

**SCHHCC STAFF MEETING**  
**February 28, 2017, 1:30 p.m.**  
**Coosaw River Rooms - Hidden Cypress**

**In attendance:** Jerry Jeffrey, Bonnie Potter, Mark Davis, Carol Treanor, Catherine Tracy, Toni Valenstein, Robin Seaver, Jerry Jeffrey, Dennis Shea, Margey Sims, Bill Dryer, Honey Burt

**President's Remarks: Mark Davis**

Happy Mardi Gras to one and all! While Fat Tuesday is a special day, Website Launch day, March 1st is one as well! There has been a team of volunteers that have given 10 of hours to assisting with the launch tomorrow. All SIG leaders, all officers, many Committee chairs have brought us to this point. A special thank you is due to Debbie Dennis for her Google Blogger SIG development pages and Bud Brooks for stepping in to assist with WordPress training. There are no words to appropriately express the depth of my gratitude for everyone's commitment to getting the revised site up and ready for tomorrow's blastoff!

**Secretary: Norma Stewart**

Acceptance of Minutes from January 24, 2017

The minutes from January were accepted as published.

**Treasurer: Carol Treanor**

See attached financial report. The only significant events this month was the collection of CAM charges for the holiday party of \$2,572 and the fact that the CD has matured and will roll over at the same interest rate we currently have (.05%). We are waiting for a bill (\$1,260) from CAM for the painting of the rooms.

**SIGS**

**Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein**

Our February SIG featured Bonnie Potter & Bill McKinnery discussing the Apple Watch. We are pleased to announce that the room equipment worked and we had outstanding band width. The March SIG will be a team effort on the Best of iOS Tips and Tricks. With Bonnie's press for enrollment our current SIG number

is 1,089.

A discussion ensued about the reception of SIG information. Mark will check with LifeStyles about who should be receive information via the ISLC list. He will also check on the status of our by-laws.

### **Genealogy: Alex Whan**

Carol Clark will be presenting for the March 16th program and Rich deAsla will be doing the September meeting. Carol's topic will be on Genealogy in the Digital Age.

### **Komputer Klatch: Dan McGuire/Robin Seaver/Jim Marean**

KK keeps plugging along. 2/24 we had a record crowd of approximately 200 people for Debbie Dennis' Amazon Prime - is it worth \$100 per year? This week Mark and Robin will discuss the updated Club website.

### **Skywatchers: Jerry Jeffrey**

Our February meeting was a discussion of the Cycles of the Sun (mostly the sunspot cycle). The meeting was attended by 51 computer Club Members. During the meeting we came to a consensus that the room we had been assigned was a.) too small, b.) too presentation unfriendly being on the other side of a wall that allowed too much noise to move both ways between the rooms, and c.) the available equipment is poor and ill placed. I was able to get a new room through coordination with Lifestyle Services. Henceforth we will be in the Lake House Ballroom on the second Tuesday of each month, September through May. Our first meeting will be on March 14, the subject of which will be the possible chemistries of alien life (Title: What Makes Alien Life Possible?). Due to a scheduling conflict there will not be an April meeting. May's meeting will be May 9. A notice has been sent to all active Skywatchers and will be posted on the new website. Additional notices will be sent during the week of March 14 concerning the date and venue change. Plans for the Solar Eclipse trip are proceeding apace with one bus filled to capacity and second in the process of being filled. Our current membership has grown to 330.

### **Windows: Marge Simms, Dennis Shea, Maureen Kilcoyne**

Our February meeting topic was OneNote which runs on multiple platforms Windows, Apple and Android presented by Marge Simms. We had a very good turn out. We are setting up a OneNote on streaming and hope that many members will post. This is an experiment. Or March 8 topic will be Movie Maker presented by Bill Altman. Our April meeting will be Office alternatives by Ted Brandt. Roger Harrison has agreed to talk about making your old PC into a Linux machine at our May meeting.

## Standing Committee Reports

### **Education: Robin Seaver**

Jan/Feb Classes were Buckey's last scheduling hurrah with 526 seats in 41 classes we offered and 91% of seats sold.

March class sales are running a bit slower with 31 classes offered and 242 Of 450 tickets sold as of this morning. I will send reminders shortly. April classes will be our last until fall and will be sold starting 3/17. Ray Attreed will coordinate scheduling of our free summer lecture series running mid June through the first week in August.

### **Facilities: Honey Burt**

We had our first Facilities meeting on Feb 21st in our classroom.

In attendance were: Chuck Cameron, Bud Brooks, Mark Davis, Bill Altman, Tony Coon and Honey Burt

Not attending: Jeff Glazer, Noah Rosenstein

#### **Old Business:**

Items that were taken care of, included the painting of our Computer Center, Deep Freeze installation in the classroom, New Switches installed in classroom, and OLD equipment disposed of through Beaufort County Recycling Program.

#### **New Business:**

- **Installation of new projector:** CA is outsourcing the installation and the projector is expected to be installed March 1; if not then, a subsequent Friday or at the end of the semester when there are no classes. Old

projector will become the “travelling” projector and available for use. *We should buy a back up lamp for the new projector.* Mark Davis is the POC.

- **New lights in classroom:** We will table this until the projector is installed. However, work order is in place per Mark.
- **Hue Document Camera:** It did not work with the last Gmail class and needs to be checked out whether it was user error or it has failed. Mark/Chuck will check on this. - Mark checked it out and neither the PC or the Mac are powering or recognizing the HUE in the Application. Mark is contacting Customer Service.
- **Classroom/Open Room assistance:** Chuck needs some assistance in maintaining the classroom/Open Room. Bill Altman, Tony Coon volunteered; Wes Ruetter also has volunteered. Mark and Chuck will schedule a training session in the near future.
- **Monitor computer:** Chuck suggested that we look at developing a variant of the My SunCity app so monitors can easily determine if a walk-in is a Computer Club member. Chuck is the POC and is checking with CAM IT.

**Next meeting of Facilities Committee will be March 21st at 5:30 in classroom**

### **Membership: Brian Gilroy**

Richard McCullum report for Brian. As of February 24, 2017, we have 2,786 members consisting of 445 new (16%) and 2,341 renewals (84%) and those not renewing from 2016 have been purged from the list. CAM IT is working on the needed format for the purged membership list to replace the one queried by the computer room check-in computer.

### **Monitors: Bill Dreyer**

We have found that our Monitor Procedures Manual needs to be revised to conform with the new club website and other changes in procedures. Dave Mortimer is working on those changes. He will be taking screenshots from the website to be incorporated with other updates. Wes Reutter will be taking my position as the Monitor Chair and I plan to be available to assist in anyway I can. As you may know I am having foot surgery with an expected long recovery. Please include Wes in future communication at:

[wesreutter@gmail.com](mailto:wesreutter@gmail.com)

302-562-5851 Cell

It is important that Wes be included in club communications.

John Chadwick is back from his sabbatical.

## **Programs: Honey Burt**

- Our Membership program for March 16th will be “Genealogy In the Digital Age”.. presented by our Own Carol Clark..
- We are taking the summer off...
- In September, Richard D’Asla will present Preservation, Recovery and Restoration of old photographs.. Not to be missed..will share with Photography Club

## **Publicity/Communication: Bonnie Potter**

Working with the promotion of the Computer Club webpage I have several requests.. ..

When writing out the webpage URL do it as SunCityCC.org. This consistency makes it easy to remember and recognize.

Let me help you reach your audience...

Over the next month you will see different types of announcements directing members to the webpage. The old saying "if you build it they will come" does not work with a webpage. You build it, then constantly remind people that it is there, where it is, and what it does. So in your materials, don't forget to put the webpage and if possible, add it as a link. My materials have to have it below because they are sent out as image files.

I will be monitoring the statistics on the webpage and doing promotional materials based on these numbers and where we need to direct our members attention.

Here are some samples of a brochure and announcements which can be updated for Club Fair.

## **Social: Pat Lindvall**

At our meeting March 28, I will present the final menu for our Volunteer Party scheduled in the Pavilion for 5/4. Music by Dr. Paul and ice cream by Jack Frost has been confirmed.

In order to finalize the cost, I need to have the number of the potential volunteer invitation we are sending out.

I will not attend this meeting.

## Old Business

### 1. Report from Interior Decor Committee:

#### Classroom:

- a. Recommendation: Use the KISS (Keep It Simple...) principle to avoid distraction.
- b. Motivational Posters on the walls would enhance décor, and encourage members to engage in the LEARNING process.
- c. Move Clock to rear wall (over Supply Cabinet) for easier viewing by Instructor and minimize clock-watching by students.
- d. Affix one "Ask Us..." poster to the Classroom Exit door to make sure all who open it see.
- e. Add a "Common Win/Mac Shortcut Keys" Reference Board to a front wall to reinforce Cut - Copy - Paste Shortcuts that are often used/reviewed at instructor classes.

#### Open Room:

- f. Affix one "Ask Us..." poster to the right of the Classroom Entrance door to make sure all who enter see/read.
- g. Affix holder for Computer Club info flyer under the "Ask Us..." poster so people can take info "to go".
- h. A "Volunteer" of the month display would give recognition to volunteers and encourage more participation.

#### Ref:

<http://www.successories.com/products/Awards-Recognition/Perpetual-Awards-Programs/83/40052/Excellence-Eagle-Perpetual-Award-Plaque#ReviewHeader>

#### i. Window Displays:

- j. **Current Status:** Front Window Displays are stagnant and divided into the following:
  - k. KK,
  - l. Genealogy,
  - m. Sky Watchers, and
  - n. Photoshop. No *Windows* representation exists.

- o. **Update Window displays** on a monthly basis with pertinent information on any of the following:
    - i. Each SIG's upcoming activities; or
    - ii. General Computer Club info that's pertinent to all (e.g., upcoming classes/KK's, meetings, Help Sessions).
  - p. Hopefully, periodic changes will encourage greater participation in club activities and denote a club that is moving forward to keep up with ever-changing technology.
2. **Future Computer Club SIGS?** Establish guidelines and procedures to determine when it is appropriate to establish a new sig. Robin suggested that we ask a group to lead a monthly KK for a few months to determine the amount of interest in forming a new group. Richard wants the executive committee to approve the formation of any new sigs.
  3. **Changes in Life Style's requirements** - Documentation of equipment - Mark to find out more about this. Mark reported that for \$500 and above items Life Styles need to be notified in proper form.
  4. **Needs from CAM IT** - Membership information, Card Reader? New System for Sign in?
  5. **Discuss Board Priorities for 2017**

## **New Business**

1. SIG access to ISLC for Meeting Announcements: Robin brought out that activity announcement is sent weekly. Marge would like to have a special announcement for the Windows SIG. Bonnie would like to create a special place for this type of information. She and Robin will work on this to develop a consistent program.
2. Checking for checking out Equipment for home or use in Open Room - Establish location, Is value involved
3. There is a check out format for all equipment. It is logged on the monitors computer. There is questions about the more expensive equipment. It will be determined.

Meeting adjourned at

Next Board meeting is Tuesday, March 28, 2017 at 1:00 pm at Hidden Cypress.

Respectfully submitted:

Catherine Tracy for Norma Stewart  
Secretary