

SCPD "Let's Compute" Computer Club

Minutes of Board Meeting of August 18, 2005

The Board of Directors met at 9:00 a.m. on August 18, 2005, in the computer lab. Board members present were: Lyn Morse, Bill Crowley, Shelia Harbet, Kent McDonald, Jack Drill, Barbara Kaye and Jan Grenert. Also in attendance were members Richard Gregory, Sheldon Plotkin, Betsy Lewis and John Manion. President Lyn Morse presided at the meeting.

The minutes of two previous meeting were read; the minutes of July 13 were approved with a minor change to include tax in the sale price of the Macs. The minutes of the Special Meeting of August 3 were approved without change.

Treasurer Jack Drill presented each Board member with a copy of financial reports dated 7-31-05. He stated the balance in the treasury as of 8-18-05 is \$41,507.85. Jack requested a roster of those members who should be reimbursed for their registration fees for attendance at the SWUG meeting. Entered in record of this Board meeting, Jack presented copies of e-mails from Jack to all Board members requesting approval the purchase of \$543.16 for supplies for the lab. Board members Kent, Shelia, Lyn and Jan responded by email and approved the purchase and payment.

Jack referenced several Audit reports in which auditors made specific suggestions and asked the Board to review the auditors' comments and respond to them.

- In re: the Audit committee statement dated July 27, 2005 for subject report 1-1-05 to 6-30-05 in which they recommend: The records of receipts and disbursements have been adequately maintained on a computerized (Quicken) program.
- In re: the Audit committee statement dated February 21, 2005 for subject report of December 31, 2004 in which they recommended in item #1. The Board should have a written and approved "Policy and Procedure" for the annual purchase, replacement and disposition of computer equipment"

The Board reviewed each of the above, thanked the Audit committee for its concerns and stated that the Board would take the recommendations under advisement, and it will draft a policy that will be reflected in the Standing Rules.

- In re; the Audit committee statement dated February 21, item #2; Rebates and coupons should be recorded in the name of the Computer Club and the files given to the Treasurer for follow-up and accountability.

The Board reviewed this issue and deemed it not to be a feasible procedure.

- In re: in Audit committee statements dated February 27, 2005 and July 27, 2005 the committee has recommended that the By-Laws need revision.

The Board is presently engaged in revising the By-Laws.

Kent McDonald, VP of Communications, said his records show a membership of 604.

Bill Crowley, VP of Programs, discussed several potential programs that he is looking into. Bill said he made contact with many vendors at the recent SWUG Conference. Bill will be sending a follow-up letter to prospective presenters with photos of our facilities, membership profile and information on the club.

Shelia Harbet, VP of Education, offered suggestions for some new classes, including a Language learning class, such as Spanish. Barbara Kaye offered to teach that class and suggested that it could be a dual-platform class. Kent offered some information on a "Transparent language". Classes of this type would require a personal headset and/or microphone. The board might consider purchasing the proper type of headset for resale to students.

Shelia would also like to employ an electronic survey program to find out what type of classes our members would like to take. Some suggestions for “work shop” type self help classes were; Picasa, Typing and iMovie . The expanded class schedule may necessitate more evening classes.

Barbara Kaye, Member at Large and Chair of the Maintenance committee reported on repairs made to three PC’s recently. She also noted that members are coming in to the lab, seeing the screens black and then pushing the on/off button instead of just moving the mouse. Barbara will consider placing a sign on each monitor, directing the user to move the mouse to take the monitor out of sleep mode.

Kent had all of the new Macs set up and running. He noted that the keyboard and mouse are wireless and each is specific to a certain computer and cannot be used elsewhere. They are powered by batteries and can be turned off, but should be left turned on. Kent will send this information to Moe Sullivan so that she can inform the monitors.

Under Old Business:

The board discussed issuing Membership Cards to facilitate members’ entrance to the General Meetings and verify membership in the lab. Several suggestions were discussed. Kent said the Music Buffs issue a serialized, color-coded membership card that seems to work well for them. The board asked Kent to get more information for the next meeting.

The Board acted on the Audit committee’s recommendation on the “annual replacement of equipment” in paragraph four of these minutes. Shelia Harbet made the following motion: The replacement of computers be based upon current technology and needs. All PCs will be replaced at the same time. All Mac computers will be replaced at the same time, but not necessarily concurrently with the PC’s. Kent seconded the motion. The Board passed the motion.

The sale of the old Mac computers will take place through a lottery. The specifications of each machine and the sale price are attached to these minutes. Lyn will appoint a chairperson to take charge of the lottery process.

Lyn reminded all Board members to prepare an information sheet of their duties.

Under New Business:

Betsy Lewis commended the Board for taking up the process of revising the by-laws.

Richard Gregory, who has been appointed to head the Budget committee, has set his groups first meeting for August 31. Members of the committee are: Jack Drill, Barbara Kaye, Betsy Lewis and Jan Grenert.

The board discussed how much to budget for door prizes give away at the General meetings. Bill Crowley make a motion to set the amount at \$800.00 per year. The motion was seconded by Kent and was passed by the board.

The next discussion centered on the limit of what can be spent for the purchase of supplies, equipment and software with out prior board approval. Kent made motion to set the limit to \$500. Shelia seconded the motion and it was passed by the board.

Jan prepared a 2005-2006 schedule of meetings, events and deadlines for the computer club. She asked board members to review the list and offer any corrections.

Board members who attended the SWUG conference remarked that it was a good event. Kent said we should find out how to offer members the 3-month trial subscription offered by Smart Computing at the conference. He also mentioned ‘Ivisus”, a subscription service that covers all anti-virus and computer security solutions. It was suggested that we include on our web site, links that may be of interest to our members.

The Board tentatively established August 24 to complete its work on the by-laws and begin work on the inventory of the lab.

A problem seems to re-occur, in that printers in the lab run out of ink and monitors do not have a key to the cupboard where the ink cartridges are stores. One of each type of cartridge will be placed in the file cabinet so the monitors can make the replacement. Sharon Keil, who maintains the supplies of paper and ink for the lab will be given a key to the lab and the cupboards. She will inventory the level of supplies and is authorized to order needed supplies.

The meeting was adjourned at 11:40 upon the motion of Shelia and a 2nd by Jan Grenert.

Respectfully submitted,
Jan Grenert, Secretary