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**Society for Technical Communication**

**Board of Directors Meeting Summary**

**Conference Call**

**15 June 2016 4-5:30pm EDT/10-11:30pm CET/6-7:30am AEST**

# Attendees

Board

* Adriane Hunt, President
* Alyssa Fox, Vice President
* Kirsty Taylor, Secretary
* Jane Wilson, Treasurer
* Bernard Aschwanden, Immediate Past President
* Craig Baehr, Director
* Alisa Bonsignore, Director
* Liz Herman, Director
* Cindy Pao, Director

Office

* Chris Lyons, Executive Director

Ms. Hunt called the meeting to order at 4:03 PM PDT.

A quorum was established. The agenda was approved.

# Consent Agenda Items

* Approval of May 14 and May 18 meeting minutes and summary.
* Approval of May 16 Business Meeting minutes.
* Approval of updates to the STC Investment Policy.
* Approval of new chair and members of the CAAEC
* Approval of change to dates for Community Pacesetter Awards

The consent agenda items were approved.

# Agenda Items

* Call to order and approval of agenda
* Consent agenda items
* President’s report (15 minutes) – Adriane Hunt
* Executive Director’s report (15 minutes) – Chris Lyons
* Treasurer’s report (10 minutes) – Jane Wilson
* Nominating Committee report (15 minutes) – Bernard Aschwanden
* Competition Update (10 minutes) – Adriane Hunt
* Community Pacesetter Awards (10 minutes) – Adriane Hunt, Cindy Pao
* SIGs discussion (15 minutes) – Adriane Hunt, Alyssa Fox

# President’s Report

Ms. Hunt commented on her one-on-one meetings with the Committee chairs in June and July.

Ms. Hunt was interviewed by the U.S. News and World Report, as that organisation is adding the profession of Technical Writer to the jobs that they rank and profile.

*A motion was made that the board dissolve the Europe SIG at the end of the calendar year, remove the SIG from the STC website, and archive its website. The motion was seconded. The motion was carried.*

# Executive Director’s Report

Mr. Lyons reported on the membership levels to 9 June, and compared them to the same statistics for 2014 and 2015. Membership remains stable.

CPTC Foundation – 50 individuals have registered, 21 have passed their test. Working with APMG to add more questions to the question bank for the certification exam, so that the test is more dynamic.

Summit review:

* 69% of survey respondents rated the Summit as very good or excellent.
* 15% of attendees completed the Summit survey.
* Most people are being paid by their employer to attend or are self-employed and expensing the costs to their business.
* 80% of respondents rated the venue as very good or excellent.

Mr. Lyons mentioned a number of ideas that are being discussed as potential changes for the 2017 Summit.

SIGs and BoK

Mr. Lyons suggested that the the BoK could be fleshed out through the use of an online forum, with moderation.

Other items of note:

* Mr. Lyons and Ms. Pohland attended the IABC World Conference June 6-8
* Ms. O’Donnell attended the NAGC conference June 8 & 9
* APMG PM Helen Platt attended Lavacon Dublin June 6 & 7
* Two online classes starting in June
* iMIS upgrade continues *–* due mid-August
* Website by end of June
* Internet connectivity upgraded, phones upgraded later this month

# Treasurer’s report

Ms. Wilson reviewed the April financial report. April was the pre-conference month, so pre-paid Summit expenses influences the finances before the income is realised.

Total assets are $1,177,171, up on April 2015 by about $27,000. End April cash is $453,977. This is down on 2015 by about $70,000. The gap compared to 2015 is getting smaller. Investments are at $350,935. The market is improving, and this is closer to the comparable 2015 month than recent months have been. Pre-paid expenses are $114,986, which is $83,214 greater than April 2015 – due to pre-paid Summit expenses being recognised in different months in 2015 vs 2016. Total assets are $1,177,171.

The operating change in net assets is -$184, 709. We are behind our budget. Change in net assets and non-operating activities is -$72,058.

A motion was made that the board accept the financial statements for April as presented. The motion was seconded. The motion carried.

# Nominating Committee

Mr. Aschwanden updated the board on the meetings that have been held with the Nominating Committee so far, and discussions of improvements with Mr. Alan Houser, the 2015-2016 Nominating Committee chair. Newly elected board members were asked for their recommendations to improve the process, as they have most recently gone through the nomination selection process.

# Competition

Ms. Hunt discussed an ISA Competition Update, prepared by Ms. Kit Brown-Hoekstra. A town hall meeting was held on 29 May, 2016. Ms. Brown-Hoekstra has drafted a charter for the competition program. The board discussed the current and future state of the competitions.

# Pacesetter awards

The Community Achievement Award Evaluation Committee (CAAEC) has requested that there be a change to the dates of Pacesetter awards. Ms. Pao commented that the Pacesetter Award is for the year in which the innovative activity took place, not the year in which the award is presented. However, Community Achievement Awards have the date of the year in which they are presented. This is confusing. The board discussed the difference between Community Achievement Awards and Pacesetter Awards.

*A motion was made that the criteria for the Pacesetter Award are combined with the Community Achievement Award and do away with the Pacesetter Award for 2017 and going forward. The motion was seconded. The motion carried.*

The meeting adjourned at 5:29pm EDT.