



## Meeting Minutes

Saturday, July 17, 2004

10:00 am – 2:00

Chez Edgerton

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## Attendees

Name	Office
Adrienne Charak	Program Team Lead
Rebecca Edgerton	
Harold Fox	Affiliates Societies Council Representative & Creative Writing SIG Lead
Jean Fudge	Academic Liaison
Judy Harper	Secretary
Karen O'Keefe	Past President & Public Relations Team Lead
Amy Kearns	Secretary
David Kimmel	Treasurer
Sylvia Miller	Chapter SIG Coordinator
Louise Tincher	Employment Team Lead
Sarah Wigser	President

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## Discussion

### Programs

Program committee co-chairs Amy Kearns and Adrienne Charak are looking for free and/or low-cost venues for 2004-2005 meetings, which will be held on the third Wednesday of every month. This year's meetings will be more interactive: no PowerPoint slides and lectures.

The preliminary schedule follows.

- September: Power Networking (free admission)
- October: e-Learning, possibly with Richard Horn as speaker/facilitator
- November :Saturday morning employment workshop (\$25 fee)  
Topics: to be covered include resumes, portfolios, cover letters, negotiating salaries, interviewing skills, and others
- December: Holiday party
- January: single-sourcing using Arbortext
- February: joint meeting with ASTD
- March: Project Management
- April: Patty Holmes, possibly speaking on the topic, Would You Work for You?

- May: Usability panel or lab
- June: Volunteer Recognition on Saturday at lunch

Selected Saturday training courses may be offered through New Horizons.

The Program Team will mail chapter members a 2004-2005 program schedule, including a Buy-One, Get-One-Free coupon.

## Membership

Rebecca Edgerton will co-chair the Membership Team with Karen Stille. Team members will create and distribute:

- A new member survey to uncover reasons for joining, explore expectations, and determine the type and level of SIG interest.
- A general membership survey to develop a SIG profile for the chapter.

Sylvia Miller is the newly chosen appointee to the newly created post of Chapter SIG Liaison.

To help in recruiting volunteers, large projects should be broken down into smaller tasks that are not so intimidating to would-be participants.

## Employment

The Employment Hands-On Workshop will include an employment progression: researching the company, writing resumes, assembling portfolios, and preparing questions for the interview (among other topics)

Perhaps this workshop will move into the Arbortext slot.

The Employment Team (chair Louise Tincher) will provide information about the chapter to local employers of technical communicators.

## Action Items

Item	Owner	Action	Completion/Status
1	<b>Sarah Wigser, Sylvia Miller</b>	Create and distribute a membership SIG survey (as described in the previous Membership discussion)	
2	<b>Rebecca Edgerton</b>	Create and distribute a new member survey (as described in the previous Membership discussion)	
3	<b>Adrienne Charak, Amy Kearns</b>	Create and mail 2004-2005 Program Schedule and Meeting coupon (as described in the previous Program discussion)	
4	<b>Louise Tincher</b>	Write and mail a Chapter Information packet to local employers (as described in the previous Employment discussion)	
5	<b>Dave Kimmel</b>	Contact local usability labs about their availability for Chapter meetings.	
6	<b>Judy Harper</b>	Evaluate price, features, and usefulness of electronic labelers for use in producing name tags etc, for Chapter meetings	
7	<b>All Team Leads</b>	Prepare a list of discrete, easily-managed team tasks that can be quickly complete by volunteers (as described in the	



SOCIETY FOR TECHNICAL COMMUNICATION  
SOUTHWESTERN OHIO CHAPTER

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		previous Membership discussion)	