

SCPD "Let's Compute" Computer Club

Minutes of Board of Directors Meeting February 21, 2008

The Board of Directors' regular monthly meeting was held on February 21 in the Saddleback room of the Mountain View clubhouse. Board members present were; Lyn Morse, Shelia Harbet, Jack Drill, Barbara Kaye, Kent McDonald, Howard Reese and Jan Grenert. Club members present; Jill Johnson, Helene Barker and Moe Sullivan. Also present was the Financial Review Committee; Betsy Lewis, Chair; Dale Seffer and Jim Rigney.

The Board recognized the Financial Review Committee as the first order of business. The committee presented the Board with a signed statement of their examination and approval of the financial records for the period of July 1, 2007 to December 31, 2007. Prior to the meeting that committee had presented via email a series of 11 questions that resulted from their recent audit as shown below. Board responses are in italics.

COMMENTS ON LET'S COMPUTE FINANCIAL REVIEW AS OF DECEMBER 2007

1. Outstanding checks (un-reconciled items) for 12/12/06 and 4/12/07 should be removed from current information.

Response: Both un-cashed checks have been voided.

2. Information from the Equipment File indicated a purchase of \$2154.99. Records show \$1154.99 paid to K. McDonald and \$1000 paid from the Operating Account to Vendor (Mac Gallery)? Needs clarification.

Response: Receipt from Mac Gallery (in records) shows payments of \$1000 from club debit card (operating account) and \$1154.99 from Kent McDonald's VISA credit card. We did not ask the bank to lift the daily \$1000 debit card limit. Kent was reimbursed by check 1005, Equipment account. Adjustments will be made between the two accounts in the year-end transfer of funds from operating account to equipment account.

3. If a physical inventory of capital equipment was performed, there is no evidence in file.

Response: Inventory will be performed before the club's fiscal year end.

4. Have new Bylaws been published and/or given to members?

Response: *The bylaws were sent to the members via email when they were asked to approve or disapprove them by their email response. The bylaws are published on the club's website. A notice will be placed in the March 2008 Bits & Bytes newsletter advising the members how they can view the Bylaws.*

5. Does the Club now have a Debit card and a Visa card?

Response: *Club has a bank debit card. The VISA credit card option has not been activated (no PIN number). Treasurer, Jack Drill has control of this card. Board members who are signers on the club's bank account can use the card.*

6. Who controls keys and key authorization sheet?

Response: *Lyn Morse has the responsibility to authorize who has a key to the lab. She co-ordinates with the Association office, which actually controls the number (12) of keys and logs users.*

In reviewing new approved By-laws:

7. Article II, Section 1: Who follows the submission of an annual roster to the Association?

Response: *Kent McDonald and Jack Drill maintain membership rolls and submit the roster at the fiscal year end.*

8. Article IV, Section C: Does "minutes of all meetings" mean minutes for all SIG etc meetings?

Response: *No, only the Board and General Meetings. The SIGs (Special Interest Groups) are considered classes. Information on these group classes are reported monthly in the Bits & Bytes newsletter.*

9. Article IV, Section D: Same question for requirements on reporting attendance?

Response: *Attendance at General meetings is sent to the Association after each meeting by the Director of Programs, Howard Reese.*

10. Article V, Section D: Was budget submitted to the Association Finance Dept. and was the budget's availability for review announced to the members?

Response: *The budget for this FY is on the club's website as is the end FY 2007 report. No budget was submitted to the Association, because the annual Association club report asks for actual expenditures not budget numbers. Our club's FY 2007 report numbers were published in the year-end Association financial report mailed to Sun City residents.*

The August 2007 issue of Bits and Bytes announced availability of club financial data on the web site.

11. Article V, Section I: Same question as #3 above.

Response: *An inventory is will be taken before the fiscal year end.*

The Financial Review Committee suggested the board prepare a 'check list' of items that need to be performed to comply with the By-laws and Association requirements.

Lyn thanked the group for their diligence, professional approach and service to the club.

The minutes of the January 17 meeting were read. After several minor changes, the minutes were approved.

Lyn reported that Dan Eye of the Mac Gallery has gifted the club with unlimited Leopard OS for the Macs. The retail value is \$100 per installation. Mac Teachers may also install the software on their personal machines. In addition, he has presented the lab with access to iLife 08 and iWorks 08 for the lab computers and the Mac teachers' personal computers.

Jack Drill, Treasurer, presented a financial Mid-year report and Operating Budget dated 1-31-08. The present balance in the operating account is \$16,860.96 and the equipment account is \$26,510.84 for a total of \$42,371.80.

Kent McDonald, Directors or Communications, said membership is at 1005. Kent suggested the Board consider replacing the projector currently in use in the lab. Newer projectors are both brighter and provide a display of the wider screen used by the new computers. Kent will prepare a proposal for a new, modern projector for the lab.

Shelia Harbet, VP of Education, estimated that on the average 50 to 70 classes are held each month. The March schedule has 59 classes utilizing 75 hours of class time. She is planning to hold three additional classes as open forums in March.

Barbara Kaye, Director of Maintenance, responded to comments made by Jim Calvert at the January Board Meeting. She said there are no problem PCs. Video cards, which have failed,

have been replaced by the PC Club at no expense to the club. Barbara said she did resolve the conflict in the PCs which prevented the burning of CDs, and that is no longer a problem. She also said members are not using the 'remove hardware safely' function properly when removing thumb drives from the computers. Also, iTunes program, on the PC's, caused operational problems and the program was removed.

Shelia suggested that the PCs be turned off weekly. The subject was tabled until next month.

Howard Reese, Director of Programs, discussed the program for the February general meeting. Shelia will do a presentation-in-a-box supplied by Smart Computing. Howard said David Perry from Trend Micro will do the presentation at the March 25 general meeting. Howard has been attempting to contact Pinnacle to arrange a presentation

Kent McDonald discussed converting the students Macs to the Leopard OS. Kent said he is working on getting the second Mac ready for the lab. The Vista OS will only be loaded on the Instructors' Mac and one other.

Kent said he would write the procedure to enable the machine running XP to run through the Instructors' PC so that XP can be shown on the screen.

Jack Drill said the members' interest in using the 35mm scanner has been renewed and the scanner will not be stored away. George Hans will be responsible for use and instruction for the 34mm scanner.

Helene Barker, who now teaches Print Shop2 on the Mac as a lecture series asked the Board to install that program on all Macs so it can be taught as a hands-on class. Shelia made a motion to purchase nine copies for the lab and reimburse Helene for her purchase of the software for her own machine. Jack seconded the motion. In discussion, Lyn announced the cost of the software at \$27.00 per copy purchased directed from MacKiev at Users Groups' price. The motion passed unanimously.

Lyn asked to Board to also purchase copies of Photo Shop Elements 6 for the Macs. Jack made a motion to purchase 10 copies for the lab. Kent seconded the motion.. In a discussion, Kent said that he had to remove the Photo Shop Elements 2 from the two new Macs as that version is not compatible with Leopard. The motion passed unanimously. Lyn will be contacting Adobe on pricing.

The Board discussed the advantage of purchasing the "Forever Stamps" at .41 each now for use in the mailing of approximately 1015 ballots in May. Jack Drill and June Cross also need a supply of stamps. Shelia made a motion to purchase 1300 stamps at the cost of \$533. Barbara Kaye seconded the motion. The motion passed unanimously. Jack will retain the stamps for proper distribution.

Lyn said the club will sponsor a presentation by the Mac Gallery on March 4, from 9:00 to 12:00 a.m. in Speakers' Hall. There will also be a questions and answer session.

Lyn said Liz Ferrell has offered to teach a lecture class in Pinnacle 11, which is a video editing and DVD producing program for the PC's. The club has the software and Barbara Kaye will install it on the Instructors' PC.

Moe Sullivan and Shelia Harbet were asked to inform the Monitors and Teachers of their chance to attend the Southwest User Group (SWUG) conference on May 30, 31 and June 1, in San Diego. The board has approved paying the \$60 registration fee for all seven Board members and the first 10 teachers or monitors who fill out the application and give it to the Board.

The meeting concluded at 11:30.

Respectfully submitted,
Jan Grenert, Secretary