

Orlando Central Florida Chapter STC
ADCO Meeting Minutes

January 9, 2018

Participants: Alex Garcia, David Coverston, David Coe, WC Wiese, Karen Lane, Debra Johnson, Dan Voss, Michele Ladner, Lori Corbett, Jon Kessler, Bethany Aguad, Mike Murray, Emily Wells, Andy Romero, Nick Ducharme, Crystal Brezina

Meeting called at 7:07 p.m.

I. January Meeting

- B. Agaud stated that everything has been set up for the upcoming January meeting.
- D. Coe noted he could post something on the entry door so attendees know where to go.
- K. Lane asked if virtual access was available.
 - B. Aguad noted meetingburner was no longer working, but Gotomeeting could possibly be used if Elaine from Suncoast was available.
- B. Aguad and D. Coe to work out face to face payment for meeting.
- **Action Item:** B. Aguad to send additional information for visitors.

II. STC Summit Presentation

- B. Aguad announced that the abstract is set to be published on January 10th, and all that is left is to schedule the meeting time.

III. Payment Methods for Meetings

- Although February's meeting will be free at UCF, B. Aguad stated all other upcoming meetings could retrieve payment through cash or through using paypal or a square account.

IV. Suncoast Meetup

- B. Aguad stated the upcoming Suncoast meetup is set up, and M. Ladner is current adding dates.
- Attendees discussed the name of the Suncoast meetup account. Currently the account is titled Tampa Bay Tech Com by STC Orlando. B. Aguad noted that this was done to verify the account was up and running before potentially renaming the group.

V. Website Update

- B. Aguad noted she updated the calendar based on the chapter's google calendar.
- **Action Item:** B. Aguad to continue updating the calendar as needed.

VI. Venue Research

- D. Coe stated that depending on the meeting success at Riptide, he is still in the process of searching for a permanent meeting venue.

VII. Spring Programming

- D. Coe stated that although D. Jones accepted speaking, he did not want to fully present on the Pellegrin Scholarship.
- Attendees discussed adjusting meeting style to a dinner setting.
- B. Aguad asked if changes would affect any CAA scoring. C. Brezina responded that it shouldn't be a problem.
- **Action Item:** A. Garcia to reach out to D. Jones on the presentation.

VIII. CAA Report

- C. Brezina discussed the CAA spreadsheet that would recently sent out to everyone on the ADCO listserv. The CAA spreadsheet has locations for the task, who it is assigned to, and the status of the task.
- D. Jones advocated for all tasks to be assigned by next month.

IX. Status of Newcombe-Lane Article

- K. Lane stated that the article has been completed and sent to STC.
- K. Lane noted the article has also been sent to D. Voss to verify there is no overlap between topics.

X. Milestone Celebration

- K. Lane advocated for an additional mailchimp email to be sent out.
- K. Lane stated that two tables have been booked for the celebration, but they may not be next to each other. In order to guarantee proximity, the reservation would have to be changed to 7:30 p.m.
- B. Aguad suggested adjusting the reservation to how many attendees there will be.
- **Action Item:** B. Aguad to send out another reminder on the meeting, as well as the milestone celebration.
- **Action Item:** A. Garcia to post about the Milestone Celebration on facebook, with a link to the doodle poll.
- **Action Item:** K. Lane to call the venue and relay any adjustments to ADCO before B. Aguad sends out additional mailchimp email.

XI. Summit

- B. Aguad stated that D. Voss asked about student volunteers. STC is not accepting any yet, but OCFL chapter will be notified as soon as possible.
- Attendees discussed determining which students would be likely to go.

XII. 65th Anniversary Celebration

- D. Johnson stated that the past three meetings have been cancelled, so there is no news as of late.
- D. Johnson stated she has received an article from Elaine on “not-so-standard” things to do in Orlando.
- **Action Item:** D. Johnson to send article to N. Ducharme once she has reviewed it.

XIII. Active Membership Report

- W.C. Wiese noted that although the report has been sent out, it may not be completely accurate, and suggested all members to review it to verify everything is correct.
- W. C. Wiese stated the list of officers also needs to be updated, and the report should have a significant update by next month.

XIV. Mail (and email)

- W.C. Wiese stated most of the mail received has not been useful, but a report form from UCF has been received.
- **Action Item:** C. Brezina to forward past quarter’s ADCO minutes, as well as all upcoming minutes, to W.C. Wiese to verify they are being received.

XV. Chapter History Project

- M. Murray stated there have been no updates since the last discussion.

XVI. Status of Membership Discrepancy

- D. Coverston stated there hasn’t been an update to the discrepancy issue.

XVII. Mentoring

- E. Wells stated she is in the process of transferring all files to the new president of FTC. E. Wells has also notified the SGA and all social media should reflect the change.
- **Action Item:** B. Agvad to provide D. Coverston list of all mentees to verify they are listed as members.

XVIII. Scholarship

- B. Agvad stated she has yet to receive a response regarding the scholarship page, and has begun trying to reach out to the general department.

XIX. FTC Funding Status and February Meeting

- A. Romero announced that N. Ducharme, A. Romero, and N. Garcia attended the SGA allocation meeting, and FTC has received \$50 from SGA to put towards the February meeting.
- A. Romero stated FTC was presented to a Technical Writing Style class to provide information on the February meeting.
- A. Romero suggested using the next meeting to conduct a resume workshop, and suggested plans for a bowling night to welcome students into the spring semester.
- D. Voss suggested that A. Romero reach out to C. Brezina regarding walking students through building a portfolio.
- A. Romero discussed the room setup for the February meeting. As the setup for the Pellegrin scholarship will not be needed, extra tables can be added.
- Attendees discussed the potential room setup and table topics.
 - Rather than solely focusing on career-oriented tables, the tables will focus on the upcoming Summit.
 - D. Voss offered to present at one of the tables regarding proposals.
 - A. Romero suggested additional tables focus on student networking.
 - A. Romero emphasized getting all of the topics and descriptions on the presentations to promote to students.
- A. Romero stated that additional funding will be used to purchase an official FTC banner.
- A. Romero noted that catering would likely have to be from a UCF location.
- A. Romero suggested sending out a map telling students and attendees where to park on campus to get to the venue.
- **Action Item:** D. Voss to contact Jack Molisani and Dawnell on their previous Summit presentation and reach out to A. Romero on status.
- **Action Item:** A. Romero to send top catering choices to B. Aguad.

XX. LDP Implementation Plan and Fast-Start Leader's Guide

- D. Voss stated that although "rising stars" were identified to speak at the Summit, they may not be in the LDP.
- D. Voss noted that mentors and mentees were matched based on strengths of each member.
- D. Voss advocated for an additional workshop for coaches and mentees.
- **Action Item:** D. Voss to meet up with M. Murray on Leader's Guide and Implementation Plan

XXI. Intercom and Memo to Members

Intercom:

- Four of Six Articles Delivered. We're on schedule!

- January Article (Currently slated for Emily Wells; Prior technical difficulties and her current travel situation may necessitate another volunteer. Any volunteers? Nick will help brainstorm with you on a topic. Remember that this is worth not one, but TWO coveted Active Membership points! It's also very important for chapter reputation.)
- February Article (Dan Voss and Andy Romero)
- Debra, do you have a larger resolution version of your main image for Intercom article 4? James Cameron was asking. If not, I will attempt to enlarge it using a free online tool.

Memo to Members:

- 1. Need articles immediately as mentioned in previous email. The publish date is either Monday, 1/15 or Tuesday, 1/16.
- 2. I sent out a report last night detailing active membership accruals this chapter year for both Intercom and MtM efforts thus far.
- 3. Article received from the View from Campus initiative! Many thanks to Andy and this month's student writer!

XXII. Suncoast Meetups

- I'm still working out the plan for the Meetups. I've gone through my calendar and selected these dates/locations for in-person networking:

City	Date
Clearwater	Saturday, January 20th 11:30 AM-1 PM
Sarasota	Tuesday, January 30th 5:30 PM – 7 PM
St. Petersburg	Thursday, February 15th 5:30 PM – 7 PM
Lakeland	Saturday, February 24th 11:30 AM – 1 PM
Tampa	March 3rd 11:30 AM – 1 PM
Clearwater	Wednesday, March 28th 5:30 PM – 7 PM
Sarasota	Saturday, April 7th 11:30 AM – 1 PM
Tampa	Tuesday, April 17th 5:30 PM – 7 PM
Lakeland	Wednesday, May 2nd 5:30 PM – 7 PM
St. Petersburg	Saturday, May 19th 11:30 PM – 1 PM

- This will give us two live networking opportunities in each of the five cities we're targeting. To reach as many people as possible, each city gets one Saturday event and one weekday evening event.

- Next, I'll work on specific meeting locations for each city. Any ideas for some meeting topics? I'd like to have three rotating topics, one of which will be a tools discussion. Any other ideas?
- I'm also checking out other groups that might share some interests with us, whether they are technology or training.
- How do you all want to handle creating the Meetup account? (i.e., payment)

Meeting adjourned at 8:40.