



Berkeley STC

Board Meeting Minutes

DRAFT ONE

March 10, 2008

Minutes Taker: Jim Dexter (acting for Susan Jaeger)

Meeting time: 6:30 p.m.

Attendees: Jim Dexter, Patrick Lufkin, Richard Mateosian, and Linda Urban.

Topic 1: Additions/Changes to Agenda? (Richard Mateosian: 1 minute)

Linda Urban requested that the 2008 Chapter elections be added to this agenda.

Topic 2: Previous meeting minutes (Richard Mateosian: 2 minutes)

The approval of minutes for the February Board meeting approved.

- **New Action Item: Webmaster to post newly-approved minutes to Chapter's website.**

Topic 3: Wednesday's Meeting (Linda Urban: 20 minutes)

Discussed layout of the tables for the panel presentation, arrived at a consensus of table arrangement. Speakers have confirmed.

- **New Action Item: President to request March table layout from Highlands Country Club.**
- **New Action Item: President to talk with Arrangements Manager regarding March food.**

Topic 4: Action Items (Jim Dexter, Acting Secretary: 20 minutes)

President (Richard Mateosian):

- **Action Item:** The President to share with the Chapter Board the annual financial reports posted to STC.

Status: Done (1/2 hour before tonight's meeting). **Closed.**

- **Action Item:** The President to set up a mid-year review meeting, write a description of the meeting purpose, pick a date, and send out the note to membership to identify who is interested in attending this meeting.

Status: Done, meeting scheduled for March 25, 2008, at Richard's home. **Closed.**

New Action Item: President to announce the Mid-Year Review Meeting to the Chapter membership.

- **Action Item:** The President to follow up with Jessica to find out the status of the Chapter Achievement Award process.

Status: Not done, assume that the process is beyond achievement for 2008. **Outstanding.**

- **Action Item:** The President to send out an email blast about the Wiki Workshop to chapter members.

Status: Done. **Closed.**

- **Action Item:** The President to research if the Chapter leadership can extend the term of leadership from a full year of June to June to June through June to December (1 ½ years) on a one-time basis to facilitate getting in sync with the new STC fiscal year (Jan to Dec).

Status: Done. Research confirmed that there was no prohibition to such a one-time extension for purposes of getting in sync with a new fiscal year definition for the Society. **Closed.**

Decision: Board appoints Patrick Lufkin as 2008 Chapter Elections Manager.

Decision: Board defines new election goal of October 2008, with new officers taking office in December of each year.

Decision: Board defines new Chapter Nominating Committee goal for 2008 Elections.

New Action Item: President to staff the new Chapter Nominating Committee.

New Action Item: President to define the tasks for the new Chapter Nominating Committee.

New Action Item: President appoints Patrick Lufkin as 2008 Chapter Elections Manager.

New Action Item: President to notify membership that Patrick Lufkin is 2008 Chapter Elections Manager.

New Action Item: President to notify membership that our election activities are now changed, and preamble election activities will be in August and September, with the election itself in October 2008.

- **Action Item:** The President to add line on all upcoming meeting email blasts to request that attendees sign up as soon as possible so we can have a more accurate count of attendees prior to the meeting.

Status: Not done. Discussion followed. New text defined, and President/Programs Chairs will implement. **Closed.**

VP Membership (Jim Dexter):

- **Action Item:** The VP Membership to research the possibility of conducting future General Membership meetings with "Genesys," the STC teleconferencing tool

Status: Not done. Moved to April's meeting. **Open.**

Jim's intent is to present various options to the Board at the March meeting. The

anticipated options include live broadcast of the meetings and archived broadcasts of the meetings to be viewed at a later date. Note that the proposal will be for meeting broadcasts, not for Webinars. Jim will research the hardware requirements and associated costs.

Additional discussion on this Action Item:

- Everyone who uses the tool will need to be trained. We would need to provide a demo; STC provides a demo on how to use Genesys on the website that we would need to evaluate. (Richard)
 - Should we conduct a preliminary survey to find out if members want to attend meetings remotely in real time and/or view a recording of the presentation at a later date?
 - Can we edit the video to edit out irrelevant material? (Patrick)
 - Should there be a charge for attending meetings remotely?
 - The cost for remote access in real time is \$.06/minute/line, \$3.00 figure is per hour.
- **Action Item:** The VP Membership to begin the email thread necessary to define the agenda items for our mid-year review meeting. Jim will be the keeper of the agenda. Susan to distribute agenda.
Status: Not done. Chapter's Wiki will replace effort to develop agenda. **Closed.**

Secretary (Susan Jaeger)

- **Continuing Action Item:** The Secretary to send out a notice to the leadership about a week before the board meetings, asking for email status reports.
Status: Done for March. **Open.**

Webmaster (Jim Dexter)

- **Action Item:** The Webmaster to add a line requesting the meeting attendees sign up as soon as possible so we have an accurate headcount.
Status: Not done, as President did not develop text. New text developed at meeting, to be implemented by President/Programs Chairs. **Closed.**
- **Continuing Action Item:** The Webmaster to work with Linda Urban to explore new ideas about the webpage design.
Status: Jim will form a website committee consisting of himself and Linda Urban. The committee is open to other interested members. The committee will report back to the Board when they have recommendations (a specific timeframe was not set). Now using the Chapter's Wiki as a forum for developing the new ideas about the website design. **Open.**

Programs Managers (Linda Urban and Mary Ann Campbell)

Decision: Board approves Robohelp Workshop for 2008, possibly in the July-August timeframe.

2008 Election Manager (Patrick Lufkin)

New Action Item: The Elections Manager needs to develop and operate the 2008 Election, election to be completed by October 2008.

All

- **Continuing Action Item:** All of us should find qualified candidates for Chapter leadership positions.

Status: Open.

- **Action Item:** Review Program Manager's proposal on workshop on doing workshops.

Status: Closed.

Decision: Board approves Workshop Development Workshop for 2008, possibly in the May-June timeframe.

Topic 5: Officer and Managers' Reports (Officers and Managers: 20 minutes)

A. Membership (Jim Dexter)

Experienced continuing problems getting membership data from STC.

B. Website (Jim Dexter):

Performed minimal maintenance.

C. Newsletter Report (Jennifer Abbingsole) (5 minutes):

No report.

D. Education (Susan Jaeger):

No report.

E. Recognition, PR, and Chapter Achievement: Jessica Livingston):

No report.

F. Secretary (Susan Jaeger):

Minutes from July through December need to go up on the web. Susan may not be at all meetings in the next few months.

G. Treasurer (Richard Mateosian):

Kathryn Munn will not become Treasurer. Richard talked about the real possibility of moving our outstanding balance in our checking account into an interest-bearing ING Direct account.

I. Programs (Linda Urban, Mary Ann Campbell):

Programs for the next few meetings are firming up.

Topic 6: STC Conference paying for chapter officers? (Jim Dexter) (20 minutes)

We discussed the topic for a little bit, once again agreeing in principal with the goal. We talked about limits to expenses, if we wanted to limit the offer to the incoming President alone or to expand this to other officers, whether to leave the commitment open ended or to have a cap of some amount (seemingly, the figure \$1,000.00 seemed to be the consensus). We then deferred the topic to our March 25th mid-year review meeting, to be discussed AFTER we discuss overall budget issues and how we want to utilize our monies in support of the goals of the Chapter.

Topic 7: Grassroots Publicity Effort (Linda Urban) (5 minutes)

We discussed a number of related issues under this umbrella topic, to no conclusive decision. We deferred this discussion to the March 25th mid-year review meeting.

Topic 8: Motion to change the website (Richard Mateosian) (10 minues)

We discussed Richard's issues, and decided upon new text to be inserted into both the email blast and the web.

Topic 9: Future Topics for Leadership Meetings (Richard Mateosian) (10 minutes)

We discussed Richard's issues, and decided upon new text to be inserted into both the email blast and the web.

- April: Establishment of a Nominations Committee, to prepare candidates for Chapter Elections.
- May: Chapter bylaws discussion/drafts.

New Action Item: The President to find out what is the status of the STC-level bylaws template.

- June: Having a 2008 Membership drive, to include discussions about having free meeting attendance.

New Action Item: The Member-at-Large to look into having an immediate Renewal Membership Drive for the STC competition.

- The following topics have been deferred to the March 25th mid-year review meeting:
 - Discussion about paying for STC Conferences for Chapter Officers
 - Discussion about honorariums for speakers/presenters
 - Discussion about all Chapter budget affairs, to include all issues surrounding Chapter finances.

Topic 10: Chapter Elections for 2008 (Richard Mateosian) (5 minutes)

We felt we had already made the appropriate decisions about this topic earlier in the meeting.