

Minutes of Meeting Society for Technical Communication Central Illinois Chapter

Date: Tuesday, September 10, 2002

Time: 6:15 p.m.

Location: Room D244, Parkland College, Champaign, IL

After approximately two dozen people gathered to enjoy hors d'oeuvres, sandwiches, salads, cookies, and networking, chapter president Laura LaCombe opened the meeting at 7:00 p.m. by describing:

- STC and STC's members
- Top ten reasons to join STC (*Intercom*, *Technical Communication*, Web information, competitions, SIGs, annual salary survey, annual conference, jobs database, chapter activities, and networking)

Laura also:

- Introduced chapter officers (VP Marty Atwater, Secretary Nancee Moster, Treasurer Lisa Denlinger); new members (Jennifer Goode, Polly Kroha, Gwen Smith, Kirsi Rintanen, Gary Barker), and committee chairs (Program Committee/Marty Atwater, Website Committee/Polly Kroha, Employment Committee/Marcia Krause).
- Directed people to the CIL web site: www.prairienet.org/cil_stc.
- Explained how to update membership information (locally on the chapter roster and internationally at www.stc.org/address_change.html).
- Announced various training discounts available to STC members (15% discount on all courses at www.online-learning.com, \$50/course discount on Tech Comm certificate program at hwilliam@unex.ucla.edu)
- Encouraged the audience to volunteer for committee work.
- Announced the October CIL meeting program and speaker: *Double Duty – Cost Effective Online Help Doubles as Print Manual* by chapter member Marya Ryan.
- Announced other upcoming STC events (Region 6 12th Annual Conference in St. Louis, MO, October 13-15; Rock Valley Chapter Conference in Rockford, IL, October 19; Region 4 Conference in Columbus, OH, November 8-9)

Laura then introduced Don Elmore of Institutional Advisors, Ltd, who spoke on *Make Your Idea a Reality: Using Business Plan Principles in Everyday Business Decisions*.

Don focused on how the individual components of a business plan can – and should – be applied to a wide range of business situations. From selling a good idea to your boss, to requesting new equipment, starting your own business, or raising venture capital, many of the concepts are the same. Bottom line: Business plans – or at least parts of them – are useful beyond the large-scale applications with which they're usually associated, and one needn't be intimidated by the prospect of having to develop such a plan.

Don's presentation was followed by a lively question-and-answer period.

Laura adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Nancee Moster
Chapter Secretary