

Society for Technical Communication Minutes

Date: September 26, 2007

Meeting Started at: 6:10 p.m.

Absences: All present

Discussion Topics:

Internal matters:

- *Finances* – We do not have any financial records for USG. We will submit a form updating on our financial situation. We do not have any money aside from the Tech fund money, which can only be used to send members to the national conference.
- *Database* – Karina will update our database as necessary.
- *Logo* – Belle is designing a logo prototype.
- *National Organization* – Steering committee members should sign up for national organization if possible.
- *Committees* – We established four committees that members can sign up for in the first group meeting. Members are not required to be members of a particular committee, but should remain actively involved in the Chapter. The committees will not be the only ones working on their designated activities. Rather, they will do the legwork to make collaborative efforts across the Chapter possible. The four committees, with descriptions, are as follows:
 - ❖ *Fundraising* – Will come up with fundraising ideas for everyone in the Chapter to get involved with. Belle will head up the committee.
 - ❖ *Professional Development* – Will educate Career Center on STC and become involved with networking, career preparation, and alumni relations. Leanne will head up the committee.
 - ❖ *Outreach/PR* – Will plan trips to local high schools to promote STC, and will coordinate other outside outreach efforts and efforts on campus. Melanie will head up the committee.
 - ❖ *Service Learning/Public Works* – Will work on community projects in the community or work with organizations involved with national and international service-related projects. Karina will head up the committee.

External matters:

- *Capstone class* – We agreed to outsource the production of our website to the STC Capstone class. Rae and Melanie are in the class. Melanie would also be interested in writing grants for her individual Capstone project. Karina and Marika will be the official “clients.”
- *Involvement in other organizations* – We discussed continuing work with Engineers without Borders and Society of Women Engineers (former president is now an STC major).
- *Marika’s class* – Rae attended Marika’s class on Thursday, September 27. Cassandra Brabon, from the class, is writing her IMRD report on improving the STC Chapter.

First large group meeting:

- *Email announcement* – Karina and Marika sent out detailed emails to students and faculty respectively, announcing the first meeting, which will take place on October 3, at 6 p.m. in Walker 116.
- *Discussion* – We will primarily introduce the Chapter and what it is all about. We need to distinguish ourselves as different than Enterprises and other student organizations. We will be more involved with service activities, volunteer opportunities, international involvement, non-profit work, networking, professional development, and workshops than Enterprises and other student organizations would be.
- *Other plans* – Capstone class will be taking pictures of the steering committee members. Marika will also provide pizza for the meeting.

Meeting Adjourned: 7:20 p.m.

Dutifully Submitted,
Stephen Anderson