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**Society for Technical Communication**

**Board of Directors Meeting Summary**

**27 February 2019 5:00 PM – 6:30 PM EST**

# Board

* Jane Wilson, President
* Ben Woelk, Vice-President
* Kirsty Taylor, Secretary
* James Bousquet, Treasurer
* Alisa Bonsignore, Director
* Todd DeLuca, Director
* Jessie Mallory, Director
* Robert Perry, Director

# Office

* Liz Pohland, STC CEO

# Apologies

* Alyssa Fox, Immediate Past President

# Agenda Items

* Treasurer’s Report – Jim Bousquet 20 min
* CEO Report – Liz Pohland 10 min
* Excalibur Update – Alisa Bonsignore 15 min
* Summit Update – Nicky Bleiel and Cindy Currie – 20 min

# Consent Agenda

* Approve November meeting minutes and summary.
* Approve January meeting minutes and summary.

The meeting was called to order at 5:02pm. A quorum was established. The agenda was approved. The consent agenda was approved.

**CEO Report**

**Membership** – at Feb 21, 2784 members, -406 as of last year on this date.

**Education**

Had to cancel a couple of courses due to low registrations. Up on overall attendees. New education manager hired and has started.

**Summit**

At 24 Feb – 335 registrations. Tracking close to previous years. Thanks to Ms Currie and Ms Bleiel for being super involved, helping promote the Summit, getting word out themselves. Ms Pohland reviewed the current plans by the Rocky Mountain chapter for social activities during the Summit. Thanks to Ms Brown-Hoekstra and the Rocky Mountain chapter!

**Certification**

As at Feb 8, 18 CPTC exams taken in 2019; total is 268.

Mr Baehr continues to work on the Practitioner level. Sample Exam is due around May. APMG has updated the Foundation exam for all editions of the text that are available. APMG is increasing exam prices in March.

Total royalties to STC Certification Commission is $5865.24.

**General updates**

Ms O’Donnell finished with STC on 15 Feb. Blog post went up today about recent staff changes. Ms O’Donnell has been working with Ms Gallalee on handover, including some weekend work.

Staff is very busy with the Roundtable launch. 2018 audit starts tomorrow.

Ms Bonsignore joined the meeting at 5:16pm.

The office move is booked.

# Treasurer’s Report

Mr Bousquet presented an update on the financial status of the society. Accountants are working on 2018 year-end, so there is no January 2019 finance report available yet. Currently expecting the reports in early March.

Community budgets – 3 declined funding, 1 was denied, 1 was deferred, 2 asked for extensions but didn’t submit, 3 didn’t respond, 44 budgets were accepted.

# Excalibur Update

Ms Bonsignore presented an update to the board on the Excalibur initiative. Roundtable has been chosen as the public name.

Mr Scott Abel will be host for the first month. Sample deliverables list was presented.

As well as receiving feedback from attending members, a group of “secret shoppers” has been convened to provide constructive feedback about the entire experience. Pricing has been set.

Current schedule for March shown, and Ms Fox is working with the April host. Have topics planned through to the end of the calendar year.

Various logistics around content, technology and more were discussed.

# Summit update

Ms Bleiel joined the meeting at 5:49pm. Ms Currie joined the meeting at 5:50pm.

Registration numbers – 335. Very close to last year at this point.

**Programming**

10 workshops (2 full-day, 8 half-day). All workshops have registrations. Have 87 sessions, plus three standard STC sessions (BoK, CPTC, Meet the Editors). A CPTC prep course and exam will be held. There will be an Opening Keynote, Honors Event Speaker, and closing plenaries. In addition to tracks, will also have MicroTracks – tracks within tracks. This will be discussed in a blog post and in the schedule.

Have made a lot of website updates, with help from the staff. Whole lot of information about the closing plenary. Speaker bios, networking page, grid-based schedule in PDF. Improved linking. Content on site being updated so that it’s always fresh. Thanks to the staff for their help!

Ms Bleiel and Ms Currie will have a speaker orientation on 8 March. AttendeeHub app is coming soon.

Publicity – Ms Bleiel interviewed Peter Morville, and that blog post is now available. There are eight more Notebook blog posts in the queue. Will be having a webinar with the North Carolina chapter tomorrow night to promote the conference.

Ms Bleiel and Ms Currie left the meeting at 6:03pm.

The meeting adjourned at 6:06pm.

# Email motions since the last meeting

*Move that the board approve the proposed edits to the DCSA guidelines.*

The motion passed.

*Move that the board approve the committee’s recommendations for the DCSA recipients.*

The motion passed.

*Move that the board approve the recommendations made by the Fellows committee for recipients of the honor of Fellow.*

The motion passed.