



Society for  
Technical  
Communication

# Board of Directors Monthly Meeting Minutes

30 August 2023, 5:00pm ET

## Attendees

### Board

- Timothy Esposito, President
- Elizabeth Herman, Vice President
- Li-At Rathbun, Secretary
- Roberta Werner, Treasurer
- Aiessa Moyna, Immediate Past President
- Jennifer Goode, Director
- Lori Meyer, Director
- Jamye Sagan, Director
- Danielle Villegas, Director

### Guests

- Timothy Shaw, STC Interim Executive Director
- Erin Gallalee, STC Director of Operations, Membership, and Community Relations

## Agenda Items

- Call to order Esposito
- Consent agenda items Esposito
- Treasurer's report (10 min) Werner
- CAC update (5 min) Sagan
- Unfinished business
  - Changes to minutes and agendas (10 min) Esposito
- New business
  - Bylaws revision (10 min) Shaw

- Governance Committee (5 min)
- Closing remarks/reminders (5 min)
- Adjourn

Esposito  
Esposito  
Esposito

## Consent Agenda

- Approval of agenda
- Approve 2023-2024 committee membership

## Call to Order

The meeting was called to order at 5:01 pm ET. Quorum was declared and the meeting proceeded.

## Agendas

The agenda was adopted. The consent agenda was adopted.

## Treasurer's Report

Ms. Werner presented the July 2023 financial reports.

### July 2023

- **Assets:** \$616,531, against \$579,587 in the same month in 2022.
- **Liabilities:** \$1,391,418 against \$1,204,621 in the same month in 2022.
- **Total Net Assets:** (\$774,887) compared with (\$625,034) in the same month in 2022.  
NOTE: This change in net assets reflects activities in STC's investments. The Finance & Investment (F&I) Committee voted to withdraw \$210,000 to pay for the 2023 Summit hotel, deposit for the event planner for 2024 Summit, and for other payables.
- **Summit 2023:**
  - **Revenue:** \$343,961, compared with \$280,314 for Summit 2022.
  - **Expenses:** \$285,484, compared with \$238,900 for Summit 2022.
  - **Net change:** \$58,477, compared with \$41,414 for Summit 2022.
- **Revenue:** \$702,345, against \$771,677 in the same month in 2022.
- **Expenses:** \$751,539, against \$1,047,029 in the same month in 2022.
- **Total Change in Net Assets:** (\$49,194) against (\$275,352) in the same month in 2022.

## Motion

*Move that the Board accept the Treasurer's report for the month of July 2023.*

Ms. Werner: made the motion. The motion was seconded. The motion passed.

Ms. Galilee left the meeting at 6:17pm.

# CAC Update

Ms. Sagan reported on CAC activities and event planning. She also updated the Board on the council status for the Los Angeles STC and San Diego STC chapters, and the possible dissolution of the Rocky Mountain STC chapter.

## Chapter banking model

Ms. Sagan notified the Board that the San Diego Chapter transferred its funds to STC and will follow a banking model similar to how SIGs operate. This is something the Los Angeles Chapter is also experimenting with.

# Unfinished Business

## Changes to Minutes and Agendas

Mr. Esposito discussed operational procedures related to the Board meetings.

# New Business

## Bylaws Revision

Mr. Shaw led a discussion about proposed bylaw revisions.

## Governance Committee

Mr. Esposito proposed creating a “Governance Committee,” whose purpose is to review, recommend updates to, and help track STC’s legal and ethical documents.

## Motion

*Move that the Board approve creating the proposed Governance Committee.*

Mr. Esposito made the motion. The motion was seconded. The motion passed.

Mr. Esposito shared the proposed committee membership.

## Motion

*Move that the Board accept the Governance Committee chair and members as proposed.*

Mr. Esposito made the motion. The motion was seconded. The motion passed.

## Closing Remarks

Mr. Shaw updated the Board on Viola's activities toward Summit 2024.

Mr. Esposito thanked the Board members for attending, and reminded the Board of the date for the next monthly Board meeting.

## Next Meeting

13 September 2023, at 5:00pm ET, for the Monthly Board Meeting

## Adjournment

The meeting adjourned at 6:37pm ET.