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**Society for Technical Communication**

**Board of Directors Meeting Summary**

**Conference Call**

**20 July 4-5:30pm US EDT/ 21 July 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, STC Executive Director

Guests

* Larry Kunz, Chair, Fellow Committee

# Consent Agenda Items

* Approval of June 15 meeting minutes and summary.

# Agenda Items

* Call to order and approval of agenda
* Consent agenda item
* President’s report (15 minutes) – Adriane Hunt
* Executive Director’s report (15 minutes) – Chris Lyons
* Treasurer’s report (15 minutes) – Jane Wilson
* Willamette Valley chapter (15 minutes) – Cindy Pao
* New Criteria for STC Fellow Nominations (15 minutes) – Larry Kunz

The meeting opened at 4pm US EDT.

The agenda was approved.

The consent agenda was approved.

Ms Wilson joined the meeting at 4:01pm.

# President’s Report

Ms Hunt presented the proposed committee members for the Summit Conference committee, Community Affairs committee, Associate Fellows Nominating committee, and Ken Rainey Recognition Award committee. All proposed members for these committees were approved by the board.

# Executive Director’s Report

Mr Lyons reported on the current membership numbers. Overall, membership is down compared to July 2015. The office staff are trying a number of marketing activities to appeal to new members.

Ms Herman joined the meeting at 4:09pm.

STC has offered CVP membership to companies, where the staff have identified that there are multiple members in a single company, but the company is not already a CVP member. Discussions have been held with technical communication vendors about working collaboratively on marketing programs. The promotion for a friend to join STC for free has resulted in 45 memberships.

**CPTC update**

59 participants have now registered for the CPTC; there has been an 80% pass rate on the test. More questions are being created for the exam question bank to ensure that a variety of questions can be used in any one exam. Current individual questions are also being looked at, to see if some of them could be more clear.

Sterling Ledet and Associates, an authorized Adobe, Apple, Google, and Quark training company, have expressed an interest in adding CPTC to their training offering.

Tekom have discussed swapping registration between TC World and the STC Summit.

The new STC website is still in progress. The iMIS upgrade discussions are continuing. There may be some custom code after the upgrade, but not as much custom code as STC currently has. A new job board will be launched after the new website goes live. The Twin Cities chapter will move to STC hosting soon.

In the past month, STC has drawn down on their line of credit.

The STC conference and meeting staff have visited potential 2019 Summit venues.

# Treasurer’s Report

Ms Wilson presented the financial report to end May 2016. Final numbers on the Summit will not be available until the June financials are finalized.

Total cash is $406,370. The comparison year-on-year to 2015 is odd due to the Summit being in different months in both years. Investments are up a small amount. Total assets are $1,036,311. Total liabilities $1,098,639. Deferred revenue is off compared to 2015 –again due to Summit timing. Final Summit numbers will be available when the June financials are presented. Indicators for the Summit are that overall, expenses were more than met, and a profit was made.

Investments are slightly up for the year, by $13,773.

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

# Willamette Valley chapter

A motion was presented to the board to dissolve the Willamette Valley chapter.

The board discussed the history and actions leading to this motion, and the activities undertaken by the CAC in the past year.

The motion was withdrawn.

# Suncoast Chapter

A motion was presented to the board to dissolve the Suncoast chapter.

The board discussed the history and actions leading to this motion.

The motion was withdrawn.

# General Discussion

The board discussed whether longstanding committee chairs were planning for their succession.

Mr Larry Kunz joined the meeting at 5:02pm.

# Criteria for STC Fellows

In response to discussions about the 2016 Fellow nominations, the Fellows Nominating Committee has proposed new criteria to be used in considering Fellow applications.

Mr Kunz left the meeting at 5:17pm.

The board continued to discuss criteria and weighting.

# STC France Chapter

An email was circulated to the board from the current President of the France chapter about dissolving the chapter at the 2016 AGM and forming a new entity. A new entity could be formed without being tied to the AGM or dissolution of the STC France chapter.

The board determined to discuss the notion of affiliation for non-North American groups at the next board meeting.

The meeting was adjourned at 5:31pm.

# Email Votes in 2016 Year

The following votes were taken and passed via email for the 2016-2017 year thus far.

*Move that the STC Board of Directors approves the ISA Competition Committee Charter.*

*Move that the STC Board of Directors approves the ISA Competition Committee to make necessary changes to the competition business model that will facilitate short-term improvements and long-term profitability, sustainability, and scalability.*

*Move that the board review and approve the revised Scholarship Committee charter for 2016-2017.*