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**Society for Technical Communication**

**Board of Directors Meeting Summary**

**28 May 2020, 4:30-6:30pm 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

Guests

* Ann Marie Queeney, STC Director, 2020-2022
* Timothy Esposito, STC Secretary, 2020-2022

# Agenda Items

* Treasurer report (10 mins) – Jim Bousquet
* CEO Report (15 mins) – Liz Pohland
* Parting thoughts (10 mins) – Alisa Bonsignore and Jane Wilson
* Audit Report (10 min) – Alisa Bonsignore or committee rep
* Business Value Taskforce report (10 min) – Alisa Bonsignore
* Liaison reports (20 min) – all
* CAC report/SIG Transition/Leadership Day (10 min) – Bethany Aguad
* Nominating Committee needs (5 mins) - Ben Woelk
* AH discussion (10 min) – Liz Pohland
* Brief Board After Action Analysis (10 min) – All (what worked, what didn’t this year)
* President’s closing thoughts (10 min) – Ben

# Consent Agenda

* Approve April 30 meeting Minutes and Summary

The meeting was called to order at 4:34pm. The agenda was approved. The consent agenda was approved.

# Treasurer report

Mr Bousquet presented the financial report to end April, 2020.

Assets - $538,732, which is down on April 2019 by $550,000. Investments rebounded slightly in April.

Liabilities - $1,015,976 against $1,574,446 in April 2019.

Total net assets $(477,244)

Revenue - $281,638 against budget $366,166 and $302,648 in April, 2019.

Expenses - $464,585 against budget of $519,902.

Operating change in net assets - $(182,947) against April 2019 $(175,951) and budget of $(153,736).

Total change in net assets $(221,090).

*Move that the board accept the financial report for the month of April, 2020.*

The motion was seconded. The motion passed.

# CEO Report

Ms Pohland presented a report on activities of the Society office

**Membership**

To 24 May – 2,714 members for 2020 (-645) from last year at this time. Bumped up slightly on last month. Revenue - $547,356.

**Education**

Revenue is at $51,464 and currently behind the straight-line budget. Typical in May due to the conference. New courses starting online in June.

Affiliate courses update.

Roundtable – AH is working on marketing. The CVP program at all membership levels is being promoted.

**Summit**

388 individual registers and over 400 in the venue. $214,665 at 15 May.

Reduced sponsorship income than anticipated.

Engagez site will be updated to look like an OnDemand platform rather than be organised by days.

Future conference contracts will be revisited later this year.

**Certification**

Foundation CPTC - Total exams 297 passes, 120 failures. Overall pass rate is 71%. Total 417 exams. Two candidates have sat and passed Practitioner.

There has been a lot of interest in certification since the conference.

STCCC’s bank account is $4,532.44.

**General updates**

Applied for small business loan, received $4000 for 4 staff members.

Details of the upcoming Annual Business Meeting were discussed.

Staff thanked Ms Bonsignore and Ms Wilson for their service on the board during their terms.

# Parting thoughts

Ms Wilson gave some farewell comments after her seven years of Board service.

Ms Bonsignore made some farewell comments after her four years of Board service.

# Audit Report

Ms Bonsignore presented the audit committee report.

The auditors’ opinion:

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Society for Technical Communication, Inc. as of December 31, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

The auditors also provided a general suggestion for the Society to consider its banking products to reduce fraud risks. The auditors did not suggest the Society’s current banking products were of concern.

*Move that the Board approve the Audit report for Fiscal Year 2019.*

The motion was seconded. The motion passed.

Mr Bousquet abstained from this vote.

# Business Value Taskforce report

Ms Bonsignore presented a report on the activities of the Business Value Taskforce. The report from the taskforce has been shared with the board.

Ms Bonsignore presented an alternative report.

# Liaison reports

Ms Bonsignore discussed the committees and taskforces she liaised with this year.

Mr Baehr discussed his committees.

Mr Woelk discussed his committees.

Ms Palmer discussed her committees, and presented an update on the search for an editor for the Technical Communication journal.

Mr DeLuca discussed his committees.

Mr Bousquet discussed his committees.

Ms Taylor discussed her committees.

# CAC report/SIG Transition/Leadership Day

Ms Aguad presented a report on the activities of the CAC.

Philadelphia Metro Bylaws – streamlining their Administrative Council from 8 required elected voting members to 3 (President, Secretary/Treasurer, Immediate Past President)

*Move that the board approval the updated bylaws for the Philadelphia Metro Chapter.*

The motion was seconded. The motion passed.

Berkeley chapter merging with San Francisco

The Berkeley chapter, which merged with East Bay last year, has voted to merge with the San Francisco chapter.

*Move that the board approve the merger of the Berkeley and San Francisco chapter to form the San Francisco Bay Chapter.*

The motion was seconded. The motion passed.

**SIG Transition to new model**

All current SIG managers have been notified of the changes. Announced broadly at the Leadership Program yesterday. Ms Aguad will follow up with each SIG next week. Will meet with the SIGs and start the re-chartering process.

The use of Slack of, by, and for communities was discussed.

**Leadership Program**

Ms Aguad provided an update on the leadership program held yesterday. The program was well received, with high attendance, and people able to attend without going to Summit. The CAC is considering a virtual leadership program moving forward. Meetings may also be able to be held via Zoom now that the society has a licence.

# Nominating Committee needs

Ms Wilson discussed the Nom Comm in the past year, and her recommendations for Mr Woelk at a high level.

Mr Woelk asked for feedback for this year’s Nom Comm to consider. Mr Baehr will add to a future agenda for more in-depth discussion.

# AH discussion

Ms Pohland presented updates on the partnership with AH. They will be joining next month’s board meeting.

# Brief Board After Action Analysis

The board discussed what has and what hasn’t worked in the past year.

# President’s closing thoughts

Mr Woelk shared some closing thoughts. Mr Woelk reflected on the achievements of the past year. He thanked the board for their work and effort in the past year.

The meeting adjourned at 6:30pm.