SCHHCC STAFF MEETING
August 22, 2017, 1:00 p.m.
Coosaw River Rooms - Hidden Cypress

In attendance: Mark Davis, Chuck Cameron, Carol Treanor, Brian Gilroy, Pat Lindvall, Robin Seaver, Debbie Dennis Richard McCollum, Honey Burt, Jerry Jeffrey, Bonnie Potter, Dan McGuire, Marge Simms, Dennis Shea,

President's Remarks: Mark Davis
I want to start out by thanking Chuck Cameron for all the work he accomplished during my absence. Chuck ran the April, May, and June Staff Meetings as well as MCing the Picnic honoring our outstanding volunteers. Additionally, I appreciate the hospital visits, cards, and kindness shown to me during my month long stay while in three hospitals throughout the entire month of June. The staff and club members of our computer club are truly wonderful people.

I'll conclude my remarks with once again congratulating our Rasmussen Award honorees, **Honey Burt and Bill Dreyer, as they are both being recognized as the September Volunteers of the Month**!

Secretary's Report: Norma Stewart
Acceptance of Staff Meeting minutes of June 27, 2017 without change
Moved-Robin Seaver   Second-Bonnie Potter

Treasurer's Report: Carol Treanor
Attached is the monthly financial report. In order to make it easier to read, I have only shown the current and last quarter details, The earlier quarter will be shown on the full report posted to the website. Currently we have total assets of $44,008 which includes $23,087 in the checking account and $20,921 in the CD. Since the June meeting significant expense items include: Payment of sales taxes of $305, Renewal of the Ancestry Library license of $2,871, Computer Monitor purchase of $2,961 and Printing supplies of $455.

I am currently working on the budget worksheet and will send out via email as soon as I am finished.

Social Committee Chair's Report: Pat Lindvall

Our Holiday Party is scheduled in Pinckney Hall Thursday, November 30, 2017, 4:00 - 8:00 pm. Paul Longo is confirmed. We like to have a Cocktail Party set-up, start serving at 5:00 pm. We can still have some high-top tables and some oblong tables with seats.?? We need to have someway to control the food by serving certain items, and make sure that everyone has been before they can come back for refills. Next week I am meeting with Jameson's and Chartwells to get menu suggestions and cost for the holiday party. I'll present this information at a future staff meeting.

SIG Reports

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein

These are exciting times as we await the new version of both iOS and Mac operating systems. Also the new iPhone looms in the future. We continue to hope for more information on the new iPhone offering. We know the Minis will be with us a while. Contingent plans are being made if no Mini is in the future. Our September SIG will be with Toni Valenstein and team members with as much of an update that is possible.

Also of concern is Google's decision to change the way Photos are projected from iOS devices. It has caused havoc with our Google Photo classes for iOS. Hopefully we can find a satisfactory work around.

Genealogy: Alex Whan

No Report provided.

Komputer Klatch Hour: Dan McGuire/Robin Seaver/Jim Marean

KK Hour, the only SIG to present weekly thru the summer continued thanks much to Robin and Debbie. Jerry Jeffrey did a masterful program on the eclipse which was videoed by SCTV. We have KK scheduled through the middle of Sept.

Microsoft: Marge Simms, Dennis Shea, Maureen Kilcoyne

Our first meeting will take place Wednesday, September 13. Microsoft has a new version of Windows 10 called Windows 10 S. Ray Attreed, our Windows Insider presents.

Skywatchers: Jerry Jeffrey

Hopefully I will be back from the eclipse. Even if back may be too tired to attend. No meeting in August except for the eclipse trip. Will give an oral report on it if I am at the staff conclave. Next meeting on 12 September, Subject will be results of the eclipse trip. Jerry also reported on an issue regarding converting video files to a format DVD machines can use. It is an issue that is individualized due to different formats and needs to be discussed further.

Standing Committee Reports

Education: Robin Seaver
We are in the midst of scheduling classes for Sept and Oct. You can see our progress of the Classroom calendar. Your comments and suggestions are always welcome. Debbie Dennis relayed appreciation given by students at her class for the entire summer program.

Facilities: Honey Burt
There were NO Facility meetings in June and July, but our committee has been very busy. We scheduled a Maintenance Day and closed our computer Center.

Facilities Maintenance Day on August 17, 2017
Accomplishments

1.   Changed names on the two B&W Laser printers to its model #.
2.   Swapped out Open Room Monitors with ones replaced in the classroom.
3.   Updated Windows 10 to Creator Version in Open Room.
4.   Worked on Monitor Problem Report spreadsheet., resolved most issues.
5.   Made a list of installed software on each Open Room Computer for future placement on the Bulletin Board when it is completed. (We'll need to continue working on this as programs are added or deleted).
6.   Updated Deep Freeze in Classroom and Open Room.
7.   Labeled same ID on all classroom workstations..PC and Macs.
8.   Assigned Asset tags to new monitors that were purchased.

The following items were requested through the Monitor Problem Report Form or were discovered as needed during our Maintenance Day, and have been ordered:

1. 3 New Dell Computers
2. 6 Amazon mice
3. 6 headphones
4. 1 power cord for Surface
5. 1 replacement Samsung power cord
6. 1 camera card reader
7. 1 full set of color Ink cartridges for classroom printer.
8. 3 additional Black cartridges for the classroom printer.

A Huge Thank You to our volunteers, who gave their time and talents to update and upgrade our wonderful Facility. They are: Chuck Cameron, Mark Davis, Jeff Glazer, Tony Coon, Frank Rattacasa, Hugh Dinwiddie and Robin Seaver

Additional info from our Facilities Committee, which met on Tuesday, August 15th

1. Scanner problems: JPEG or PDF - Facilities Committee recommends PDF.
2. 2 computers in Open room went to computer heaven: Facilities recommends the purchase of 3 new Dell Inspiron with i5 Processor running Windows 10 PRO.
3. A request was made for the purchase of a new Document Camera: Facilities Committee supports this purchase.
4. Monitor Problem Report Form - Open Room Reports: There was a report of several missing programs on the Window 7 Open Room Computers 4-1 and/or 4-2: Computer Club does not support these programs:
   1. Video Editor
   2. Nero
   3. Pinnacle
5. Report indicating that there are missing browsers on all Open Room computers: Facilities Committee volunteers only support two Browsers-Edge and Chrome. Therefore these Browsers are not supported: Thunderbird/Firefox/Mozilla
6. How should the committee members handle future Monitor Report Problems (example 10 or more problems reported in one or two days).
   a. Decision: Indicate received with appropriate color code. In Resolution column write: +To be investigated when an FC volunteer is available. Once investigated indicate resolution and color code as "Green."
7. Purchase of new Mac Mini's on hold, until a new version becomes available

8. How do we Inventory paper and Ink and resupply when needed?
    a. Facilities Committee Recommends that Monitors fill out a Monitor
       Problem Report Form before item is completely exhausted -

Review of current Monitor Problem Report Form.

Final decision: The Facilities Committee recommends scheduling a Maintenance Day once a month, next meeting TBA soon

Interior Decor: Maureen Kilcoyne, Niki Nichole--See New Business

Membership: Brian Gilroy
Membership topped out at 3,080. We will convert to 2018 membership starting September 1, as we do every year.

Monitors: Wes Reutter
The monitors group has continued to function during the summer months.

Programs: Honey Burt
There were NO meetings Scheduled for July and August.

On September 21st, our presenter will be Rich DeAsla. The topic will be: Preservation, Recovery and Restoration of Old Photographs. We have contacted Bill McKinnery, President ot Photography Club and invited them to this meeting. Will be beneficial for both Clubs.

In October, Hugh Dinwiddie will be our presenter and will share his thoughts on Smart House Technology.

November Presenter: TBA

Publicity/Communication: Bonnie Potter
A big Thank You to Bud Brooks for creating an archived page for the Past Volunteers of the Month on the webpage. If you go to the Volunteers heading and click on View More, all of the honorees are shown with their picture. Click Read More for the complete article. The thought was to show one year of past volunteers, removing the oldest beginning March 2018. These names could be transferred to a

list with Name and Month.

An inventory of brochures will be taken to determine the print needs for the Club Fair.

Old Business

1. Website Update and Stats: Bonnie Potter
2. Committee for By-law Review: Debbie Dennis presented updates and changes suggested at June's meeting. Robin Seaver moved to approve as presented and Bonnie Potter seconded. The bylaws will be sent along with justification cover letter to Lifestyles this week.

New Business

1. Volunteer of the month recognition at General Membership Meetings.
2. Rasmussen Award Honorees recognition at September General Membership Meeting. Since the Honorees are announced at the Volunteer Celebration , it was decided to also recognize them at the September General Meeting as well. They are also the September Volunteers of the Month.
3. Volunteer of the Month Yearly Plaque. It has been proposed to maintain a permanent plaque of the Volunteers of the Month. More info to follow next month
4. Purchase Decorative Items - Budget--$500 approved at May meeting as a separate budget line item. Maureen and Nikki request suggestions from interested parties.
5. Updates to Website needed. Cost will be approximately $400 to $500. This will be on an "as needed" basis. Overall design will remain as is for now.
6. Purchase of new Document Camera: Elmo LX-1 Cost $665 plus $25 Shipping-Passed Moved- Robin Seaver   Seconded-Bonnie Potter
7. Purchase 3 Dell Inspiron 3668 Desktop Computers i5 processor & Windows 10 Pro at approximately $450 per computer and no cost for shipping ($1,350). Moved-Richard McCollum, Seconded-Bonnie Potter - Motion is Approved
8. What process should be implemented for requesting software additions to Open Room Computers? Send software request to Facilities for further discussion.
9. How do we handle intentional or unintentional damage of equipment in the Computer Center by a member? CAM Code of Conduct states: Members will

be held responsible for any damage to Association property caused by the member and/or the member's occupants or guests. Per Mark's discussion with Lifestyle Director the Club should file incident report. The member can be held responsible for replace or repair of Club (CAM) property.

10. Does the Computer Center support a 6 AM to 10 PM operational schedule when a monitor is in the room? Securitas does a final sweep of the Craft Center at 10 PM. We will discuss in September as old business after information is provided by Lifestyles.

11. Preparation for Nomination Committee announcement. Current officers or Committee Chairs that do not plan to continue in their current position need to notify the club president as soon as possible.   2018 Nominating Committee Kay Post, Bill Dreyer, and Julie Yale (Chair to be determined).

Additions from other Staff Members?

1. Club Fair, Oct 14th

Meeting adjourned at 2:31 pm

Next Board meeting is Tuesday, September 26, 2017 at 1:00 pm at Hidden Cypress.

Respectfully submitted:

Debbie Dennis for Norma Stewart, Secretary

August 22, 2017