



Society for
Technical
Communication

Board of Directors Meeting Minutes

29 November 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 Executive Director
- Erin Gallalee, STC Director of Operations, Membership, and Community Relations

Agenda Items

- | | |
|-------------------------------|----------|
| • Call to order | Esposito |
| • Consent agenda item | Esposito |
| • Treasurer's report | Werner |
| • Executive Director report | Shaw |
| • Governance Committee report | Herman |
| ◦ Bylaws revision, part 2 | |
| • CAC report | Sagan |
| • Unfinished business | |

- New business
 - Extended January BoD for brainstorming & overarching goals
 - Closing remarks/reminders
 - Adjourn
- Esposito

Esposito

Esposito

Consent Agenda Items

- Approval of agenda
- Approve Board Meeting Minutes – 25 October 2023
- Approve 2023-2024 committee membership
- Committee liaison reports
- Confirm receipt of October 2023 financial statement brief

Call to Order

The meeting was called to order at 5:03pm ET. Ms. Goode was recognized as the meeting timekeeper. Quorum was declared and the meeting proceeded.

Agendas

Agenda Items

Mr. Esposito requested that an Executive Session be added to the agenda. The item was added and the agenda was adopted.

Consent Agenda

The consent agenda was adopted.

Treasurer's Report

Ms. Werner presented the October 2023 financial reports.

October 2023

- **Assets:** \$440,617, against \$573,297 in the same month in 2022.
- **Liabilities:** \$1,095,019 against \$1,246,817 in the same month in 2022.
- **Total Net Assets:** (\$654,402) compared with (\$673,520) in the same month in 2022.
- **Revenue:** \$1,033,143 against \$1,045,379 in the same month in 2022.
 - Total Projected Membership Revenue: \$517,296
 - YTD (year to date) realized revenue: \$402,450
 - YTD deferred revenue: \$162,701

- **Expenses:** \$961,852, against \$1,369,217 in the same month in 2022.
- **Total Change in Net Assets:** \$71,291 against (\$323,838) in the same month in 2022.

Motion

Move that the Board accept the Treasurer's report for the month October 2023.

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

STC Budget Review Committee Report

Ms. Werner, STC Budget Review Committee chair, shared with the Board the following:

Submission update

- 12 community budgets submitted
- Still awaiting submissions from 11 communities who requested extensions
- 8 communities require follow-up (no submission or no communication)

Budget reviews to date

- Met on 11/10, reviewed 5 budgets
- 3 approved
- 2 returned for rework

The committee plans to meet again on 1 December 2023.

Executive Director's Report

Mr. Shaw shared with the Board some of the activities he's worked on since the October 2023 Board of Directors meeting:

- Summit 2024: Mr. Shaw is working with Voila! To finalize the location and date of the Summit.
- General: Mr. Shaw updated STC's TCBoK website.
- Finances:
 - Mr. Shaw updated the Board on STC's banking changes.
 - Mr. Shaw shared that the STC Rochester Chapter is transferring its funds to STC and switching to a reimbursement model similar to the SIGs' model.

Governance Committee Report

Dr. Herman, chair of the Governance Committee, led a discussion on the proposed changes submitted for review at the October 2023 Board of Directors meeting.

Motion

Move that the Board adopt the bylaws as presented.

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

CAC Report

Ms. Sagan updated the Board on CAC activities and event planning:

Community Updates

- Chapters planning to transfer funds to STC and use a reimbursement model similar to SIGs:
 - Chicago
 - Huntsville/N. Alabama (HNA)
 - Rochester
- Chapters that already transferred funds to STC and are using this model:
 - Rocky Mountain
- Chapters that are switching their web service to STC: Huntsville/N. Alabama (HNA)

CAC Committee Updates

- Newsletter: Dec. issue to be published 30 Nov.
- November CAC Town Hall occurred on 10 Nov.
 - Topics discussed: 2024 Summit, community pain points, and current needs
- Upcoming Events
 - December Town Halls
 - 2024 Town Halls & Other CAC Webinars
 - CAC Buddy, an initiative that pairs STC communities with CAC committee members.

In anticipation of going over the scheduled ending time for this meeting, Mr. Esposito asked if Board members were available to stay for the Executive Session past 6:30pm ET. Meeting extended.

Unfinished Business

None.

New Business

Extended January BoD meeting

Mr. Esposito sought and received Board approval to extend the 2024 January Board of Directors meeting to ensure there's time for brainstorming and discussion of STC overarching goals.

NOTE: Mr. Esposito misspoke during the meeting and asked to extend the December meeting when he meant the January meeting.

Closing Remarks/Reminders

Mr. Esposito reminded the Board of the date for the next monthly Board meeting. He also thanked the Board members for attending this month's meeting and asked for feedback about what went well in the meeting and what we can improve on.

Next Meeting

31 January 2024, at 5:00pm ET, for the Monthly Board Meeting.

Mr. Shaw and Ms. Gallalee left the meeting at 6:31pm ET.

Executive Session

Adjournment

The meeting adjourned at 6:43pm ET.