



Society for
Technical
Communication

Board of Directors Meeting Minutes

1 May 2024, 6:00pm ET

Attendees

Board

- | | |
|--------------------------------------------------|---------------------------------------|
| -Timothy Esposito, President | -Lori Meyer, Director |
| -Elizabeth Herman, Vice President | -Jamy Sagan, Director |
| -Roberta Werner, Treasurer | -Danielle Villegas, Director |
| -Aiessa Moyna, Immediate Past President | -Timothy Shaw, STC Executive Director |
| -Jennifer Goode, Director (supporting secretary) | |
| -Li-At Rathbun, Secretary | |

Guests

- Erin Gallalee, STC Director of Operations, Membership, and Community Relations
- Jackie Damrau, STC member (Director-elect)
- Guiseppe Getto, STC member (Director-elect)
- Rachel Houghton, STC member (Nominating Committee member)
- Wendy Ross, STC member (Director-elect)
- Joana Donovan, STC member (Nominating Committee member-elect)
- Kelly Smith, STC member (Nominating Committee member-elect)
- Amanda Patterson, STC member (Director-elect)
- MK Grueneberg, STC member (Director-elect)
- Zohra Mutabanna, STC member (Nominating Committee member) (arrived at 6:14 p.m. ET)

Agenda Items

- | | |
|----------------------------------------|----------|
| • Call to order | Esposito |
| • Executive Director report (10 min) | Shaw |
| • Financial Committee report (20 min) | Werner |
| • Nominating Committee report (10 min) | Moyna |
| • Submit and approve election results | Moyna |
| • Governance Committee report (10 min) | Herman |
| • CAC report (5 min) | Sagan |
| • Leadership Community Day June 6 | |
| • Unfinished business (0 min) | Esposito |
| • New business (10 min) | Esposito |
| • Outgoing Board member remarks | Esposito |
| • New Board/NomCom installation | Esposito |
| • Closing remarks/reminders (0 min) | Esposito |
| • Adjourn | Esposito |

Consent Agenda Items

- Approval of agenda
- Approval of the March 27 meeting minutes
- Approval of April 17 meeting minutes

Call to Order

The meeting was called to order at 6:02 p.m. ET. Quorum was declared and the meeting proceeded.

Agendas

The agenda was adopted. The consent agenda was adopted.

Executive Director's Report

Mr. Shaw updated the Board on 2024 membership numbers and Summit updates.

Finance Committee Report

Ms. Werner reported on the 2024 March financials.

Ms. Werner moved that the Board accept the Finance Committee Report for the month of March 2024. The motion passed.

Nominating Committee Report

Ms. Moyna, chair of the Nominating Committee, updated the Board on the election results and participation.

Of 1,240 eligible voters (STC members whose dues were paid by 31 January 2024), 149, or 12%, cast votes.

DIRECTOR (Six candidates for six openings; two-year term)

- Dr. Jackie Damrau – ELECTED
- Dr. Guiseppe Getto – ELECTED
- MaryKay “MK” Grueneberg – ELECTED
- Dr. Amanda Patterson – ELECTED
- Dr. Wendy A. Ross – ELECTED
- Danielle Villegas – ELECTED

Please note:

- Vice President Elizabeth “Liz” Herman automatically ascends to the office of President.
- President Timothy “Tim” Esposito automatically ascends to the office of Immediate Past President.
- Roberta “Bobbi” Werner will complete her two-year term as Treasurer.
- The 2024-2025 Board will elect Directors to serve in the offices of Vice President and Secretary once the new Board is installed.

NOMINATING COMMITTEE (Two candidates for two openings; two-year term)

- Joana Donovan – ELECTED
- Kelly Smith – ELECTED

Ms. Moyna thanked the 2023-2024 Nominating Committee for their service to the Society over the past year.

Ms. Moyna moved that the Board accept and approve the results of the 2024 election. (Danielle Villegas abstained.) The motion passed.

Election results and new Board officers will be publicly announced on 2 May 2024.

Governance Committee Report

Dr. Herman, Governance Committee chair, reminded the Board of the proposed Bylaws change introduced in the March 2024 Board meeting. The 30-day discussion period began 3/22 and closed 4/21.

Dr. Herman moved that the committee-proposed bylaw revisions be accepted. 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

- CAC will assume temporary leadership of the Rocky Mountain chapter until a recently opened leadership position (due to board election) is filled.

CAC Committee Updates

- Upcoming events:
 - CAC Activities/Presence at Summit
 - Networking Session: Friday, 5/17, 4 p.m. CT
 - Leadership Collaboration Session: Saturday, 5/18, 4:30 p.m. CT
 - Recommended board participation
 - CAC/Community Table in Expo area
 - Working with communities to coordinate meeting space as needed
 - Mr. Shaw will look for a suitable opportunity to have a discussion of the future of community leadership
 - Virtual Leadership Program: Thurs. 6 Jun., 4pm - 6pm ET
 - CAC Town Halls: 6/13 (Pacesetter Award Showcase), 7/12, 8/9 (will re-evaluate time/dates of future meetings by September)

Unfinished Business

Mr. Esposito reviewed miscellaneous business including a World Information Developers Day proposal, Summit 2025 locations, and communities with one leader (Atlanta, NY Metro). All topics were informative in nature; no action was taken.

New Business

Outgoing Board Member Comments

Ms. Meyer thanked the Board for the opportunity to serve for the past two years. She wished the Board well for the future.

Ms. Rathbun reflected on her two years of service on the Board and the changes the Society has accomplished. She congratulated new Board members and wished the new Board well.

Ms. Moyna thanked the staff for their unwavering work and support of the Society. She challenged the new Board members and Nominating Committee members to lead with creativity and energy in their roles. She looks forward to seeing what the new leadership brings to STC in the coming years.

Mr. Esposito thanked the 2023-2024 Board for their support and all that was accomplished over the year.

New Board and Nominating Committee Installation

Mr. Esposito officially installed the 2024-2025 Board of Directors and Nominating Committee. Board and Nominating Committee members whose terms have concluded were relieved of their duties.

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 Meetings

8 May 2024, at 6:00 p.m. ET, for the Board & Nominating Committee Orientation Meeting

16 May 2024, at 3:00 p.m. CT, for the BoD Meeting

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

Adjournment

The meeting adjourned at 7:06 p.m. ET.