

## STSN Business Meeting

Wednesday, April 16, 2008  
12:15pm-1:15pm  
at PEPNet Conference in Columbus, OH

### **Introduction of Officers and Board Members**

Present: Shannon Aylesworth, President, Wisconsin; Jennie Bourgeois, Vice President, Louisiana; Judy Colwell, Secretary, California; Rebecca Berger, Treasurer, West Virginia. Lauren Kinast, Board Member, Texas; Present remotely: Pat Graves, Board Member, Colorado; Robert Sidansky, Board Member, California; Not present: Sharaine Roberts, Board Member and Immediate Past President, from Colorado.

### **Financial Report**

June 2006 - March 2008

Revenues: \$3,640.00 All this revenue came from membership dues.

Expenditures: \$1,161.80 The full listing of expenditures is available in the Treasurer's reports to the Board. Expenses included office supplies, bank checks, filing fees for state financial reports, and marketing items STSN page in the PEPNet conference book, a membership application and STSN computer screen sweep in the conference bag).

Current Balance: \$2,478.20

Reports Filed: Illinois Annual NonProfit Report (June), Illinois Charitable Organization Annual Report (December), Internal Revenue Services Form 990-N (May)

### **Reports from Advisory Group Chairs**

Jennie Bourgeois: The Continuing Education Advisory Group has set up a program of continuing education. Details are at the STSN website. You can read there about the PDU and CEU project, and download an application form. As STSN members, you can obtain your certificate for how many hours of PDUs you've earned.

We are also working on making more continuing education opportunities available, including different ways to earn individual PDUs on your own. You can view a power point of a Speech-to-Text presentations and answer questions about it, to earn PDUs. There is also a lecture practice site, [www.textcaptioning.com](http://www.textcaptioning.com) It provides lecture to practice from different college classes. They are sped up, by removing the pauses, for speed-building practice.

Cindy Camp: Public Relations Advisory Group. Current marketing activities include computer screen sweeps and an STSN ad in the PEPNet conference book, to promote awareness of the organization and its work. We'll soon be unveiling a new logo for STSN.

Glenna Bain: Membership Advisory Group. We now have 51 members in our organization. We are working with Shannon and Rebecca, the new STSN Treasurer, to move to an on-line membership record system. Encourage people you know to become an STSN member and join us and it is an exciting time for us now.

### **President's Vision for the next 2 years**

Report by Shannon Aylesworth

#### Short Term Goals

1) Develop and execute a Strategic Plan to forward the mission of the organization.

Shannon will hold individual meetings with the officers and advisory group Chairpersons in the next two months. The goal will be to establish a long range timeline that details the charge of work for each person and group, with short range benchmarks.

2) Communicate the strategic plan and timeline to the entire membership.

Institute Monthly Meetings with Officers and Advisory Group Chairpersons (Board Members invited but not required to participate).

Begin regular informational emails to members, to update them on the work of the organization, and invite their input and involvement. Members can write directly to Shannon at [president@stsn.org](mailto:president@stsn.org)

3) Review and Update Recommendations of Professional Standards Advisory Group

The Licensure/Certification Committee studied the licensing and certification practices of similar professional organizations in 2005. That study showed that the cost of development of a certification system was routinely more than a million dollars, and was beyond the scope of STSN at that time. That committee was reformed as the Professional Standards Advisory Group, and will begin focusing on developing professional standards, a Code of Ethics, etc.

4) Implement Web Based Membership Management

Currently we maintain our membership information in Microsoft Access, which has thus far been maintained by the Treasurer. There are a number of problems with this method [location, reports, time consuming to generate new membership letters, renewal letters, and renewal reminders, etc.] The Officers and Board will consider the use of a commercial membership program, Memberize, that would overcome these problems. The goal is to have such an automatic membership management system in place in August.

#### Long term goals

1) Increase Professional Development Opportunities

In addition to supporting the PDU/ CEU program discussed by Jennie, we also want to seek funding to support professional development for speech-to-text service providers. goals are to support at least one professional development activity in each region (four total) in the next two years; and to investigate ways to support grassroots continuing education opportunities, with funding and organizational help.

2) Establish Professional Standards for the Speech-to-Text Industry

Through the Professional Standards Advisory Group, research and implement strategies to establish professional standards (i.e. uniform Code of Professional Conduct or Code of Ethics and ethical enforcement procedures). Move toward the development of a detailed plan to establish standards for certification and/or state licensure.

Establish guidelines to offer administrators, consumers, and speech-to-text service providers an impartial and reliable method of evaluating the level of services provided and the competency of individual speech-to-text service providers.

3) Increase Understanding and Awareness of Speech-to-Text Accommodations

Explore advertising opportunities at conferences and workshops to increase awareness of speech-to-text services as an accommodation option for individuals with hearing loss and promote STSN as a leading organization within the speech-to-text service community.

#### Final comments from Shannon

Thank you so much for coming and I really hope that we can meet again in 2 years and be able to say that we have accomplished many things and are a leading professional organization. Thank you for your support.