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**Society for Technical Communication**

**Board of Directors Meeting Summary**

**Web Meeting, 27 February 2020, 4:30-6:00 pm**

# 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

* Summit report (10 mins) – Cindy Currie and Aiessa Moyna
* Summit report discussion (5 mins) – Board and CEO only
* Treasurer report (15 mins) – Jim
* CEO Report (15 mins) – Liz
* STC Chapter Alliance Competition update (10 mins)- Kirsty
* New SIG model (15 mins) – Todd, Bethany
* Election update (5 mins) – Jane/Liz
* Finalise CEO goals and contract (part will be executive session) – 15 mins

# Consent Agenda

* Approve January 21 Minutes and Summary

Ms Aiessa Moyna joined the meeting at 4:30pm.

The meeting was called to order at 4:31pm. The agenda was approved. The consent agenda was approved.

# Summit report

Ms Moyna presented an update on Summit 2020. Some trends occurring with this Summit have included presenters backing out for various reasons. The committee is working to replace gaps on the agenda - finding alternative speakers and using the opportunity to attract some new speakers.

Ms Moyna provided updates on the program. 9 preconference workshops at the moment. Over 100 regular sessions on the schedule. Will be recording 12 sessions this year – slides and audio only.

Working on various website updates. Schedule has been changing – only sharing days and times of sessions on the website for now. Rooms to be confirmed closer to the date. Will have the mobile app with full details of sessions at the Summit, and a printed program. Will have a session for first-time attendees and not-in-a-long-timers. Social events are being worked on, including some by the local chapter (Puget Sound).

Speaker orientation was last week. Final program is in progress. AttendeeHub app is in progress. Will be ramping up publicity in coming weeks.

Ms Moyna left the meeting at 4:52pm.

# Summit report discussion

Office working with local chapter on social events. Will have a Dine Around. Looking at tours at and other social events.

Some thought is being given to the potential impact of NCOVID-19 on travel and attendees.

# Treasurer report

Mr Bousquet presented the financial report for January, 2020.

Assets - $686,160, which is $97.5k lower than Jan 2019. Cash is lower, investments are up on Jan 2019.

Liabilities - $986,158. Less than Jan 2019 ($1,152,602).

Total net assets $(299,998) – better than Jan 2019 by almost $70k.

Revenue – Education is at 70% of budget, Ms Banner was barely getting started in Jan. Membership dues at 63% of budget, which is concerning at this point. Total revenue $54,807 vs $90k budget.

Expenses – Personnel better than budget. Community dues funding have not yet been sent. Total expenses $112,175 vs budget $164,714 and Jan 2019 $106,489.

Operating change in net assets - $(57,368) against Jan 2019 $(29,841) and budget $(73,923).

Total change in net assets $(60,239) against budget $(72,157) and Jan 2019 $(8,850).

*Move that the board accept the January 2020 financial report.*

The motion was seconded. The motion passed.

# CEO Report (15 mins) – Liz

Ms Pohland presented a report on the activities of the Society and staff.

**Membership**

AT 23 Feb, we have 2,228 members (-558 on 2019). MarCom team are trying to help with newsletter and other marketing. Membership revenue $461,540.

**Education**

AT 24 Feb attendance is 50 attendees with $15,515 in revenue. Currently $8,333 behind the straight-line budget. Expect to meet or exceed budget with Ms Banner’s work.

**Roundtable**

An update and various ideas for Roundtable were discussed.

**Summit**

Registration is ticking along nicely.

**Certification**

At 26 Feb – Foundation CPTCs – 280 passes, 116 failures, 92 yet to take exam. Overall pass rate is 70%. 339 member exams and 38 non-member exams.

Two candidates have sat and passed the Practitioner exam to date. Only those who’ve taken Foundation can take Practitioner.

STCCC’s bank balance currently $21,025 with $525 due for Jan 2020.

**AH Transition**

Ms Pohland updated on the transition of various activities to Association Headquarters.

Mr Bousquet left the meeting at 5:20pm.

Mr Bousquet rejoined the meeting at 5:22pm.

Finance, HR, Payroll, are all with AH now.

**General updates**

Budget cheques for communities are going out in Feb and Mar.

Audit will be 19-20 March.

Ms Gilliam will be unable to attend the Summit this year.

# STC Chapter Alliance Competition update

Ms Taylor gave an update on the meeting with TJ Cardenas, Malu Schloss, Carolyn Klinger and Ms Pohland. The activities and achievements of the Competition Alliance were discussed, and a document prepared by the group was shared with the board prior to the meeting.

Space in the exhibit hall has a cost associated with it. A catered event for competition recognition for all STC chapter competitions, for example, for all attendees would cost approximately $20,000. There was a suggestion for how these costs might be covered, but if those suggestions don’t come to fruition, STC would need to cover them.

Any possibilities of demo spaces should be made available to all competitions –all competitions need to have the same opportunity.

Leadership Day is often where such recognition occurs, and that would be the most appropriate time for competition winners to be recognised.

# Diversity and Inclusion Advisory Panel

Ms Taylor also provided a quick update on the Diversity and Inclusion Panel.

# New SIG model

Ms Aguad and Mr DeLuca presented an update on a potential new SIG model.

A proposed schedule was presented for upcoming activities. Practicalities surrounding the proposed changes were discussed.

Mr Bousquet left the meeting at 5:57pm.

# Election update

180 people have voted so far. A few didn’t find their email, but found it with the help of STC social media posts.

# Finalise CEO goals and contract

This topic was not able to be discussed during the meeting. Mr Woelk, Mr Baehr and Ms Pohland will work on this topic separately.

Mr Bousquet rejoined the meeting at 6:02pm.

The meeting adjourned at 6:02 pm.

# Email Votes since the last meeting

*Move to accept the committee’s recommendation for the Ken Rainey award in 2020.*

The motion passed.

*Move to accept the committee’s recommendation for the Jay R. Gould award in 2020.*

The motion passed.

*Move to increase the CEO compensation and award a bonus for 2019.*

The motion passed.

*Move to accept the committee’s recommendations for 2020 Sigma Tau Chi (STX) recipient.*

The motion passed.