

**Society for Technical Communication Student Chapter
North Carolina State University Student Community**

Meeting Minutes

Date: June 12, 2007
Duration: 6:00–8:00 pm
Location: Mitch's Tavern

Attending

1. Sarah Egan Warren (Faculty Advisor)
2. John Martin (President)
3. Andrew Armstrong (Co-President)
4. Jennifer Riehle (Vice President / Webmaster)
5. Brian Swiger (Secretary)
6. Christin Phelps (Treasurer)
7. Michelle Tackabery (Membership Manager)
8. John Strange (Newsletter Editor)
9. Myra Moses (Newsletter Advisor)

Proceedings

John opened the meeting by introducing everyone in attendance. He then shared his vision for the upcoming year which includes the following points: engaged leadership, engaged membership, partnerships, distinctive achievement, and most importantly ... have fun!

The group agreed that the *ncsu_stc* Yahoo Group will be our main communication tool. All the officers said they have looked over and understand the officer position descriptions. John and Sarah then talked about the banner year the NCSU STC student chapter had last year and the significance of being named a Community of Distinction. No pressure!

John then passed out last year's calendar and a tentative calendar for next year. All officers agreed to attend the TC New Student Orientation on 8/20/07. The group agreed to bring refreshments to the event and John said he would post a sign-up list. Sarah is going to check on how many new students are coming into the program so we can make up some folders with campus information in them. John and Andrew are going to come up with some ideas on a t-shirt contest to be rolled out at orientation. Good ideas!

Myra explained Service NC State to the group. Andrew is going to talk about it at new student orientation and everyone should be recruiting volunteers for the event. Michelle said she would lead the membership drive in the Brickyard on 9/12/07. John (Strange)

and Jennifer volunteered to plan the Faculty Meet/STC Social for this fall. You may say “No” to Sarah, but not “Sshhhh!”

Michelle proposed an STC game night sometime this year. Sarah suggested passing out hot cocoa, coffee, and light snacks to students for an end-of-semester treat. A presence at the Tri-Doc Conference was discussed. Andrew would like to plan some RoboHelp training. Christin would like an STC student team at next spring’s Relay for Life in Raleigh. Good idea overload!

The meeting was adjourned with the concrete business taken care of and a plate load of good ideas just waiting to happen this year. Awesome!

Action Items:

Action	Assigned To	Due Date
Assist with New Student Orientation	All Officers	8/20/07
Post a List for Snacks	John Martin	By 8/13/07
Plan for Faculty Greet/ STC Social	John Strange and Jennifer Riehle	By 7/31/07
Recruit volunteers for Service NC State	All Officers	Ongoing
Plan T-Shirt Contest	John Martin and Andrew Armstrong	By 8/20/07

Respectfully submitted,
Brian Swiger