

## SCPD "Let's Compute" Computer Club

### Minutes of Board Meeting of October 19, 2004

The Board of Directors met in the computer lab at 2:00 p.m. on 10/19/04. Board members present were; Sheldon Plotkin, Jim Calvert, Dave Allan, Kent McDonald, and Jan Grenert. Absent were Pete Claar and Lyn Morse. Members present were; Dale Seffer, Shirley Allan, Jack Drill and Betsy Lewis.

The minutes of the previous minutes were read and approved without change.

Treasurer Dave Allan reported the balance in the treasury as \$37,169.88. Membership is at 730. Dave said he would work with the Board to formulate a budget.

Jim Calvert asked the board to consider sending out a letter to new and renewing members acknowledging receipt of their dues payment. The subject was tabled for further discussion.

Kent McDonald said he has reformatted the printed roster list for easier reading by users.

Kent said that he has replaced the bulb in the projector with the spare bulb that was kept hand. He made a motion to order another bulb to keep on hand. The cost of the bulb is \$302 and is good for 1,000. hours of use. Dave Allan asked what was the cost of a new projector and replacement bulb. Kent will check in to the options.

Jim Calvert reported that beginning 8:00 am PC classes are full to overflowing. To accommodate the overflow, Jim added a second class immediately following the first. On the subject of Photo Shop Classes, Jim described how he has created CD's with 40 PhotoShop and Photo Shop Elements classes. These classes are for students' self-paced learning. He plans to have Workshops for students where they can get assistance for their specific project. Jim said he is recruiting "experts" to help with the workshops.

In Lyn Morse's absence, Jim said she would like to teach a Power Point class on the Mac that would also be compatible with Power Point on a PC. The program is now on one PC and one Mac. It was suggested the classes start out as demonstration classes. Interest in the Power Point program can be gauged from the response and a decision made on whether to install the program on all computers.

Sheldon Plotkin received a statement from Auditors Betsy Lewis and Dale Seffer concerning their Audit covering the period of January 1, 2004 to June 30, 2004. (A copy is attached to these minutes). Included in their statement were the following recommendations:

1. The receipt of the audit report be reflected in the Board Minutes and the report attached to the minutes.
2. The auditors should sign the annual report to the Association (as required) and the report attached to the minutes.
3. The Board should have a written and approved "Policy and Procedure" for the annual purchase, replacement and disposition of computer equipment.

Jim Calvert made a motion that the Sheldon appointed a committee to make recommendations on replacement of computers and related equipment in the lab. Kent seconded the motion. The motion passed. Jack Drill agreed to Chair the committee which consists of; Dale Seffer, Jim Calvert and Kent McDonald.

Dave Allan said the Reserve Fund carried forward from previous years for the replacement of equipment totaled \$21,500.00. This does not include any funds available in this fiscal year. Dave said he would work with the Board to formulate a budget plan for the current year.

The board briefly went over arrangements for the October 26, general meeting.

The meeting adjourned at 3:15 p.m

Respectfully submitted.

Jan Grenert, Secretary