



# Society for Technical Communication

Board of Directors Teleconference Call/Meeting  
09 November 2010

## Attendees

### Board

- Mike Hughes, President
- Hillary Hart, Vice President
- Rachel Houghton, Secretary
- Cindy Currie, Immediate Past President
- Karen Baranich, Director
- Nicky Bleiel, Director
- Lori Corbett, Director
- Judith Herr, Director
- Rich Maggiani, Director
- Tricia Spayer, Director
- WC Wiese, Director

### Office

- Kathryn Burton, CAE, CEO
- Diana Buttram, COO
- Lloyd Tucker, Deputy Executive Director
- Kevin Cuddihy, Assistant Editor

### Guests

- Mikah Sellers, In the Bakery

### Absent

- Aiessa Moyna, Treasurer

## Call to Order

Ms Hart called the meeting to order at 11:32am EDT (GMT-5). A quorum was established and the Board approved the agenda.

## **Executive Director's Report**

Ms. Burton reported that while IRS regulations require that the boards of directors review the returns before filing, there is no requirement that the board approve the returns. The board was sent the returns in November prior to the 15th filing date. The returns are prepared by STC's auditors based on the audited financial statements. One key IRS concern centers on whether the chief executive officer's compensation is within market ranges. The Executive Committee serves as STC's compensation committee and reviews comparable market data published by the American Society of Association Executives (ASAE). This data shows STC's CEO is paid on the low end of the market. STC publishes the ASAE data on the introductory page on the website where STC presents the tax return.

There was a Project Phoenix update with guest Mikah Sellers.

### **Discussion**

Discussion centered on the mission and vision statement. Suggestions included whether the board wanted to start a discussion on the Board Yahoo Group to review the mission and mission statement.

There was also a suggestion to hold a Board meeting between 16 November 2010 and 14 December 2010 to finalize and/or vote on mission statement.

## **Face to face meeting in January 2011**

The will of the Board is to meet in January 2011, starting at noon on Saturday 15 January 2011 and ending by 3 p.m. on 16 January 2011. Agenda to be finalized in December 2010.

## **Adjourn**

The meeting was adjourned at 1:03 pm EST(GMT-5).