

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

**Meeting Minutes**

**Date:** September 19, 2007  
**Duration:** 7:30–8:30 pm  
**Location:** East Village

**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)

**Proceedings**

John opened the meeting by checking in with everyone in attendance. Andrew is in the process of establishing a NCSU student community Wiki at [STC.org](http://STC.org). Michelle informed the group that we have three new membership applications. Michelle is also working to get a story on our student community in *The Technician*. Christin explained how merchandising through [CafePress.com](http://CafePress.com) works. After some discussion, the group agreed to use [CafePress.com](http://CafePress.com) for our t-shirts. Christin is also consulting with a design student on a t-shirt logo. Brian is working on a newsletter article. Jen is preparing to update the website before leaving town for a few days. Sarah asked the officers about purchasing a display case for the numerous awards earned by the NCSU student community. The officers agreed that this was a good idea. Jen asked that a definition of technical communication be included in the display case.

Next, John recognized the job the officers have been doing so far this year. He thanked everyone who contributed time, effort, and food for the new student orientation. Andrew was recognized for organizing Service NC State and John said thanks to all who participated. The Meet and Greet was poorly attended, so let's all try to make it on October 3! Sarah suggested rewording the invitation to say "stop by anytime during the event" in case somebody thinks they can't make it on time. John said the Organization Fair in the Brickyard was a success and thanked Michelle for her time and effort. Andrew and John attended a Hawaiian luau-style picnic sponsored by the STC Carolina community. They had fun and took advantage of the networking opportunity. There was some discussion about a game night with some folks from STC Carolina. Michelle is looking into a possible date. John announced that our *Quarterly Community Activity*

*Report* has been filed on time. Also, John thanked Jennifer for making our website look wonderful and John Strange for all of his hard work on the newsletter.

**Treasurer's Report:** We're in the black!

**Membership Update:** We have three new members.

**Website Update:** Please send updates to Jen.

**Upcoming Events:** The Faculty/Student Roundtable Discussion has been moved to November (TBA). Some prospective topics are the new technical communication definition or the state of the field. John asked for volunteers to help organize the event. There is also an information session on the Ph.D. program to plan for sometime this year.

**Action Items:**

Action	Assigned To	Due Date
John to ping STC.org about our Community of Distinction plaque	John Martin	ASAP
Andrew to ping Michelle about a PR news story in The Technician	Andrew	ASAP
John to change wording in the October 3rd Meet & Greet to let people know it's okay just to "drop in."	John Martin	ASAP
John and Christin to meet to talk about next steps on the PhD Panel Discussion program	John Martin and Christin	ASAP

Respectfully submitted,  
Brian Swiger