

## **Minutes of the CIC SIG Annual Meeting in Atlanta**

On Tuesday, May 5, Suzanne Guess called the combined business meeting/networking luncheon of the Consulting and Independent Contracting SIG to order and welcomed all attendees.

### **New Management Team**

Members of the new SIG management team are:

Suzanne Guess: Manager

Assistant Manager: Elizabeth Zenker

Assistant Manager: Vivian Jackson

Barbara Harrison: Immediate Past Manager

Treasurer: Chanda Child

Secretary: Linda Shacklock

### **Award**

Suzanne announced that the STC Board awarded our former SIG manager, Linda Gallagher, its Distinguished SIG Service Award.

### **Contractor Database**

The SIG's planned contractor database is not yet ready for rollout. Suzanne is reviewing the original requirements to ensure that what the vendor built met those requirements. A project manager is needed to get this project completed. Jack Molisani volunteered to take on this task.

### **Volunteers Needed**

The SIG is in need of a membership manager. One possible candidate has been identified. If she is not willing to take on this task, Kat Nagel volunteered to do so.

The SIG also needs a volunteer coordinator. Primary duties are related to preparing for the Summit.

### **Treasurer's Report**

As of 3/31/09, the SIG's net worth is \$3,895.28.

The treasurer is looking for a bank with nationwide branches and no monthly fee. Suggestions made included Bank of America, ING, and RBC.

### **Goals and Strategies for Next Year**

Since the SIG has just completed its member survey, we still need to compare the results with our current strategic plan, and then revised the plan as needed. Each table was assigned one of the four goals in the current plan asked to discuss which parts of it should be kept as is or changed. Suzanne collected each table's notes and the SIG management team will evaluate them.

- Goal 1: Facilitate networking and educational opportunities for independents.
- Goal 2: Serve as an information resource for independent technical communicators and those who want to become independents.
- Goal 3: Build the CIC SIG through a proactive combination of activities that includes member recognition, internal and external partnerships, and awareness activities.
- Goal 4: Promote the field of technical communication and technical communication businesses.

### **Drawing**

Suzanne concluded the meeting with drawings for three Barnes and Noble gift cards.