



Society for
Technical
Communication

Board of Directors Meeting Minutes

13 September 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
- CAC update Sagan
- Committee liaison reports Esposito
- Unfinished business
 - Bylaws revision Herman
- New business Esposito
- Closing remarks/reminders Esposito

- Executive session
- Adjourn

Esposito
Esposito

Consent Agenda

- Approval of agenda
- Approve Board Meeting Minutes – 19 July 2023 and 30 August 2023
- Approve 2023-2024 committee membership

Call to Order

The meeting was called to order at 5:03pm ET. Quorum was declared and the meeting proceeded.

Agendas

The agenda was adopted. The consent agenda was adopted.

CAC Update

Ms. Sagan and Ms. Gallalee reported on CAC activities and event planning. Ms. Sagan also updated the Board on the status of the Rocky Mountain STC chapter—which found a volunteer who will help keep the chapter an active one.

Unfinished Business

Bylaws revision

Dr. Herman, chair of the recently-formed Governance Committee, reiterated the proposed bylaws revision introduced by Mr. Shaw in August.

Motion

Move that the Board adopt the bylaws as amended.

Dr. Herman made the motion on behalf of the Governance Committee. The motion passed.

New Business

Mr. Esposito opened the floor to new business. Hearing none, he moved the meeting to the next agenda item.

Closing Remarks

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

Mr. Shaw and Ms. Gallallee left the meeting at 5:34pm ET.

Executive Session

The Board entered an executive session at 5:34pm ET

Next Meeting

25 October 2023, at 5:00pm ET, for the Monthly Board Meeting

Adjournment

The meeting adjourned at 5:51pm ET.