

STC @ NC State Meeting Minutes

27 and 28 March 2001

Attendees (includes both nights):

Stan Dicks	Myra Day
Steve Katz	Audrey Williams
Brad Mehlenbacher	John Wilson
Anna Weaver	Chip Hartzog
Sarah Egan	Hope Chandler
Shannon Magee	Loanna Overcash
Ann Roy	Caroline Brooks
Rebecca Bessinger	Ellen Lohr-Hinkel
Donnice Taylor	Erica Bruce

1. **Web-site:** Caroline Brooks discussed her plans for personalizing the STC @ NC State web-site and invited the feedback of the group. The discussion focused on items that can be incorporated into the site including: current events, meeting minutes, current newsletters and archives, a professional training section, list of contacts, and student papers and projects.

Anna Weaver reminded the group that we should always check out the main STC web-site (http://www.ncsu.edu/stud_orgs/stc/) for guidelines on using the STC logo and other issues.

2. **Introduction of members:** several newcomers attended both night's meetings including Chip Hartzog, Ellen Lohr-Hinkel, and Donnice Taylor.
3. **President's Award:** The first President's Award was presented by Anna Weaver to Hope Chandler for going above and beyond the call of duty as Newsletter Editor for the chapter. By creating four outstanding newsletters during the year, Hope has demonstrated dedication to the chapter and helped us to meet our goals for the year. Congratulations on a job well done, Hope!
4. **Elections:** Ballots were distributed for the 2001-2002 Chapter Officers. Nominating Committee Manager Shannon Magee will gather the votes from both nights' meetings and send an e-mail to the list-serve announcing the results of the election.
5. **STC Conference update:** 13-16 May 2001. <http://www.stc.org/48thConf/index.html>
6. **Follow up on Rug Doctor Raffle:** Ann Roy announced that we will be sponsoring a booth at the "The Taste of NC State" on Saturday, April 7 from 1 - 6 on Central Campus. "The Taste is a combination of Raleigh vendors and NCSU student organizations who will be promoting the diversity each of these communities

embodies. Entertainment, food, arts and crafts are all a part of this festival." Anyone interested in volunteering to help with the booth should contact Ann at nmcdnc@mindspring.com.

Ann is also looking for a volunteer who can create a banner with the STC logo for the booth. Please contact her with your suggestions.

7. **Transition Plan:** A transition plan was distributed to the outgoing officers.
8. **Announcement:** There will be a panel discussion at 7:15 PM in Room 109. The discussion will focus on job hunting tips for technical communicators.
9. **Exit Interviews for Graduates:** Audrey Williams discussed her plans for distributing a questionnaire to graduating students in the program. The information obtained from these surveys will provide helpful feedback to the department for recruiting future students.
10. **Door Prizes:** Two lucky winners received t-shirts: Anna Weaver and Myra Day.
11. **Graduate List:** Sarah Egan has a list of Technical Communication graduates. Currently, she has about 101 people on the list. If you have information that you can add, please contact her at sarah_egan@hotmail.com
12. **Next Meeting:** Our next meeting will be a social event celebrating the end of the semester. It will be held on 7 May 2001 which is the last night of project defenses. Please plan to attend both events!