



Society for Technical Communication

Board of Directors Teleconference Call/Meeting
14 September 2010

Attendees

Board

- **Mike Hughes, President**
- **Hillary Hart, Vice President**
- **Aiessa Moyna, Treasurer**
- **Rachel Houghton, Secretary**
- **Cindy Currie, Immediate Past President**
- **Karen Baranich, Director**
- **Nicky Bleiel, Director**
- **Lori Corbett, Director**
- **Judith Herr, Director**
- **Rich Maggiani, Director**
- **Tricia Spayer, Director**
- **WC Wiese, Director**

Office

- **Kathryn Burton, CAE, CEO**
- **Diana Buttram, COO**
- **Lloyd Tucker, Deputy Executive Director**
- **Kevin Cuddihy, Assistant Editor**

Guests

- **Mikah Sellers, In the Bakery**

Call to Order

Mr. Hughes called the meeting to order at 11:30 am EST (GMT-4). A quorum was established and the Board approved the agenda.

Executive Director's Report & Project Phoenix

Ms. Burton reviewed progress report from Mikah Sellers. STC conducted a language audit of members regarding the website.

Discussion

Ms. Currie-Clifford, Ms. Hart, and Mr. Hughes talked about responses received about the survey and the excitement that the project has generated. There will be a special community leadership live web seminar on the new website in October and one in December.

Housekeeping Items

There was a motion and a second to approve 13 July 2010 Board meeting minutes. Motion carries.

There was a motion and a second to approve committee members as follows: Ms. Leah Guren for Global Audit Task Force, Mr. Scott DeLoach for the Marion Norby Scholarship, Ms. Lori Corbett for the Spearheading Volunteerism Task Force, and all members of the Membership Committee as requested by Mr. Rich Maggiani. Motion carries.

President's Report

Mr. Hughes asked Board members to review the Committee Charges document and the Committee Milestones documents on Google docs and keep up to date on the committees. If there are no listed committee members, contact committee chair and request committee member names. Once received, add to the Google doc and highlight in yellow so we know members unapproved.

Treasurer's Report

Ms. Moyna reported that the Finance and Investment Committee (F&I) is currently reviewing the July financials. Administrative issues were discussed in an impromptu meeting after the aforementioned Executive Committee session.

Summary of 09 September 2010 F & I meeting

Ms Moyna reported that the committee reviewed the Merrill Lynch (ML) investments. STC's overall portfolio is slightly down 1% in August, but overall up 1% for the year. The ML advisors report that they are still seeing volatility in the market.

The committee also reviewed the Marion Norby investment fund. This fund needs to be rebalanced to be more conservative; however, the fund is in an investment platform that would restrict the rebalancing since the fund balance has dropped below the minimum required. This means that the fund may need to be moved to a different platform.

Update on community budgeting process

Ms. Moyna reported that the budgeting process was kicked off with a live web seminar in August. The Budget template was sent to community leaders and the live web seminar that will be held later this week will walk treasurers and community leaders through the template. Community budget review committee members (Chanda Child & Jane Wilson) have been reviewing community budget proposals and providing community representation.

Discussion

There was a motion and second to approve June financial statements. Motion carries.

Centered on discussing the need to include the community budget review committee on the master list of committees and task forces. The committee should be subject to board approval.

It was also mentioned that there are two SIGs that continue to have their own bank accounts. STC was cited in the 2009 audit for allowing this practice. The will of the Board is that the two SIGs close their bank accounts by the end of 2010 that STC can have a clean 2010 audit.

Bylaws Amendment

There was a motion and a second to change CAC name from Community Advocacy Committee to Community Affairs Committee.

Discussion

Ms. Herr explained the background behind the name change from Advocacy to Affairs.

Motion carries.

CAC Discussion

CAC discussed the tools they need and the help/volunteers they need to accomplish goals.

Ms. Spayer talked about merging Scientific Communication and Environmental Safety & Health SIGs into one SIG because the Scientific Communication SIG reported that there were no members willing to take over the leadership. .

There was a motion and a second to merge the Scientific Communication and Environmental Safety & Health SIGs into one SIG. Motion carries with one abstention.

Nominating Committee Waiver Discussion

Ms Hart reported that Mark Clifford, Chair, Nominating Committee, has requested that the board waive the Bylaws requirement that the committee must find a second candidate for the Treasurer position.

There was a motion and a second that the board will waive the requirement for a second candidate for Treasurer in the 2011 STC Election under two conditions: the current Treasurer intends to run and no other senior member expressed an interest in running for the position.

Discussion

Mr. Hughes clarified that the waiver would be null and void if a senior member other than the current Treasurer states an intention to apply for the position. Motion carries.

Adjourn

The meeting was adjourned at 1:02 pm EST (GMT-4).