



Society for
Technical
Communication

Society for Technical Communication

Board of Directors Meeting Summary

Conference Call

21 August 2015 9:00-11:00 AM CDT

Attendees

Board

- Bernard Aschwanden, President
- Adriane Hunt, Vice President
- Alyssa Fox, Secretary
- Jane Wilson, Treasurer
- Kit Brown-Hoekstra, Immediate Past President
- Craig Baehr, Director
- Charles Fisher, Director
- Ray Gallon, Director
- Cindy Pao, Director

Office

- Chris Lyons, CEO
- Liz Pohland, Director of Communications

Guests

- Todd DeLuca, Conference Chair
- Dr. Sam Dragga, Technical Communication Journal Editor

Mr. Aschwanden called the meeting to order at 9:00 AM CDT.

A quorum was established. The agenda was approved.

Consent Agenda Items

- Approval of June meeting minutes and summaries
- Approval of annual business meeting minutes

The consent agenda items were approved.

Agenda Items

- Tech Comm Journal (Sam Dragga) – 15 minutes
- Summit (Todd DeLuca) – 15 minutes
- Communities (Cindy Pao) – 15 minutes
- Body of Knowledge (Craig Baehr) – 15 minutes
- President's report (Bernard Aschwanden) – 15 minutes
- Board handbook updates (Kit Brown-Hoekstra) – 10 minutes
- Treasurer's report (Jane Wilson) – 15 minutes
- CEO report (Chris Lyons) – 20 minutes

Tech Comm Journal

Dr. Dragga talked about the changes he's making to the journal. To increase the international presence on the editorial board, he's asked Ray Gallon and Ramesh Aiyangar to join and they have agreed.

Dr. Dragga has introduced new journal features – a quarterly journal cover competition with graphic artist contributions and a new Q&A portion for authors of journal articles.

Summit

Mr. DeLuca has been working on transitional stuff with Chris Hester, previous Summit Chair. He is setting up documentation for the upcoming summit and for future succession planning. He has been in touch with Molly Jin and the team at the STC Office.

The call for proposals went out yesterday and we already have a couple of submissions. The call for proposals included a suggested topic area of business focus.

Communities

Ms. Pao presented a list of proposed CAC leads. The board discussed a minor change to the new CAA guidelines and application.

Tech Comm Body of Knowledge

Mr. Baehr met with Deanne Levander this week, who has enlisted some BOK team members. They plan to meet in September to come up with communication and marketing plans and a strategy for reaching out to SIGs.

The management team met to discuss goals for TCBOK 2.0, including:

- Summit Proceedings have been scanned into PDF, and working on plan for integration into TCBOK.
- Reviewing certification areas and lining up BOK areas to match up.

President's Report

Mr. Aschwanden spoke with Alan Houser, Nominating Committee chair. The Nominating Committee is still looking for quality people who would be good candidates for the board who fulfill some of our criteria. Mr. Houser will probably have the preliminary slate by November.

There has been some email discussion about the student representatives. Is it worth having a team of students as liaison(s)? We will make these decisions via email.

Board Handbook Changes

Ms. Brown-Hoekstra noted that she has incorporated everyone's comments into the board handbook.

A motion was made that the STC board of directors approve the changes to the board handbook. The motion was seconded. The motion carried.

Treasurer's Report

Ms. Wilson reported on the June financial state.

A motion was made that the board approve the May and June financial reports as presented. The motion was seconded. The motion carried.

CEO's Report

Mr. Lyons reported on the current state of the society:

- Hired replacement for Marisa Seitz. James Cameron starts September 1st.
- Mid-Year Performance reviews are complete.
- Molly Jin back from maternity leave.
- Proposal requests for new audit firm are out, and we are awaiting responses.
- Met with AIIP liaison Karen Klein to discuss joint education events.

- Met ED of the International Society for Performance Improvement to discuss partnership.
- Made a presentation to Boeing tech writers on the certification program.
- STC Web site should be moved to WordPress before membership season opens (September 15th). The new site will have a question & answer section and/or a forum. This will replace the MySTC chat function that is lightly used.

Mr. Lyons discussed where we are with certification.

Mr. Aschwanden adjourned the meeting at 11:09 AM.