



Society for  
Technical  
Communication

# Board of Directors Meeting Minutes

28 February 2024, 5:00pm ET

## Attendees

### Board

Timothy Esposito, President  
Li-At Rathbun, Secretary  
Roberta Werner, Treasurer  
Aiessa Moyna, Immediate Past President  
Jennifer Goode, Director

Lori Meyer, Director  
Jamyne Sagan, Director  
Danielle Villegas, Director  
Timothy Shaw, STC Executive Director

Elizabeth Herman, Vice President (absent)

### Guests

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

## Agenda Items

- Call to order Esposito
- Consent agenda items Esposito
- Executive Director report Shaw
- F&I committee report Werner
- Community Budget Review Committee report Werner
- Governance Committee report (Herman)
- CAC report Sagan
- Unfinished business Esposito
- New business

- Annual Business Meeting
- Committee awards recommendations
- Closing remarks/reminders
- Adjourn

Esposito  
Esposito

## Consent Agenda Items

- Approval of agenda
- Approve Board Meeting Minutes – 31 January 2024
- Approve 2023-2024 committee membership
- Committee awards recommendations (for the committees listed)
- Committee liaison reports
- Confirm receipt of January 2024 financial statements

## Call to Order

The meeting was called to order at 5:02pm ET. Quorum was declared and the meeting proceeded.

## Agendas

The agenda was adopted, with the understanding that Mr. Esposito would present on Dr. Herman's behalf. The consent agenda was adopted.

## Executive Director's Report

Mr. Shaw updated the Board on some of the milestones accomplished to date and where some of the other goals stand.

## F&I Committee's Report

Ms. Werner, STC Treasurer and chair of the Finance and Investment (F&I) Committee, presented the January 2024 financial report. She noted that she had heard back on some but not all questions she previously sent to MFO. The adjusted December financials submitted is the final December 2023 information we'll have.

## January 2024 Financial Report

- **Assets:** \$131,327, against \$620,279 in the same month in 2023.  
NOTE: The investments total reflects the transfer from investments to cover the line of credit (LoC) balance that was transacted in December.
- **Liabilities:** \$902,013 against \$1,361,395 in the same month in 2023.

NOTE: LoC, is now at \$0, based on payoff of that Commercial Loan Advance in December with our investments fund.

- **Total Net Assets:** (\$770,686) compared with (\$741,116) in the same month in 2023.  
NOTE: This is also a \$41.7K variance from last month after December 2023 financials were adjusted this month.
- **Revenue:** \$46,849 against a budget of \$82,352 and \$29,191 in the same month in 2023.
  - 2023 Actual Membership Revenue: \$486,471
  - Total 2024 Budgeted Membership Revenue: \$358,706
    - YTD (year to date) realized revenue: \$21,388
    - YTD deferred revenue: \$283,150
- **Expenses:** \$88,547, against a budget of \$96,821 and \$44,615 in the same month in 2023. The variance from last year was driven mostly by personnel and pre-paid conference expenses. There are also some adjustments to the 2023 Total Expenses for Unrealized Gains/Losses in our Investments.
- **Total Change in Net Assets:** (\$41,698) against a budget of (\$14,469) and (\$15,424) in the same month in 2023.

## Motion

*Move that the Board accept the F&I Committee's report for the month January 2024.*

Ms. Werner made the motion. The motion passed.

## Governance Committee Report

In the absence of Dr. Herman, Governance Committee chair, Mr. Esposito led a discussion and voting session for the proposed bylaw change introduced in the February 2024 Board meeting.

## Motion

*Move that the Board adopt the bylaw as presented.*

Mr. Esposito made the motion on behalf of the Governance Committee. The motion passed.

## CAC Report

Ms. Sagan, chair of the Community Affairs Committee (CAC), updated the Board on CAC activities and event planning:

## Community Updates

- Budget review process is underway for all STC chapters and SIGs.
- New York Metro chapter is considering transferring funds to STC and using the SIG banking model that some other chapters have started using.
- Atlanta chapter's had a leadership shakeup and is assessing how to move forward.

## CAC Committee Updates

- Newsletter:
  - The February 2024 issue is a mini-issue that will be published by 29 February.
- CAC Town Hall
  - The February Town Hall occurred on 9 February
    - Topic: Leadership topics of interest
    - 20 attendees
  - Next Town Hall is scheduled for 8 March.
- CAC Liaison Program update:
  - Program launched this month, although not every community's been reached out to yet.
- Upcoming events:
  - CAC Activities/Presence at Summit
  - Virtual Leadership Program: Thurs. 6 Jun., 4pm - 5pm ET

## Unfinished Business

None.

## New Business

### Annual Business Meeting

Mr. Shaw shared with the Board that he'll have details about the new Annual Business Meeting format and date at the next monthly Board meeting. He gave a preview, letting the Board know that the model is moving toward a State of the Society presentation, and that there would be no motions brought forward and, hence, no parliamentarian needed at the meeting.

### Committee Awards Recommendations

Ms. Moyna and Ms. Sagan each brought forward committee award/honor recommendations and rationale for the committees for which they serve as committee liaisons.

### 2024 Fellows Committee Recommendations

Ms. Moyna, Board liaison of the Fellows Committee, presented the committee's recommendations for the class of 2024.

Motion

*I move that the Board accept and approve the recommendations of the Fellows committee.*

Ms. Moyna made the motion. The motion passed.

## 2024 Associate Fellows Committee Recommendations

Ms. Moyna, Board liaison of the Associate Fellows Committee, presented the committee's recommendations for the class of 2024.

### Motion

*I move that the Board accept and approve the recommendations of the Associate Fellows committee.*

Ms. Moyna made the motion. The motion passed.

## 2024 Excellence in Service to STC Award Committee Recommendation

Ms. Moyna, chair of the Excellence in Service to STC Award Committee, presented the committee's recommendation for the 2024 honoree.

### Motion

*I move that the Board accept and approve the recommendation of the Excellence in Service to STC Award committee.*

Ms. Moyna made the motion. The motion passed.

## 2024 Scholarship Committee Recommendations

Ms. Sagan, Board liaison of the Scholarship Committee, presented the committee's recommendations for the class of 2024.

The Committee requested that the Board make an exception and approve two scholarship winners this year instead of one. During the discussion, it came to light that the second person recommended for the scholarship is not an STC member and, hence, not eligible.

### Motion

*I move that the Board award two scholarships of \$500 each.*

Ms. Sagan made the motion. The motion failed.

### Motion

*I move that the Board accept and approve the recommendation of the Scholarship committee.*

Ms. Sagan made the motion. The motion passed.

## Closing Remarks/Reminders

Mr. Esposito reminded the Board of the date for the next monthly Board meeting, and he thanked the Board members for attending this month's meeting.

## Next Meeting

27 March 2024, at 5:00pm ET, for the Monthly Board Meeting.

## Adjournment

The meeting adjourned at 6:39pm ET.