

Year in Review

2009 was a grand year with several major accomplishments along the way. A summary of what the Alberta Chapter has been busy with:

- Membership increased from 165 in 2009, to 181 as of January 2010. (Final member count will be available when the renewal period ends in March.)
- Website redesign proposal completed and will be implemented during 2010 by our new Web team: Brian Thompson and Janice Liwanag.
- Job descriptions created for all Council positions to capture the requirements of each role for recruiting purposes.
- Fully functional knowledgebase for Council replaced the Chapter Resources webpage with information gathered from past and present volunteers.
- Instead of the usual summer break, we dealt with the financial crisis at STC headquarters (in Virginia). After much debate, STC Alberta donated CAD \$3000. The situation has now stabilized. For more information, see stc.org.
- Council revised bylaws and the membership voted and passed the bylaws.
- STC library was formed at Mount Royal University. Years worth of STC's magazine and journal were donated by STC Alberta member and former Newsletter Editor, Jean Bauer.
- The Alberta salary survey is going to be the basis for a future Canada-wide salary survey that all Canadian STC members can participate in.
- A Mount Royal University Continuing Education Liaison was added to our Council.
- The SuperScript team is using a new tool, Constant Contact, to put the newsletter together.
- Jobline email notification system implemented as a feature for members who stay subscribed to our mailing list.
- Affiliation formed with Digital Alberta to enhance STC's reach to related professions. With this affiliation, STC Members can attend Digital Alberta's events at member rates. (More affiliations will be formed in 2010.)

Financial Report

Treasurer Ken Schatzke reported on our financial status. Our Chapter is financially stable and will continue to create and deliver programs and events. For details, contact our Treasurer directly at treasurer@stc-alberta.org.

Congratulations to our Senior Members!

During 2009, the following members achieved Senior Member status (5 consecutive years as an STC member):

- Karen Lowe
- Lucille Worone
- Maggie Chase
- Brian Stanko
- Sherry Willetts
- Barb Zabel
- Deborah Woodcroft, Edmonton
- Trevor Ackerman, Edmonton
- Veronica Kutt, Toronto

New Heights

Mellisa Ruryk, our New Heights Manager for 2009 and 2010, announced the topic of Instructional Design as most popular based on the SurveyMonkey results. For more information: <http://stc-alberta.org/newheights/newheights.php>

Volunteer Awards

During the past 18 months as president, I have taken notice of several volunteers who I want to recognize for their contributions to our Chapter. The following recipients were given framed certificates with the following citation. Congratulations to you all!

- **New Volunteer of the Year: Helen Lansdell**

STC Alberta thanks you for taking on the ever-important and popular Salary Survey. The Salary Survey is vital to our members in understanding the factors that contribute to the value of technical communicators in our local market. You volunteered your time to run a survey, carefully analyzed the results, published a report, and presented your findings to our members. As an academic, you recognized areas of improvement and helped to bring in additional representation from the academic community.

- **President's Award: Alex Kelly**

STC Alberta thanks you for your efforts in taking on the newsletter, implementing improvements, and for making the transition to a new tool for more efficient production. In addition to your role as Newsletter Editor, you recognized an opportunity to grow your skills by managing Public Relations for the Chapter. You are a valuable team player and consistently demonstrate strong leadership qualities. We thank you for sharing your enthusiasm and passion with STC Alberta.

- **President's Award: Mellissa Ruryk**

STC Alberta thanks you for organizing the successful 2009 New Heights seminar. We applaud your determination and dedication to bringing renowned speaker, Neil Perlin, to Calgary for a full day hands-on seminar teaching us about online help systems, and extending the value of his visit for both Calgary and Edmonton by organizing a Program Night that both cities shared in. In recognition of your energy for creating professional events that filled 'every seat in the house' each time, and making it all come together flawlessly, we thank you.

- **Dedicated Service Award: Lucille Worone**

Over the last five years, you've held terms as President, Vice President, Membership Manager, and Salary Survey Manager. In your most recent role of Past President, you performed as a valuable advisor to the President and your guidance was greatly appreciated. STC Alberta applauds your passion for the profession, and your enthusiasm in building a better, stronger Chapter.

- **President's Award: Deanne Wilson**

STC Alberta thanks you for organizing the many successful events enjoyed by Edmonton area members. You took on the responsibility of managing the Edmonton area to bring the benefits of STC Alberta membership closer to home. Your enthusiasm inspired volunteerism amongst your colleagues who now help to build the momentum you created. Despite the distance to the Administrative Council that operates out of Calgary, you were motivated and creative in delivering appreciated services. We applaud your ongoing efforts to spread STC's value in Edmonton.

- **Dedicated Service Award: Ken Schatzke**

Over the last eleven years, you've held terms as Treasurer, President, Past President, New Heights, Programs, Workshops, and Mount Royal Liaison. Despite the excessive demands of 2009 with budgeting and rebudgeting, you were dedicated and steadfast in your support, and your expertise and opinions were regularly called upon. The value of your historical knowledge ensures the continued success of our Chapter. We applaud your contributions to the development and success of STC Alberta.

Newsletter Award

STC Alberta Senior Member Victoria Clarke contributed an article to the May 2009 issue of SuperScript: "Is Indexing Obsolete". Read it here: <http://stc-alberta.org/Newsletter/2009/may.pdf>

Your Next Challenge

STC Alberta built a great momentum in the past year: We had many new faces learning the ropes and bringing their ideas to the table. The mix of our new volunteers working side by side with the "regulars" created a diverse energy that we've enjoyed through the year. As we launch 2010, we want you to take a look at some of the available high profile opportunities that STC Alberta has. There is no better time than now to expand your skill set with these critical roles that not only look great on your resume, but keep the Chapter running strong and smooth.

President

The president is responsible for exercising general supervision and management of Chapter business:

- Receive the guidance of the past president throughout your term
- Chair general and administrative meetings
- Submit a bimonthly article for the newsletter
- Act as an ex-officio member of all volunteer teams

As president, you'll learn to work with a variety of business functions, participate in collaborative work, set the direction for the Chapter, implement new ideas, help make spending decisions, and, in a role that represents the Chapter to the world, you have access to experienced leaders at the STC international office. A privilege of the president is to attend all programs to meet attendees.

Treasurer

As treasurer, you don't need an accounting or financial background. If you can balance a cheque book and have some basic experience with spreadsheet programs, you can manage the Chapter's finances:

- Receive the guidance of the outgoing treasurer
- Receive and manage all monies paid to the Chapter
- Maintain books and records so they are available to the Administrative Council
- Prepare annual financial reports for submission to STC and STC Alberta's AGM

Secretary

The Administrative Council requires complete and accurate minutes of its meetings to ensure decisions have been recorded and tasks delegated. The secretary is responsible for compiling these minutes and, therefore, is vital to the council's success:

- Record and maintain the minutes of all general and administrative meetings
- Distribute minutes to the Administrative Council via email

If you're interested in any of these positions or would like more information, e-mail our president at president@stc-alberta.org.