



Society for
Technical
Communication

Board of Directors Meeting Summary

15 February 2023, 5:00pm ET

Attendees

Board

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

Guests

- Liz Pohland, STC CEO

Agenda Items

- Call to order and approval of agenda
- Consent agenda items (5 min)
- Intercom Awards Committee recommendations (5 min)
- Jay R. Gould Award Committee recommendations (5 min)
- Sigma Tau Chi & Alpha Sigma Honor Society recommendation (5 min)
- Honors & recognition update (5 min)
- Search Committee update (5 min)

- Nominating Committee report (5 min)
- CEO report & transition planning (20 min)
- Board meeting schedule (5 min)
- Adjourn

Consent Agenda

- Approve Board meeting minutes and summary – 1 February 2023

Minutes

The meeting was called to order at 5:02pm ET. The agenda was approved. The consent agenda was approved.

Mr. Esposito left at 5:03pm ET. Mr. Esposito arrived at 5:04pm ET

Intercom Awards Committee Recommendations

Ms. Rathbun, the committee liaison, presented the *Intercom Awards Committee's* rationale and recommendations for the 2022-2023 awards.

Move that the Board accept and approve the recommendations of the Intercom Awards committee. The motion was seconded. The motion passed.

Jay R. Gould Award for Excellence in Teaching Committee Recommendations

Ms. Palmer, committee liaison, presented the Jay R. Gould Award for Excellence in Teaching Committee's rationale and recommendations for the 2022-2023 applicants.

Sigma Tau Chi & Alpha Sigma Honor Societies Committee Recommendations

Ms. Moyna, committee liaison, presented the Sigma Tau Chi & Alpha Sigma Honor Societies Committee's rationale and recommendations for the 2022-2023 applicants.

Move that the Board approve the recommendation of the Sigma Tau Chi and Alpha Sigma Honor Societies Committee. The motion was seconded. The motion passed.

Honors & Recognition Update

Mr. Esposito reported to the Board about a new process regarding awards and honors announcements:

During its 8 February 2023 meeting, the Executive Committee accepted the suggestion that, going forward, the STC VP will be responsible for managing responsibilities related to announcing awardees and honorees. Specifically, the VP will:

1. Coordinate with committee chairs to ensure the winners are announced in official STC channels.
2. Ensure that headshots, bios, citations, translations, and so on for the Honors event and other communications of the winners are collected and provided to the right people.
3. Oversee the entire production for the Honors event, to include ensuring award plaques, brochures, slides, scripts, and so on are prepared and provided to the right people before the ceremony.

To that end, Mr. Esposito is creating a spreadsheet that will be a master list of all awards, awardees, citations, blog entries, photos (when applicable), website updates, and so on, that can be used as a source for the Honors pamphlet. He hopes to set it up this weekend, but will notify the BoD when it's set up.

After this is set up, Mr. Esposito will ask each liaison to work with their award committee chairs to collect all the information needed for each award. The liaison will then provide Mr. Esposito with the info in one, concise collection of content, for easy processing so he can post things accordingly.

The process will be that the Vice President hears only from the liaisons, and only with complete information on each award.

Search Committee Update

Ms. Moyna updated the Board about the activity of the Search Committee.

Nominating Committee Report

Ms. Taylor, committee chair, updated the Board about the 2023 election process and related dates.

- The preliminary slate was published, and the petition period ends February 28. So the Board will be able to vote on the final slate during its March 1 meeting.
- The candidates-orientation session is scheduled for next week.
- Elections will occur in early-to-mid March.

CEO Report & Transition Planning

Ms. Pohland updated the Board on transition plans and activities.

Ms. Moyna asked the BoD if they're available to extend the meeting by 10 minutes. Members agreed to stay.

Board Meeting Schedule

The Board reviewed the schedule of upcoming meetings.

Closing Remarks and Reminders

Ms. Moyna:

- Shared the next meeting date.
- Reminded BoD members to notify Ms. Pohland and Ms. Gallalee about Summit travel plans ASAP, so they can book the hotel days.

Adjournment

The meeting adjourned at 6:17pm ET.

Next Meeting

March 1, 2023, at 5:00pm ET for the biweekly Board meeting