



Society for  
Technical  
Communication

**Society for Technical Communication**

**Board of Directors Meeting Summary**

**Conference Call**

**18 July 2013 9:30 AM – 11:00 AM CDT**

## **Attendees**

### Board

- Nicky Bleiel, President
- Kit Brown-Hoekstra, Vice President
- Alyssa Fox, Secretary
- Jane Wilson, Treasurer
- Alan Houser, Immediate Past President
- Bernard Aschwanden, Director
- Ray Gallon, Director
- Deanne Levander, Director
- Ben Woelk, Director

### Office

- Chris Lyons, Executive Director
- Lloyd Tucker, Deputy Executive Director
- Greg Larsen, Chief Financial Officer
- Liz Pohland, Director of Content Strategy and Publications
- Stacey O'Donnell, Director of Member and Corporate Engagements

## **Call to Order**

Ms. Bleiel called the meeting to order at 9:31 AM CDT (GMT -5:00).

## **Consent Agenda Items**

- Approval of June 2013 board meeting minutes and summaries
- Approval of Board handbook policy updates
- Approval of new Global Member Survey Task Force member
- Approval of DCSA committee members
- Approval of CAC outreach committee members

The consent agenda items were approved.

## **Agenda Items**

- President's Report (10 minutes) – Nicky Bleiel
- Executive Director's Report (15 minutes) – Chris Lyons
- Treasurer's Report (15 minutes) – Jane Wilson
- Chapter Revitalization and Improvement (30 minutes) – Chris Lyons
- Executive Session (20 minutes)

## **President's Report**

Ms. Bleiel updated the board on the face-to-face board meeting in November.

## **Executive Director's Report**

Mr. Lyons presented updates to the board on the following topics:

- Membership revenue
- iMIS modifications
- MOOC
- Certification program

## **Treasurer's Report**

Ms. Wilson reviewed the May 2013 financial statement.

*A motion was made for the board to accept the May 2013 financial statement. The motion was seconded. The motion carried.*

## **Chapter Revitalization and Improvement**

Mr. Lyons discussed the need for chapters to increase vitality and relevance. The board is looking at ways to improve the chapter model to provide benefits to STC members, as well as sustain the association as a whole.

It is the will of the board for Mr. Lyons and staff to work on details related to how to do this and return to the board with more specific information and plans.

## **Adjournment**

Ms. Bleiel adjourned the meeting at 11:15 AM CDT (GMT -5:00).