

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

## **Meeting Minutes**

Date: 1/16/08  
Duration: 6:00 p.m. – 6:45 p.m.  
Location: Bruegger's Bagels

### **Attending**

1. Andrew Armstrong (President)
2. Brian Swiger (Co-President)
3. Michelle Tackabery (Membership Mgr.)
4. Sarah Egan Warren (Faculty Advisor)
5. Christin Phelps (Treasurer)
6. Andrew Jones (Secretary)

### **Regrets**

1. Jen Riehle (VP/Web Master)
2. John Strange (Newsletter Ed.)

### **Proceedings**

Andrew Armstrong opened the meeting, and we immediately began discussing the calendar for spring 2008. We all agreed that we would tentatively plan on event per month, and we acknowledged the likelihood that less formal events would be planned later in the semester. Highlights of the calendar discussion and other meeting topics are shown in the numbered list below.

#### 1. Calendar and Event Planning

Events Discussed:

- Survey Builder Webinar (1/30)
- Faculty Roundtable (2/18)
- STC Elections (3/20)
- Service Raleigh (3/29)
- End of Semester Happy Hour (TBD)

#### 2. Suggestions for Expanding the STC

John Strange proposed that we develop a community blog or other Web 2.0 forum as a potential expansion of our members' web skills. While all the STC officers liked the idea, there were questions about the purpose and content of the blog. The idea of an STC blog will be considered further with John.

#### 3. STC Community Issues Discussion

- Game Night with STC Carolina Community  
Due to current demands on everyone's time, the NCSU community will not schedule an event in conjunction with the Carolina community. This possibility will be reviewed at the next meeting.
- Corporate Sponsorship – Community of Distinction  
Andrew Armstrong and Brian briefly discussed their plan for attending the annual STC conference.

**Decisions/Agreements/Resolutions**

Andrew Armstrong will confirm with Delta contact regarding the Survey Builder Webinar, planned for 12:00 p.m. – 1:30 p.m. on Wednesday, January 30.

Andrew Armstrong will contact faculty members for roundtable participation, scheduled to take place 5:30 p.m. on Monday, February 18, at Bruegger's Bagels.

Elections will be held on Thursday, March 20, at 7:30 p.m. at Porter's.

Andrew Jones will verify the date for Service Raleigh 2008.

An end-of-semester happy hour will be planned sometime in April (date and time to be determined, depending on scheduling of ENG 675 defenses).

**Action Items**

<b>Action</b>	<b>Assigned To</b>	<b>Due Date</b>
Confirm Survey Builder Webinar details	Andrew Armstrong	1/25/08
Invite faculty members to roundtable	Andrew Armstrong	2/10/08
Verify Service Raleigh date	Andrew Jones	2/1/08
Add events to community calendar	Andrew Jones	1/20/08

Respectfully submitted,

Andrew P. Jones