



Society for  
Technical  
Communication

**Society for Technical Communication**

**Board of Directors Meeting Summary**

**Conference Call**

**11 May 2015 11:00 AM – 12:30 PM CDT**

## **Attendees**

### Board

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

### Guests

- Adriane Hunt
- Cindy Pao
- Craig Baehr

### Office

- Chris Lyons, CEO
- Liz Pohland, Director of Communications

Ms. Brown-Hoekstra called the meeting to order at 11:02 AM.

A quorum was established. The agenda was approved.

## Consent Agenda Items

- Approval of April meeting minutes and summary

The consent agenda items were approved.

## Agenda Items

- Approval of Technical Communication journal editor
- Competitions vote – 20 minutes
- CEO's report (Chris Lyons) – 15 minutes
- Treasurer's report (Jane Wilson) – 15 minutes
- President's report (Kit Brown-Hoekstra) – 10 minutes
- CAA revamp vote – 10 minutes
- Conference chair issues – 10 minutes

## Approval of Tech Comm Journal Editor

*A motion was made that the board of directors approve Dr. Sam Dragga as the next editor of the Technical Communication journal. The motion was seconded. The motion carried.*

Ms. Pohland left the meeting at 11:07 AM.

## Competitions Vote

The board voted on a proposal for the International Summit Awards competitions. The motion was denied.

Ms. Brown-Hoekstra asked the Competitions Revamp Task Force to pull together a business case, options, and communication schedule for a vote at the Saturday face-to-face board meeting at the summit.

## CEO's Report

Mr. Lyons reported on the current status of the society.

Other items of note:

- The audit is over, and we are waiting for the final draft. STC got a clean opinion.
- The Tech Comm Journal editor search settled on the top candidate.
- The Intercom website has been upgraded to the latest WordPress version, ending the issue of it crashing.
- Ms. Pohland and Mr. Lyons visited the new George Mason student chapter.

## **Treasurer's Report**

Ms. Wilson reported on the February and March financials.

*A motion was made that the board approve the February and March financial reports as presented. The motion was seconded. The motion carried.*

## **President's Report**

Ms. Brown-Hoekstra reported that the new board members received training April 29. Mr. Lyons walked them through how to read and analyze financial reports.

Ms. Brown-Hoekstra interviewed Temple Grandin on April 20<sup>th</sup>, and sent the edited video to Ms. Pohland. She is now working on an Intercom article about Dr. Grandin.

## **CAA Revamp Vote**

*A motion was made that the board of directors approve the redesign of the Chapter Achievement Awards (CAA) application and instructions. The motion was seconded. The motion carried.*

*A motion was made that the board of directors approve the continuation of the CAA Revamp task force for Phase II. The motion was seconded. The motion carried.*

## **Conference Chair Discussion**

Mr. Lyons noted the changing membership of the society and related changes to the summit.

*A motion was made that we amend the conference committee charter to include wording that states the conference chair is nominated by the STC President with input from the Director of Education and/or the Executive Director and approved by the board, and the program manager is nominated by the conference chair with input from the Director of Education and/or the Executive Director and approved by the board. The motion was seconded. The motion carried.*

The meeting was adjourned at 12:35 PM CDT.