



Society for
Technical
Communication

2024-2025 Board Orientation Meeting Minutes

8 May 2024, 6:00 pm ET

Attendees

Board

Elizabeth Herman, President
Danielle Villegas, Vice President
Roberta Werner, Treasurer
Timothy Esposito, Immediate Past President
-Jackie Damrau, Secretary

Amanda Patterson, Director
Guiseppe Getto, Director
Jennifer Goode, Director
Jamye Sagan, Director
MK Grueneberg, Director
Wendy Ross, Director
Timothy Shaw, STC Executive Director

Guests

- Erin Gallalee, STC Director of Operations, Membership, and Community Relations
- Rachel Houghton, member (nominating committee member)
- Joana Donovan, member (nominating committee member)
- Kelly Smith, member (nominating committee member)
- Zohra Mutabanna, member (nominating committee member)

Agenda Items

- Board Orientation Overview and Etiquette
- Key Personnel (5 min)
- About Board Service (40 min)
- Meetings (10 min)
- Communication

Executive Committee
Herman
Herman, Shaw, Esposito
Herman, Villegas
Esposito, Herman

- Committees (10 min)
- Financials Overview (30 min)
- Q&A and Close (15 min)
- Adjourn

Herman
Werner
Herman
Herman

Meeting Overview

Dr. Herman, Mr. Shaw, Mr. Esposito, Ms. Villegas, and Ms. Werner provided information on various topics that are identified in the above Agenda.

The questions that were raised during the course of the Orientation are included here with the responses provided.

Questions & Answers During Orientation

Ms. Grueneberg asked the protocol for communities paying for alcohol at chapter-paid events. Mr. Shaw will take this under advisement and will address this during the updating of the community handbook on how to avoid any concerns around protecting STC and its communities.

Ms. Mutabanna asked for guidance on communities that do not have the official number of elected members: President, Secretary, Treasurer. Mr. Shaw will be addressing this with the CAC Committee and will add language to the community handbook.

Ms. Grueneberg asked who should be notified when discrepancies are found in the Agenda or Minutes. Dr. Herman advised that any discrepancies in the Agenda or Minutes should be sent to the Secretary, Dr. Damrau, who is responsible for sending out the information. For discrepancies that are found in the financials, then these corrections should be sent to the Treasurer, Ms. Werner.

Dr. Patterson asked if a visual representation exists for how the Board works. Mr. Esposito will be working on said diagram. Dr. Patterson offered to help in this endeavor.

Dr. Goode asked which Google Drive the Board members should be using. Mr. Esposito responded that the existing one will be used until after the 2024 Summit. He will then share the new Google Drive account with everyone one he has merged everything over from the older Google Drive.

Ms. Sagan asked how the Google Drive move will affect the CAC's drive/folder. Mr. Esposito responded that the Committees will all be pulled into the official STC Google Drive that will be maintained in a separate Google Workspace from the Board's Google Workspace. This move allows STC to own all STC-related documents which have been housed on personal Google Drives.

Ms. Grueneberg asked if the Summit Schedule for Board member appearances could be provided. Dr. Damrau will send out the Summit Schedule with a corrected Orientation slide deck, the Financial PDFs, and the Contacts sheet.

Dr. Patterson identified that the Summit committee was missing from the listed committees. Dr. Herman responded that it was an oversight and the Orientation deck would be amended.

Dr. Goode asked if STC would consider having an STC merchandise table at this year's Summit. Mr. Esposito responded there is not enough time for this year, but it can be a consideration for next year. Ms. Houghton mentioned that there is STC merchandise on CafePress.

Ms. Grueneberg if Board emails can continue to be sent to personal email addresses until all conflicts have been resolved with the new @stc.org accounts that Mr. Shaw has set up. Dr. Herman responded that this will be the process until after the Summit when Mr. Shaw can work with each person to make sure all is working well.

Closing Remarks/Reminders

Dr. Herman reminded the Board that our next meeting will be our annual face-to-face meeting at the Summit on 16 May from 3-6pm at the Radisson Blu in Bloomington, Minnesota. She thanked the Board members and the Nominating Committee members for attending this Board Orientation meeting.

Next Meetings

16 May 2024, at 3:00pm CT, for the BoD Meeting

17 May 2024 (at Summit), for Annual Business Meeting