

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

Meeting Minutes

Meeting information and attendees

Date: July 2, 2008
Duration: 6:00 p.m. – 9:00 p.m.
Location: Mitch's Tavern, Raleigh NC

Attending

Sarah Egan Warren (Faculty Advisor)
Brian Swiger (Co-President)
John Strange (Co-President)
Jen Riehle (VP/Webmaster)
Christin Phelps (Treasurer)
Sandy Bjorkback (Secretary)
Anne Roth Strickland (Membership Manager)
John Williams (Newsletter Editor)
Rebecca O'Connell (Activity Manager)

Regrets

Myra Moses (Newsletter Manager)

Introductions and overview of our community

Sarah opened the meeting and provided an overview of STC for new officers.

- Sarah shared that NCSU's STC community has been named a "Community of Distinction" for 2 consecutive years. We should continue to strive for that distinction
- Each officer made introductions (Anne, Rebecca, and Sandy are new to STC)

Announcements and reminders

- The NCSU STC blog is now live (thanks John!) Here's a link:
<http://www.writetech.org>
- Membership: If you're not yet a member or need to renew, please do so ASAP.
- The Carolina Chapter, the professional chapter of the STC, is having Vision Day next Thursday, July 10 for those who can attend.

Introductions and overview of our community

- The STC fiscal year has changed to January 1 (was June)
- Cluster Progression Program: talk to people in different fields, hosted at NC State, sometime in September – professional speed dating for your career
- STC officers are needed for NCSU Tech Comm orientation on **Monday Aug 18, 5:30-6:00** to set up and greet, to bring refreshments, drinks, and clean up. Several officers offered to assist.

Housekeeping

Sarah passed around a form for all officers to update and confirmed everyone's current e-mail preferences. The following e-mail updates need to be made:

- Christin: change e-mail to caphelps@ncsu.edu
- Anne: change e-mail to arothstrickland@gmail.com
- John W: change e-mail to bluelena69@gmail.com

Key initiatives for 2008

We decided on our key initiatives for 2008.

1. **Community service** – We want to give back to the community. Several ideas were proposed:

- Service NC State (Aug 23, 11:30-3:30)
<http://www.ncsu.edu/csleps/service/servicenc.htm>

Sarah mentioned that volunteers/group leaders are needed to help w/ check-in and miscellaneous tasks such as packaging. A very brief training session will be held on Aug 22. Sarah to send information to the group list as well as the etc list.

- Book drive (now through Dec '08) - John W suggested we could check into how we can help the people of New Orleans. Christin suggested donating books. John to spearhead a book drive. We'd need a box or area to secure the books.
- Wake County Autism Society group
<http://www.wakecountyautismsociety.org/>

Anne suggested we might be able to help. Note to ask Dr. Susan Katz about the internship program and if there are volunteers to help there.

- Race for the Cure
<http://cms.komen.org/komen/index.htm>

Christin suggested this would be a charity we could help with.

Key initiatives for 2008

- Emily Krzyzewski Foundation (e.g. Hoops for Hope)
<http://www.emilyk.org>

Christin suggested this would be a charity we could help with.

- American Diabetes Association – Raleigh
<http://www.diabetes.org/communityprograms-and-localevents/whatslocal.jsp>

Sandy mentioned this might be a good charity.

2. Fundraising

A few ideas were proposed to raise money for STC.

- **T-shirts**
 - \$15 for non-members, \$10 members (incentive to join STC)
 - We have a new logo (created by Lee Samuel) and several slogans
 - John Williams has a friend who is a screen printer
 - Will need to check on corporate sponsors

(Suggestion: create a 1-sheet to describe that we need from the sponsor)

- **Memberships**
We discussed that we could use the blog as one of many ways to increase memberships

3. Attend STC conference

Panels? Papers? Presentations?

- This year, the conference was in Philly, next year it's in Atlanta
- John and Rebecca shared some info about the experience
- If you're a speaker, you can apply for funding from the graduate school

4. Reach out to English undergraduates

Rebecca suggested that we should make undergrads aware of STC and tech comm program.

- More visibility by coming into the classrooms briefly to set up a panel or roundtables to talk about our field, program, and STC.
- Perhaps we can have a presence at the student organization fair
- Update our current STC brochure and distribute
- Market the Cluster Progression Program to students in the program
- Oct membership incentives: Tell students they get 14 months for the price of 12. Offer a drawing for a \$25 certificate to a bookstore

5. Make the STC more relevant to the university and community

John suggested we need to bring more awareness to the STC (this also ties in to #4 above in reaching out to undergraduates)

Key initiatives for 2008

- Market STC better at times when events are occurring at the university
- The blog should facilitate promoting STC
- Hold a dinner or brown-bag session (charge to recover costs)
- Have a special guest attend the faculty roundtables to get more attendance

Calendar of events

2008 events by month

August	<ul style="list-style-type: none"> • Orientation, Aug 18 • NCSU Service Raleigh, Aug 22, 23 • Progression Program with Carolina Chapter, Aug 28
September	<ul style="list-style-type: none"> • TBD, possibly “A Fix the Typo” event
October	<ul style="list-style-type: none"> • Roundtable - PhD Communication Rhetoric and Digital Media Discussion to provide tips on what you need to do get into the program (early October) • Dr. Dicks’s advising session for spring semester and the projects course (October)
November	<ul style="list-style-type: none"> • Roundtable – Alumni (professionals) (“What I wish I had known when I joined the program?” Rebecca and Sarah volunteered)
December	<ul style="list-style-type: none"> • Book drive: Cut-off period for the book drive (John, Sandy, Christin volunteered) • End of semester happy-hour gathering (John will look into Player’s Retreat)
January	<ul style="list-style-type: none"> • Grant writing autism group workshop (Anne brought this forward)
February	<ul style="list-style-type: none"> • Game day at the Student Center (It was suggested that we do this event on Saturday this year to allow for more flexibility, say from 2-5pm. We could potentially hold this in the Student Center and get a few different rooms (the Walnut room). We should bring packaged snacks)
March	<ul style="list-style-type: none"> • Roundtable and/or charity event - some sort of charity or another Alumni roundtable or “Service Raleigh”
April	<ul style="list-style-type: none"> • Elections - NC State • Community Service event - “Relay for life” for the American Cancer Society (e.g. someone always on the track, set up an STC booth, 8pm Fri to 12:00 noon Saturday)

Newsletter

We discussed several newsletter ideas, one of which was to include bios, information or Q&As from scholars and professionals in our field:

- Q&A, bio from scholars and professionals in our field. For example:
 - Tap into NCSU faculty—do a spot on Carolyn Miller, Gallager (Phd)
 - Tap into faculty from outside NCSU (Clay Spinuzzi)
- Have scholars share their favorite work and non-related book
- Include section that includes resources and links
- There was some discussion on updating the format of the newsletter to make it more searchable and more prominent (ideas to make the document an i-paper)

Everyone can send ideas to John – we could use Google docs or the Yahoo STC group to contribute

The numbers

Christin provided an update on the current state of the STC budget.

- We have less \$ this year because memberships are down from last year and the STC has changed the way they pay us for memberships
- We started with \$847.07 and now we have \$490.31
- “Game night” and the Newsletter was the largest expenses last year
- The bottom line: we need to do some fundraising!
- We should not spend more than \$450 (maximum budget)

Misc activities and ideas

- Ideas for PR for our STC community:
 - Sponsor a competition (e.g., competition for best newsletter idea) with call for proposals towards the middle of the semester
 - See #5 in the “Key initiatives” section
 - Contact a non-profit organization and ask them for a message they want to improve upon. We would work on or accept submissions of those who wish to take on crafting the non-profit organization’s message
- Mentorship

We discussed that STC members should be the ambassadors that assist Dr. Dicks with students who are interested in our program and make site visits.

Misc activities and ideas

Action items

Action	Assigned To	Due Date
Confirm officers to help with orientation	Everyone can attend except John W.	Before Aug 18, 2008
For PM10, confirm that STC pricing comparables are still current on the web site.	Brian	Before January 2009
Update web site	Jenn	TBD
Start looking into charities	All	TBD

Respectfully submitted,
Sandy Bjorkback