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**Society for Technical Communication**

**Board of Directors Meeting Summary**

**18 December 2019 - Webinar**

# Board

* Ben Woelk, President
* Jane Wilson, Immediate Past President
* Kirsty Taylor, Secretary
* James Bousquet, Treasurer
* Bethany Aguad, Director
* Alisa Bonsignore, Director
* Todd DeLuca, Director
* Laura Palmer, Director

# Office

* Liz Pohland, STC CEO

# Apologies

* Craig Baehr, Vice-President

# Agenda Items

* CEO Report (20 mins)
* Education Committee charter (10 mins)
* BoK update – Liz Herman (15 mins)
* 2020 Election Slate finalisation – Jane (10 mins)
* DCSA nominees (10 mins)
* Budget (40 mins)

The meeting was called to order at 4:30pm. The agenda was approved. Mr Baehr was an apology for meeting. There was no consent agenda.

# CEO Report

Ms Pohland presented a report on activities of the society and its office.

Membership – currently at 826 members, down by 778 from last year. In late 2018, the society offered a number of membership promotions.

**Education**

Behind on revenue. Have Roundtable and a free webinar this week. 1,957 attendees with $88,046 in revenue. Have started interviews for the Education Manager and hoping someone will start in that position in mid to late January.

**Summit**

Registration income is $46,558, ahead of 2018 by about $9k.

**Association Headquarters update**

IT policy has been put in place for all passwords.

Diana Bright – Certification; Sarah Black is taking on publications role with Mr Cameron’s departure. Kira Jones is MarComm manager. Their details and STC emails will be online soon.

**General updates**

Director of Education PD has been posted, have received 40+ applicants including members and some prior staff.

Roundtable - Ms Fox met with the AH team, looking at marketing to non-members. Ms Fox is working on the 2020 themes and curators.

CPTC Practitioner soft launched yesterday. The exam is open. The Accredited Training Organisations were informed they can take the exam and prepare to teach the course

STC office will be closed 25-26 December and 1 Jan.

**Education Committee charter**

Ms Palmer spoke with Guiseppe Getto this past week about what he’s learned about education with working on the new committee. Basics are popular. Topics that are not as popular include content strategy and UX/Usability. Suspect due to most registrants being single-shop Tech Communicators, not big corporate teams working in those areas.

Ms Palmer shared some specific suggestions for education ideas and promotion.

Education Committee charter

The draft charter was discussed. To be reviewed when the Director of Education is appointed.

Scholarship committee

Mr DeLuca provided some updates on the progress of the scholarship committee.

Ms Liz Herman joined the meeting at 5pm.

**BoK update**

Ms Herman provided an update on activities thus far.

Ms Herman left the meeting at 5:19pm.

**2020 Election Slate**

There have been no petitions against the preliminary slate.

*Move that the board accept the final slate proposed by the Nominating Committee for the 2020 election.*

The motion was seconded.

Ms Taylor and Mr DeLuca recused themselves from voting on this motion.

The motion passed.

**DCSA committee**

Ms Taylor presented the recommendations from the DCSA committee. Mr Woelk commented that one of the nominations is for SIG service, not chapter service.

*Move that the board accept the recommendations from the DCSA committee for DCSA and DSSA awards.*

The motion was seconded. The motion passed.

**2020 Budget**

Ms Pohland presented an updated budget after the initial discussion in the early November F2F meeting.

The board agreed to adjust the governance budget to include an extra $200 per board member for the strategic planning extra day at the 2020 Summit.

*Move that the board accept the proposed budget for 2020.*

The motion was seconded.

The motion was amended.

*Move that the board accept the proposed budget for 2020, including an additional $200 per board member change to the board travel stipend for the 2020 Summit.*

The motion passed.

The meeting adjourned at 5:52pm.