



Society for  
Technical  
Communication

**Society for Technical Communication**

**Board of Directors Meeting**

**Conference Call**

**15 August 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
- 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 9:43 AM CDT (GMT -5:00).

## **Consent Agenda Items**

- Approval of July 2013 board meeting minutes and summaries

The consent agenda items were approved.

## **Agenda Items**

- President's Report (10 minutes) – Nicky Bleiel
- Executive Director's Report (10 minutes) – Chris Lyons
- Treasurer's Report (10 minutes) – Jane Wilson
- Membership Rates and Levels (20 minutes) – Chris Lyons
- Chapter Revitalization and Improvement, Part 2 (20 minutes) – Chris Lyons
- Executive Session (20 minutes)

## **President's Report**

Ms. Bleiel updated the board on miscellaneous items.

*A motion was made to approve the Palm Beaches chapter changing their name to the South Florida chapter. The motion was seconded. The motion carried.*

## **Executive Director's Report**

Mr. Lyons presented basic numbers for the business.

We have a new Member Services Manager, Megan McBroom, replacing Barbra Sanders. She starts Monday, Aug. 19.

## **Treasurer's Report**

Ms. Wilson reviewed the June financial report with the board.

*A motion was made that the board accept the June 2013 financial report. The motion was seconded. The motion carried.*

## **Operations Events and Summary**

Mr. Lyons discussed the proposed membership dues by category for 2014.

*A motion was made to accept the 2014 membership dues as proposed. The motion was seconded. The motion carried.*

## **Chapter Revitalization and Improvement**

Mr. Lyons continued last month's discussion of improving the chapter model. Mr. Lyons would like to have a plan in place by the end of this year.

## **Executive Session**

The board entered executive session at 10:49 AM.

The board exited executive session at 11:10 AM.

## **Adjournment**

Ms. Bleiel adjourned the meeting at 11:10 AM CDT (GMT -5:00).