



Society for
Technical
Communication

Board of Directors Meeting Summary

1 February 2023, 5:00pm ET

Attendees

Board

- Aiessa Moyna, President
- Timothy Esposito, Vice President
- Li-At Rathbun, Secretary
- Roberta Werner, Treasurer
- Kirsty Taylor, Immediate Past President
- Lori Meyer, Director
- Laura Palmer, Director
- Danielle Villegas, Director (absent)
- Sree Pattabiraman, Director (absent)

Guests

- Liz Pohland, STC CEO

Agenda Items

- Call to order and approval of agenda
- Consent agenda items (5 mins)
- Committees & committee chair (5 mins)
- Community Budget Review Committee recommendation (20 mins)

- CEO report & transition planning (15 mins)
- Adjourn

Consent Agenda

- Approve Board meeting minutes and summary – 18 January 2023

Minutes

The meeting was called to order at 5:04pm ET. The agenda was approved. The consent agenda was approved.

Committees & Committee Chair

Ms. Moyna proposed a new ad-hoc task force, “Marketing Communications Task Force.”

Move that the Board approve the creation of the Marketing Communications Task Force. The motion was seconded. The motion passed.

Ms. Moyna presented a proposed committee chair for the Marketing Communications Task Force.

Move that the Board approve Danielle Villegas as the chair of the Marketing Communications Task Force. The motion was seconded. The motion passed.

Ms. Moyna noted that the Marketing Communications Task Force will temporarily be handling some of the work that we were paying to have done professionally, particularly promoting activities that drive revenue. If we decide to leave this work with volunteers longer term, we may convert the task force to a committee, although there are certain aspects of the work we were paying to have done that volunteers may be unable to do.

Community Budget Review Committee Recommendation

Following up on the issue introduced at the January 23 Board meeting, Ms. Werner brought forward three motions.

Motion 1 was read. The motion was seconded. The motion passed.

Ms. Taylor arrived at 5:13pm.

Motion 2 was read. The motion was seconded. The motion passed.

Motion 3 was read. The motion was seconded. The motion passed.

CEO Report & Transition Planning

Ms. Pohland updated the Board on transition plans and activities and shared a revised operational gap analysis spreadsheet.

Ms. Moyna invited the BoD to review the spreadsheet and note any suggestions and questions in anticipation of our next discussion in 2 weeks.

Ms. Taylor left the meeting at 6:00pm ET.

Closing Remarks and Reminders

Ms. Moyna shared the next meeting date.

Adjournment

The meeting adjourned at 6:03pm ET.

Next Meeting

February 15, 2023, at 5:00pm ET for the biweekly Board meeting