

SWO-STC Meeting Minutes
West Chester Public Library

Saturday, June 5, 2010
1:45pm – 4 pm

Attendees

Name	Office
Arr Jay Radler	President
Thea Teich	Treasurer, Advisor
Judith Harper	Newsletter Lead, Web Team
Louise Tinchler	Programs
Karen Rokich	Secretary

Discussion

The April 2010 minutes were accepted as read.

Our chapter has \$4,212.47 in the Huntington account. Zero based budgeting has been the new direction for STC International for the past year. We returned \$17,800 in surplus funds from CDs in three installments to STC International. STC International no longer returns money for membership renewals. Also, STC International now runs on a calendar year.

Thea Teich's goal as Treasurer is to have at least \$2,500 in the Huntington account. For the year 2009-2010, SWO-STC spent \$1,000 more than they planned. During this Summer, Thea, using Quicken, will create a 2010-2011 budget. She will email the budget to SWO-STC Administrative Council to see if there are any updates or changes. Our budget will then be reviewed by STC International.

Arr Jay Radler said our chapter was recently on the verge of folding or changing business practices. His goal is getting members to the meetings and a social barbeque for 2011-2012. Our membership total is presently 70. He said that our members are affiliated but not involved with the chapter. Judy Harper said that we need to make a big deal of the social barbeque and get sponsors, prizes and an incentive to the members who attend the networking social barbeque.

There was more discussion about the social event concept like the barbeque. Judy Harper suggested that we sponsor events where employers are present. Thea Teich suggested having a panel of employers discussing the future of Technical Communication. Our Administrative Council said that members usually attend meetings that contribute to their job moreso than to attend a social function. Louise Tincher said that Thomas Saint, Trivantis, Convergys and Western Southern are possibilities for the panel. R J Radler said that this networking event could have a panel discussing the future of STC.

Thea Teich wants someone besides herself like Louise Tincher to access the Huntington debit card.

For the March 2010 meeting, SWO-STC received an invoice from Cincinnati State Community College for \$240. Thea questioned the charge and gave Pam Ecker, Cincinnati State professor, the invoice for checking. Cincinnati State contributed \$800 for the use of their facility for the Alan Houser workshop in mid-March.

Program topics for 2010-2011 include:

STC International Resources For Your Career

SWO-STC Resources For Your Career

Backstage Tour of The Chapter Website

Workshop On Creating Wordpress Website: Possibly at Sinclair State's computer room

Proposal Vendor Presentation

Look At STC Speaker Database

Working With Contract Agency

Soft skills/Networking/Marketing

Look on Linked In for Speakers

Louise Tincher said that the current pricing for our programs is: \$15.00 for Members; \$12.00 for Students; \$25.00 for Non-Members. The fixed cost for the room is \$75.00 and Gift certificate for the Speaker is \$25.00. Thea Teich mentioned that the current program prices could be increased by five dollars, giving more funds for Scholarships and other services.

We need a Membership Chairperson as Jean Fudge wants to step-side. Margaret Van Winkle may be a possibility. R J Radler suggested that the Membership Chairperson take a mentor role, assisting our members to independently figure out what committee they can join. To accomplish this goal, the Membership Chairperson needs to be aggressive and enthusiastic.

Karen Rokich will draft a New Member letter and Thea Teich will draft a letter to prospective members from Constant Contact. Karen's efforts on the High School Writing Competition and/or Community Project are on hold.

Louise Tincher encouraged our chapter to send a Thank You note to CDO, her employer, for the use of their projector at our monthly meetings. A \$75 charge is typical for use of a projector at a meeting.

Judy Harper will work on the Members Only page on our website where there are job postings. Also, Maggie Prince, getting close to retirement, may help with our newsletter. Judy proposed that our chapter have meeting where members addressed problems and other Technical Writers would help them solve their problem(s).

Replacing Marge Roberts, meeting notices will be now handled by Louise Tincher. She will send notices to Linked In Cincinnati, ASTD, American Society of Training & Development, and ATBC, Association of Business Communication. Louise suggested that chapter elections be held after February 28, the last day for the membership renewals. March 2010 is a possibility.

Louise Tincher is willing to shadow an Employment Lead as Karen Harrington has stepped down.

NEXT ADMINISTRATIVE COUNCIL MEETING: TO BE DETERMINED.

Action Items

	Person Responsible	Item	Status
	Judy Harper	Maintaining website and continuing to develop additional pages, etc. for 2010. Document website administration.	Ongoing
	Arr Jay Radler	Get Membership involved at monthly meeting. Find additional volunteers and develop new chapter leaders. 2011 Barbeque Social	Ongoing
	All	Provide stories for the newsletter on topics of interest to our members, such as: <ul style="list-style-type: none"> • Benefits you get from STC membership • Work-related tips and tricks • New software and book reviews • Programs from other organizations 	Ongoing
	Thea Teich	File chapter financial reports, as required. Change over chapter bank account signature cards, as needed.	Ongoing
	Sylvia Miller Crystal Dunson-Watson	Continue conducting Employer Outreach meetings.	Ongoing
	Membership Chairperson	Download membership roster monthly. Update member contact list on Constant Contact. Keep membership brochures available for guests at meetings and the Employer Outreach Team.	Ongoing
	Louise Tincher	Coordinate programs for September through May (topics, speakers, locations, dates, meals). Provide announcements for website and Constant Contact.	Ongoing
	Employment Lead	Collect and post job ads to Yahoo site. Assist members and Employers, as requested. Review and update chapter Employment pages and Yahoo site.	Ongoing
	Karen Rokich	Draft New Member Letter. Draft a Letter For Prospective New Members	October 2010