

# **Meeting Minutes from Wednesday January 23, 2008**

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## **STC 55th Annual Technical Communication Summit**

STC Trinitite will be traveling to Philadelphia for the 55th Annual Technical Communication Summit. The convention will take place just after the Spring semester ends, from June 1st to the 4th. We plan to leave for Philly May 30th. We will return to the Albuquerque area one day after the conference (June 5th). We will be staying near the Philadelphia Convention center in the historic district of Philly, one mile from the Liberty Bell.

A \$50 non-refundable deposit is to be paid to the Humanities Department secretary by Friday, February 15 if you plan to attend the conference with Trinitite. The flight and hotel arrangements will be made by the first week in March to ensure we will get the best rates and the required amount of rooms.

## **STC Swiss Summit**

Trinitite will be hosting a welcome back mixer on February 13th (tentative). We would like to hand out fliers during the NMT club fair to raise awareness of our presence, as well as what TC/STC is and what it can do for Tech students. We will provide hot chocolate (Swiss Miss of course), marshmallows, and cookies. We will also be inviting the TC faculty (Dr. Ford, Dr. Lanier, and Dr. Walsh), and any other Humanities faculty that would like to join us and talk about TC/STC/Humanities courses and programs.

## **Community Service Projects**

### ***Engineering Weekend***

The Engineering Weekend team needs a website and fliers to help promote their event. We currently have a list of scheduled events, and a brochure to work from. We will be meeting tomorrow evening (Thursday, January 24th) to work on the website and other documents that have been requested. We will show-off our work at a committee meeting Friday afternoon. If you are interested in helping with the website or documents, please e-mail us at [stc@nmt.edu](mailto:stc@nmt.edu) for more information.

### ***Community Service Competition***

A suggestion to hold a competition on campus for a web site or document redesign was made. The competition would require clubs to write a proposal to us stating why they need the documents or web site worked on. We would then select the best proposal and complete the requested work. This could be done each semester and would show the Tech community what we are capable of doing, and what a TC course/minor/major could do for the students.

### ***Socorro Community Service***

We would like to complete a community service project within the Socorro community to show the community what Tech students are capable of doing, and possibly even securing community service projects for others that need to fulfill the community service requirement of the TC program. We would use the same contracts, proposals, and reports that are used in the TC 100 course, which could

also help those that are taking the course understand how the project needs to be done. This community service project could also secure TC and other students internships or jobs in the Socorro area.

If you know of an organization that is need of a document or web site, please e-mail us at [stc@nmt.edu](mailto:stc@nmt.edu).

## Workshops

The following workshops have been suggested:

Adobe InDesign, Nick Carter

Adobe Photoshop, Tony Perreau

MS Powerpoint, Greg Koch

MS Word Styles, Greg Koch

The dates and times of these workshops have not yet been determined, as the semester has just begun and we need to ensure the individuals that would be delivering the workshops can commit to a specific date and time. If you would like to deliver a workshop, or have other suggestions, please email us at [stc@nmt.edu](mailto:stc@nmt.edu).

## Guest Speakers

Trinitite is always striving to learn more information and to teach what we know to others. We would like to invite guest speakers to present to the NMT students about different topics related to Technical Communications. If you or anyone you know would like to present a topic here at New Mexico Tech related to Technical Communications, please e-mail us at [stc@nmt.edu](mailto:stc@nmt.edu).

Some suggested speakers were NMT TC graduates and previous speakers that STC members enjoyed.

## Meeting Times

The attending members of this meeting decided that future meetings should take place on Wednesday at 6:00 p.m. We will hold bi-weekly meetings. The meetings will be posted on the Trinitite website (<http://infohost.nmt.edu/~stc/>). If you are unable to attend the meetings at this time and would like to, please e-mail us and let us know if there is a time that you can make, and we can try to plan meetings at a more convenient time.

## Dues and Membership

If anyone is interested in becoming an official STC member, you may do so by filling out the form, and mailing it to STC along with your dues. If you would like more information about membership, you may e-mail us at [stc@nmt.edu](mailto:stc@nmt.edu) or visit STC online at <http://www.stc.org>. Membership time periods are January – December. If you would like to register as a member, now is a great time to do so! Student memberships require paper applications, which can be found at [http://stc.org/PDF\\_Files/memberApp0708.pdf](http://stc.org/PDF_Files/memberApp0708.pdf).