



Society for
Technical
Communication

Board of Directors Meeting Minutes

25 September 2024, 6:30 pm ET

Attendees

Board

Elizabeth Herman, President
Danielle Villegas, Vice President
Roberta Werner, Treasurer
Timothy Esposito, Immediate Past President
Jackie Damrau, Secretary
Timothy Shaw, STC Executive Director

Guiseppe Getto, Director
Jennifer Goode, Director (**absent**)
Amanda Patterson, Director
Wendy Ross, Director
Jamye Sagan, Director

Agenda Items

- | | |
|--|--------------|
| • Call to order | Herman |
| • Consent agenda items (5 mins) | Herman |
| • Executive Director report (10 min) | Shaw |
| • Finance Committee Report (5 min) | Werner |
| • Conference Committee report (35 min) | Patterson |
| • Unfinished business: State of STC (34 min) | Herman/Goode |
| • New business (0 min) | Herman |
| • Closing remarks/reminders (0 min) | Herman |
| • Adjourn | Herman |

Consent Agenda Items

- Approval of September 25 Agenda
- Review/Approval of August 28 Minutes
- Approval of July-August 2024 Financials
- Approval of the Governance Committee Bylaws changes
- 2024-2025 Committee Memberships
- Committee Reports (place info in separate folders)
 - Governance Committee: Working on developing AI guidelines and updating the Code of Ethics and Code of Conduct
 - Excellence in Service Committee: Published application. No submissions yet.
 - NomComm: Wrapping up nominations. Sent applications to people who were nominated.

Call to Order

The meeting was called to order at 6:30 pm ET. Quorum was declared and the meeting proceeded.

Agendas

The agenda was adopted. The consent agenda was adopted.

Executive Director's Report

Shaw updated the Board on the following:

- Reported the Society's financial position.
- Reported the positive outcomes of the Continuum conference.
- Considering opening up membership enrollment with potential incentives to bring in new members.

Finance Committee Report

Werner reported on the 2024 August financials.

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

CAC Update: September 2024 Town Hall

Herman and other Board members attended the September 2024 CAC Town Hall. Community Leaders were appreciative of the Board representation during the September 2024 meeting.

Sagan will invite the Board to future meetings. She provided the list of the 2024 Town Hall dates at 12:00 pmET: Monday, 21 October; Tuesday, 19 November; and Friday, 13 December.

Governance Committee - Bylaws Revisions

Villegas asked for a vote on the revised bylaws as the 30-day review period has expired.

Board voted on and passed the revised Bylaws as presented.

Conference Committee Report

Patterson, Conference Committee chair, reported on progress for Continuum, STC Summit, and other community-related conferences.

- Continuum Discussion
 - Patterson shared the revenue received from Continuum with 65 paid registrants with 12 speakers presenting during the conference. Per session attendance had 65 people total. Survey will go out soon.
- “4Rs” Conference
 - Patterson proposed a new conference to be held in January 2025 during Tech Comm Week that will be 2-3 hours each day with a focus on an “R” and the last day being an unconference style format. Expectations are to be similar to Continuum in attendees and revenue with the registration fee being the same as it was for Continuum.

Patterson motioned that the Board agree to initiate the 4Rs Conference for January 2025. The motion passed.

- STC Summit
 - Patterson requested a meeting with the Executive Board to discuss a path forward for changing the STC Summit and how to make it work for an in-person conference or virtual.
 - Getto proposed partnering with a university on the aspects of doing the STC Summit in this manner. Getto to provide a sample budget and information to Shaw and Patterson.

Unfinished Business

STC Financials/State of Society

- Herman shared the list of high-potential thoughts that could generate revenue for STC.
- Board Member Resignation: Grueneberg resigned from the Board for personal reasons.

Closing Remarks/Reminders

Herman reminded the Board of the date for the next monthly Board meeting, and she thanked the Board members for attending this month's meeting.

Next Meetings

October 23, 2024

Adjournment

The meeting adjourned at 8:03 pm ET.