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**Society for Technical Communication**

**Board of Directors Meeting Summary**

**26 June 2018 5:00 PM – 6:30 PM EDT**

# Board

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

Office

* Liz Pohland, STC CEO

Guests

* Ian Shuman, Gelman, Rosenberg and Freedman, STC accountant

# Agenda Items

* Reviewing Nonprofit Financial Reports – Ian Shuman (15 min)
* Treasurer’s Report – Jim Bousquet 15 min
* President’s Report – Jane Wilson 10 min
* CEO Report – Liz Pohland 15 min
* Motions from Annual Business Meeting - 20 minutes
* Strategy doc (Wrap up Focus Area 1, Overview Focus Area 2) - 15 min

# Consent Agenda

* Approve minutes and summary of the 19 May board meeting.
* Approve minutes of the 2018 Annual Business Meeting

The meeting was called to order at 5:01pm. A quorum was established.

The consent agenda was approved. The agenda was approved.

Mr Ian Shuman joined the meeting at 5:00pm.

# Overview of not for profit financials

Mr Ian Shuman, accountant, addressed the meeting. Gelman, Rosenberg and Freedman – CPA firm in DC. Outsourced accountants providing accounting services to the society.

Mr Shuman provided information around the financial statements of the society, using the April 2018 Financial report as the exemplar. Mr Shuman went through some of the sections in the reports that might not be immediately understood by non-accountants.

# Treasurer’s Report

Mr Bousquet presented the society financials to end April 2018.

Assets to end April. Cash at $195k. Investments up on 2017 by $30k. Total assets $823,123.

Overall liabilities $1,213,903 ($107k better than 2017).

Total Net Assets worsened by another $60k in April – now at -$390,782.

**Revenue**

Webinars are ahead of 2017, but behind budget. Membership dues realised YTD is $235,470 which is below budget. Total revenue $353,282.

**Expenses**

Personnel variance is still favourable. Total expenses $568,464.

Operating change in net assets: **-**$215,182. Slightly worse than budget.

Total change in net assets: **-**$219,101.

*Move that the board accept the financial report for the month of April 2018.*

The motion was seconded.

The motion passed.

Mr Shuman left the meeting at 5:38 pm.

# President’s Report

Ms Wilson presented her report. Ms Sarah O’Keefe could not attend today’s meeting, so will report back in the July meeting about the progress of the business value taskforce.

Ms Wilson discussed the responses to the Summit Conference Chair RFP

The board discussed many aspects relating to the RFP responses.

*Move that the board appoint Cindy Currie and Nicky Bleiel as co-chairs for the 2019 Summit.*

The motion was seconded.

The motion passed.

*Move that the board appoint Pam Brewer as chair of the BoK committee, and Julia Cho as chair of the Scholarship committee.*

The motion was seconded.

The motion passed.

Now that the Chairs are in place for the Summit, will be organising a post mortem.

# CEO Report

Ms Pohland presented her report.

**Membership**

Membership as of 24 June – 3,920 members vs 3974 members in 2017. Current difference of **-**54. 2018 revenue is $728,931 compared with $791,821. Membership budget is $955,579. Challenge for Ms Pohland and staff to bring in extra income to make this year work.

**Education**

573 paid attendees, $82,884 in revenue. Although currently below budget, this is 71 additional students over last year.

**Summit @ 28 May**

Revenue is below budget by $4,613.

Ms Pohland, MsO’Donnell and Ms Gilliam visited a potential 2020 Summit destination last week.

**Certification**

At 20 June, 201 exams, 149 passes, 52 failures.

Spoke to APMG project managers yesterday. Continuing to work towards launching practitioner level.

CEU module meeting tomorrow with our iMIS vendor.

APMG royalty update – only $5,734.52 away from seeing income from this program.

# Motions from the Annual Business Meeting:

The board discussed the motions that were brought up during the Annual Business Meeting in May.

**Motion 1**

“I move that the board consider holding a Summit outside North America within the next five to eight years.”

The board discussed various aspects of this motion, including cost implications, local laws, ability of STC staff to travel to support a local event, learning curve of holding an event outside the USA.

Will discuss the other two motions in next month’s agenda.

The meeting adjourned at 6:29pm.