version to Jen O'Connell, or bring it over to her. As noted above, we need to include officer descriptions. Otherwise, it is fine as is.

National Affiliation: We are still active and we still have a website listed on the national directory. Our website is in poor shape and gives a poor representation of us as an organization. It needs to be addressed ASAP. We will also need to produce an annual fiscal report.

Committees: We discussed which committees we hope to develop for members to join. We wanted to limit it to just a few given the likely small number of initial members. We need one for our website, EWB (if we wish to further pursue it), and Outreach. This is still up for discussion.

K-Day: We need to focus on producing some form of publicity for K-Day. We are leaning towards making a flier. The simpler, the better, but it would have to have info about our club and info about STC in general. One important element will be the date of the first large group meeting.

Other: We need to think about what we are going to do for Marika's 2600 class. We talked about finding somebody to become our Webmaster. Lastly, we decided that we need to produce some posters someday for further campus publicity.

Next meeting: We will be meeting Wednesday at 7:00 p.m. in Walker 116 to primarily discuss K-Day publicity and the date of our first large group meeting.

**Meeting Adjourned:** 7:20 p.m.

Dutifully Submitted,  
Stephen Anderson