



Society for
Technical
Communication

Board of Directors Meeting Minutes

16 May 2024, 3:00 pm CT

Attendees

Liz Herman, President
Danielle Villegas
Bobbi Werner, Treasurer
Tim Esposito, Immediate Past President
Jennifer Goode

Jamye Sagan
Guiseppe Getto
Wendy Ross
Tim Shaw, Executive Director

Not present:

Jackie Damrau, Secretary
Amanda Patterson

Agenda Items

Call to Order	Herman
Consent Agenda Items	Herman
Executive Director Report	Shaw
Unfinished Business	Herman
• Board Obligations at Summit (Review Schedule)	Shaw
• Communication and Access (STC.org emails/Google Drive)	Esposito
• Board & Committee Policy Agreements	
• Annual Business Meeting	
New Business	Herman
• Getting to Know You Intros	Goode
• Board Meeting Cadence	

- Committee Chairs
- 2024-2025 Strategy
- Outgoing Board and NomComm Farewells and STC Staff Appreciation

Closing Remarks

Herman

Adjourn

Herman

Call to Order

Herman called the meeting to order at 03:01 pm. The consent order was adopted. Jennifer Goode is standing in for Jackie Damrau as Secretary for the meeting.

Executive Director Report

Shaw welcomed everyone to the conference.

- Conference attendance shows 226 attendees expected.
- Presenters were asked to pay \$400 to attend the conference.
- Agreed-upon hotel nights, if not met, require STC to pay the difference.
- CPTC Foundational and Practitioner seminars are nearly full with ~10 participants each.
- These participants were offered free registration for the seminars.
- This is the first time STC has offered both courses at Summit.

Old Business

Herman reviewed the Conference Events Schedule for Directors, Officers, and Staff for attendance at particular sessions and events.

Communication and Access

Shaw and Esposito will work with any Board member over the weekend who needs help setting up their Outlook account. The following were discussed:

- Directors need to move away from their personal Gmail accounts after this weekend and start using the STC Outlook emails from this point forward.
- The STC Google Workspace will be available soon that will host the new Board drive. All files used by the Board will live in the new Google Workspace (drive).
- Use board@stc.org for inter-Board communications.

- All communications addressed to Board@stc.org will be addressed by the President and/or Executive Director. Do not respond individually.

Herman noted that she will check incoming communications on a frequent basis and encouraged board members to reach out as needed.

Reach out to Herman with any questions or concerns. She will be responding to emails at all hours of day and night; other Board members should not feel compelled to check email and/or respond immediately, but at their convenience.

Board Email and Drives

- Each Director has been set up with an MS Office 365 email which can be accessed via the web, or the free Outlook app on phones/devices.
- The STC Google Workspace can be accessed with the same first.last@stc.org address, but possibly with a different password.
- Google Chrome is recommended to manage the Google Workspace. Bookmark your Workspace profile for easy access.
- Esposito is available for more information and for assistance with setting this up on your machine.)

Board Member Introductions for those with Doctorates

Herman asked how Board members with doctorates would like to be introduced. Board members with doctorates will be introduced with that title.

Completion of Board Member and Committee Policy Agreements

Shaw requested that Board members sign their Board and Committee Policy Agreements by 16 May. Esposito mentioned the committee assignments haven't been made, so the forms can't be completed. Shaw will review the form and update everyone on the next steps.

Committee Chairs

A continuance on the Committee Chair assignments was proposed by Herman and accepted by the directors present.

Proposed Chair	Committee Chair
Amanda Patterson	STC Summit
Guiseppe Getto	Website
Jamye Sagan	CAC
Craig Baehr	Education
Deanne Levander	TCBOK

- Other chairs will be discussed/assigned at the June Board meeting.
- Committees will be consolidated (e.g., Awards).
- Committees and co-chairs will be selected and voted upon.

Annual Business Meeting (ABM)

Shaw responded to an email to board@stc.org regarding the ABM.

Getting to Know You

Directors participated in a familiarization exercise.

Board Meeting Cadence

There will be a poll to help determine the meeting cadence and dates for the upcoming year.

General consensus determined that future meetings will be on the 4th Wednesday of each month from 6:30 – 8 p.m. ET. Meeting changes will be made to accommodate any meetings that fall on national holidays.

Next scheduled meeting: June 26

Recognition

Herman recognized Aiessa Moyna for her leadership and experience as IPP and as chair of the Nominating committee and chair of the Executive Director search committee. Herman recognized Esposito for his work as the 2023-2024 president.

Adjournment

The meeting adjourned at 05:45 pm.