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**Society for Technical Communication**

**Board of Directors Meeting Minutes**

**25 July 2019 4:30pm – 6:00 PM EDT**

# Board

* Ben Woelk, President
* Craig Baehr, Vice-President
* Jane Wilson, Immediate Past President
* Kirsty Taylor, Secretary
* James Bousquet, Treasurer
* Bethany Aguad, Director
* Alisa Bonsignore, Director
* Todd DeLuca, Director
* Laura Palmer, Director

# Office

* Liz Pohland, STC CEO

# Agenda Items

* Treasurer Report (20 min) – Jim
* Scholarship Committee update (10 min) – Todd
* BoK – definition of Tech Comm and charter (10 min) - Laura
* CEO Report (20 min) – Liz
* Resourcing Taskforce Update (30 min) – Jane

# Consent Agenda

* Approve 20 June Meeting Minutes and Summary

The meeting was called to order at 4:30 pm. A quorum was established. The agenda was approved. The consent agenda was approved.

# Treasurer Report

Mr Bousquet presented the financial report to end May 2019.

Assets – Total assets $769,941.

Liabilities – Total liabilities $834,104. Total net assets $(64,613) compared to $52,565 in May 2018.

Revenue – conference registration was 40% better than budget. Webinars are further behind budget. Total revenue $1,145,660 against a budget of $1,106,280. Expenses – Total expenses $877,262; higher than 2018, but under budget by $52k.

Operating change in net assets $268,398. Better than budget by $91k.

Total change in net assets $295,534; $104k better than budget.

*Move that the board accept the May 2019 financial report.*

*The motion was seconded. The motion passed.*

Mr Bousquet presented the June financial report.

Assets – Total assets $660,823. Liabilities – Total liabilities $769,599.

Total net assets $(108,776) against $(201,894) in 2018.

Revenue $1,211,989. Webinars are at 46% of budget. Dues are below budget.

Expenses - $1,008,203 against a budget of $1,144,143.

Operating change in net assets $203,786 against a budget of $69,510.

Total change in net assets $251,370 against a budget of $86,860.

*Move that the board accept the financial report for June, 2019.*

*The motion was seconded. The motion passed.*

# Scholarship Committee Update

Mr DeLuca presented an update on the progress of the Scholarship committee.

The committee made a recommendation for offering a scholarship for 2020.

The board had a discussion about the proposal.

Mr DeLuca will take some comments back to the committee.

# Tech Comm definition and TCBOK update

Ms Palmer joined the BoK meeting with the editors this week. The editors have requested that the definition of Technical communication be the same on the STC website and in the BoK.

Ms Palmer will work with Ms Herman on this topic. The BoK committee charter will be discussed in email.

# CEO Report

Ms Pohland presented a report on activities.

**Membership**

At 22 July, we have 3,524 members, down 531 on last year at this time. Revenue is $699,871.

**Education**

At 22 July, 1,115 attendees. Ms Ventura is working with the committee to try to improve numbers.

**Certification**

At 23 July, 236 passes, 95 failures, 91 paid but not yet sat the exam. Overall pass rate is 71%.

Mr Baehr is writing the Practitioner exams. Ms Pohland is working with the textbook author and publisher on various issues.

**Roundtable**

Calendar has been published through to March 2020.

At 22 July, 475 people have subscribed in iMIS. A breakdown of member types was provided.

The launch has been delayed due to difficulty with iMIS Cloud 20 upgrade.

**2020 Summit**

The conference committee is engaged and working with staff on getting the CFP launched.

Progress on the 2021 location was discussed.

Ms Gilliam looked at numerous options throughout North America, including Toronto, Canada (where the food and beverage minimums were more than double the US options - with currency conversions taken into account). This was deemed to be too risky to pursue, as significantly higher attendance or higher conference fees would be required for that expenditure to not cause a significant financial loss to the society.

# Resourcing Taskforce update

Ms Wilson presented a report on the progress of the Resourcing Taskforce.

The meeting adjourned at 6:01pm.

# Email votes since the last Board meeting

*Move that the board approve the charter for the Non-Dues Revenue Taskforce.*

The motion passed.