



# Society for Technical Communication

Board of Directors Teleconference Call  
20 September 2011

## Attendees

### Board

- **Hillary Hart, President**
- **Alan Houser, Vice President**
- **Aiessa Moyna, Treasurer**
- **Rachel Houghton, Secretary**
- **Cindy Currie-Clifford, Immediate Past President**
- **Karen Baranich, Director**
- **Nicky Bleiel, Director**
- **Lori Corbett, Director**
- **Rich Maggiani, Director**
- **Tricia Spayer, Director**
- **WC Wiese, Director**

### Office

- **Steve Skojec**
- **Kathryn Burton, CEO**
- **Lloyd Tucker**
- **Greg Larsen, CFO, CPA**
- **Liz Pohland**

## Call to Order

Ms. Hart called the meeting to order at 11:32 am (GMT-4). A quorum was established and the Board approved the agenda.

## Vote on chapters

Ms. Burton reported that the IRS has given STC a deadline of 30 September 2011 to “terminate” chapters that lost their non-profit status for failure to file 990s in the last three years or risk STC losing its non-profit status. Mr. Larsen indicated that the instructions from the IRS keep changing from week to week on this issue and therefore, STC has not been given much time to respond. Ms. Burton reported that STC can help chapters regain their non-profit status by changing their names and resubmitting for a new EIN under STC’s group exemption. A board member asked for an estimate of time per chapter to deal with this. Mr. Larsen indicated that once the chapter informs STC what its new name is, it can take him between one and four hours to complete the IRS process. Ms. Burton stated that there are no legal costs, and changing names on website is a nominal task..

Mr. Skojec presented a list of chapters to be dissolved (which is STC’s term for the IRS term “terminate.”) The list was corrected to move the Trinitite chapter to the student chapter portion of the list. The student chapter list is all but three of STC’s existing student chapters.

Motion approved and passed to dissolve all of the STC professional and student chapters that have lost their EIN numbers and tax-exempt status.

## Board Handbook

The Board discussed progress on the board Handbook, a collection of advisory and binding documents for Board members and Board candidates. Ms. Hart thanked Ms. Corbett for her effort on the Board Handbook. Ms. Corbett thanked the other committee members: W.C. Wiese, Aiessa Moyna, and Alan Houser.

The Board discussed details of content, management, and maintenance of the board handbook. Ms. Corbett will continue to accept and incorporate comments and expects to complete the handbook for presentation and approval at the October Board meeting.

## Global Positioning & Strategic Goals

The Board reviewed a draft statement regarding STC’s global position. Ms Hart pointed out that how STC sees itself within the international community of associations will impact STC’s strategic goals.

The Board reviewed the strategic goals. There was discussion about priority of goals and about whether "defining the profession of technical communication" should be the top goal as suggested. Some discussion that "Increasing the value of STC" should remain the top strategic goal. Discussion postponed.

## SIG Value Package

STC office presented a new SIG value package for a package price of \$295, including basic membership and membership in all 22 SIGs. Discussion clarified that no chapters are included in this package.

The motion to offer the SIG value package at \$295 was approved by the Board.

## Strategic Goals continued:

Discussion continued on the strategic goals. The Board will do an email vote on the strategic goals.

## Membership Committee

Please pass along ideas regarding increasing membership to the committee.

## Adjourn

The meeting was adjourned at 1:10 p.m. EST (GMT -4).