



Society for  
Technical  
Communication

**Society for Technical Communication**

**Board of Directors Meeting Summary**

**Conference Call**

**24 October 2014 9:30-10:30 AM CDT**

## **Attendees**

### Board

- Kit Brown-Hoekstra, President
- Alyssa Fox, Secretary
- Jane Wilson, Treasurer
- Nicky Bleiel, Immediate Past President
- Deanne Levander, Director
- Ben Woelk, Director
- Charles Fisher, Director
- Ray Gallon, Director

### Office

- Chris Lyons, CEO

Ms. Brown-Hoekstra called the meeting to order at 9:33 AM CT.

A quorum was established.

## **Agenda Items**

- Vote to waive the 7-day requirement for notice of board meeting
- Discussion and vote on giving Chris Lyons authority to sign 2016 Summit contract
- Discussion and possible vote on email vote parameters

The agenda was approved.

## **Waive Notice Vote**

*A motion was made to waive the 7-day notice requirement to hold a board meeting. The motion was seconded. The motion carried.*

## **2016 Summit Vote**

*A motion was made that the board give Chris Lyons, STC CEO, authority to sign a contract for the 2016 STC Summit with details as presented. The motion was seconded. The motion carried.*

## **Email Votes**

Mr. Lyons informed the board that he had asked Mr. Dave Goch, our attorney, about email votes. Mr. Goch's opinion is that email votes should be unanimous (i.e., all must vote Yes for the motion to pass).

Ms. Brown-Hoekstra recommended that we clarify the bylaws to state that email votes must be unanimous to pass. She also recommended that we write up the guidelines and add these to the board handbook.

Ms. Brown-Hoekstra adjourned the meeting at 10:18 AM.