

Society for Technical Communication Steering Committee Meeting Minutes

Date: September 19, 2007

Meeting Started at: 6:00 p.m.

Absences: Melanie, Stephen, Leanne

Discussion Topics:

- To make ourselves official, we will borrow names from the K-Day list and add Elise Herren expressed interest in joining.
- This will be temporary to make our group official and we'll make sure
- we add the proper people after the meeting.
- SWE has said they would like to work with the Student Chapter in future events.
- The online database was tabled until next meeting.
- Rae is going to Marika's class on Thursday, September 27th.
- The financial report is being taken care of by Belle and Karina
- We will be e-mailing out information about our meeting to people signed up from K-Day, Marika's class, STC Advise, STC faculty, and to the other organizations through Carol Janise
- The e-mail will be sent out Wednesday, September 26th. One week before the meeting
- The constitution is nearly ready, it will be checked against USG requirements, hard copies will be brought into the next meeting and ratified.
- Belle will check the mailbox.
- DOTS is tonight. It is an information workshop on how to put on an event. If anyone can go, please volunteer.
- We will discuss the speaker series next meeting.

Next meeting:

Next meeting will be Wednesday, September 26th, at 6pm in 116. Please, everyone show up. We need to have a full meeting to discuss: the everyone meeting, online database, constitution, etc.

Rae Suter