

**SCHHCC STAFF MEETING**  
**Nov 28, 2017, 1:00 p.m. - 2:30 p.m.**  
**Coosaw River Rooms - Hidden Cypress**

**President's Remarks: Mark Davis**

Good Afternoon Everyone, As we move deeper into the Holiday Season, please feel free to enjoy a glass or two of wine or a bottled water or two and some pretzels during this meeting. A big thank you to Pat and Honey for bringing a few leftovers from our November General Membership Meeting for our indulgence.

I would like to begin our meeting with the recognition of our December Volunteer of the Month: "Volunteering is what makes the wheels go around in Sun City. There are so many opportunities in the Computer Club and beyond." These are the words of our valued **December Volunteer of the Month, Jean Dormer**. Jean you are one of our highly revered volunteers. You've been chosen for this recognition due to your work as a Class Assistant, however it should also be stated that you could have just as easily been recognized for this award as an Open Room Monitor. Your commitment to our club is impressive. Thank you for the abundance of hours that you have given to us as a Class Assistant, Monitor, and helper for the Club Fair and other activities.

It is my honor to present you with this certificate and the Volunteer of the Month tumbler! Jean, thank you for your past, current, and future commitment to the Computer Club.

As a point of information on October 31, an Epson V800 Scanner was purchased. With the loss of one of our two scanners it was necessary to move quickly to replace it. Therefore I called for an Electronic vote and the purchase of the scanner was approved by a unanimous Vote of our Board Members. With that let's move on to our Secretary's report.

**Secretary's Report: Norma Stewart**

Staff Meeting minutes of October 24, 2017

**Treasurer's Report: Carol Treanor**

The latest financials are attached. **Significant items this month include collection of dues of \$7,000 and education class fees of \$1,300.** In addition, we had total expenses of \$1300 which included (\$385) ordering the wall plaque for the volunteer of the month for 2017 and 2018, as well as 2 Apple TVs (\$390). The ending balance in the checking account is \$29,000.

**Social Committee Chair Report: Pat Linville**

- **Our Holiday Party scheduled for Thursday, November 30, 2017, in Pinckney Hall Ballroom, 5:00-7:30 pm.**

- **We have it booked from 4:00 to 8:00 pm. It is available at 2:00 pm** if we like to come early for setup and decorations. **The caterer is Chartwells** and they will also have the bar setup with wine and beer. They will charge us according to usage per bottle. **The cutoff was 11/25 with 210 attendees confirmed, \$18.00 p/p.**
  - **Paul Longo (Dr Paul and Lois) will be playing holiday music.**
  - We will have 12 high top tables from SCHHCA and we rented an additional 10 high-top tables that will be delivered and picked up. The cost is \$177.55.
  - **Volunteers: Liz Ford and Helen Connors are confirmed for the sign in table, 4:00 pm -5:15 pm. We need 2-3 additional volunteers to help at the bar serving wine and beer. Honey is heading up the decor.**
- **2018 Volunteer Party. How does Friday, May 4, 2018, 2:00 - 6:00 pm at the Pavilion sound?**

## SIG Reports

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

So pleased to report that the minis were fully functional during our two session Introduction to Mac class. Noah has been a great caretaker. **Our last SIG meeting of the year ran over and we only had time for half of the Tips and Tricks. As things stand right now the new Apple TV is not usable in Hidden Cypress.** Some type of HDMI booster is needed for the device to work. The community said they would look into it.

### **Genealogy: Alex Whan - New Co-Chairs: Jim Bowden & Bob Hertzog**

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

With the help of Debbie Dennis and a few others KK keeps rolling along. **This week is Debbie with an explanation of the Hour of Code project and next week is Hugh Dinwiddie with a special consumer Drone presentation. We'll have a stocking stuffer filler presentation on 12/15, 2018** planning meeting 12/22 and off 12/29. **Jan 5 will be our traditional post holiday tech stuff swap as we stumble into 2018!**

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

**Our November meeting on Microsoft "Office Lens"**, a phone app, demonstrated how the pictures taken could be integrated with Microsoft online apps to produce documents. **Our December 13 meeting will be a Q&A**. Questions for will be taken from a survey or directly from the floor. Members are encouraged to look at the Microsoft Notes to see if they would like further discussion of a topic covered there. A panel of our leaders and helpers will be on hand to help answer the questions.

Attendees will also be encouraged to share their knowledge.

### **Skywatchers: Jerry Jeffrey**

I will not be present. A plumber's appointment is in the way.

**Our November meeting was attended by 34 persons. The subject was The Voyager Probes 40th Anniversary of their Grand Tour of the Solar System.** Our attendance at the monthly meetings seems to be falling off. May be time for a change in style, content or meeting time. I will research. **Our December meeting will be on 12 December. The December topic will be Black Holes and Other Deep Space Denizens.**

## Standing Committee Reports

### Education: Robin Seaver

**In November** minus Thanksgiving week **we offered 31 classes with 312 of 434 Tickets Sold or 72%. That's below our average of 80%.** We did canceled the Windows 10 class scheduled for this week as only 1 student which reduced the numbers. We will be reviewing Education class offerings with an eye toward 2018 at the Education Committee meeting following Staff.

### Facilities: Honey Burt

#### Old Business:

- An Epson V800 Scanner was purchased
- An old Printer was replaced in the Open Room
- Gave 3 monitors to Bob Rasmussen for Broadcast
- Updated Windows machines to Win 10 Creator in CR and OR. Big Thank you to Jeff Glatzer for his help

#### New Business:

- We will try to set up a Maintenance day for January. Our keyboards and Monitors could use a little attention.

### Interior Decor: Maureen Kilcoyne, Niki Nichole

- "Common Computer Shortcuts" poster was designed, purchased, framed, and hung in the Classroom over the file cabinet.
- A similar "User Reference" poster will be created, framed and hung on the wall near the printer.
- Purchases of motivational posters and decor for Classroom and Open Room have been made. Time will be allocated by Mark, Niki, and Maureen for positioning, framing and hanging.
- Bonnie has submitted a wonderful design for the Front Classroom door and will have printed for hanging at the max size allowed for door width and image resolution.

### Membership: Brian Gilroy -

As of today, 2,420 members have paid their dues for 2018. There are approximately 1,100 - 2017 members who have not yet renewed.

### Monitors: Wes Reutter

## Programs: Honey Burt

**Our November presenters were Janice and Don Smith.** They talked about “Way up North - Traveling Alaska Independently”. It was enjoyed by all! Before the Program, we enjoyed Wine and pretzels. This was also the meeting where our Slate of officers were voted on and approved.

**There will NOT be a meeting in December.** We will be enjoying a festive Holiday Party instead.

**In January, our presenter will be Chris Knotts....topic - Cloud Education.**

## Publicity/Communication: Bonnie Potter

We received a good response from the November SIG Fair, especially from new members who took the opportunity to speak with the representatives. The setup with the tables on two sides of the room did not work. The layout should be evaluated for next year especially if Committees and SIGs are present each meeting. Perhaps putting the tables along the back and one side would create a better flow.. **Thanks to Debbie Dennis for organizing the components (sign, clipboard, name tags, pens and tablecloth) in a bag for easy distribution at each meeting.** We are asking the assistance of each person staffing a table to setup and breakdown, returning the items to the bag for collection. The idea to have a computer onsite to provide membership Q & A did not materialize because access to membership was not available.

## Old Business

1. Website Update and Stats: Bonnie Potter - **Update**
2. Committee for By-law Review: Debbie Dennis - Will finish up items needed by Lifestyle and provide them to the Director in the next week to 10 days. **Update I am sorry this is done yet. I have finally located all my handwritten notes and electronic files. I will complete this week.**
3. Update regarding Club sign-in: Chuck Cameron will continue investigating alternatives to current system. Currently a current membership list is being accessed by our sign-in computer. **Update**
4. LC - Two Factor Verification? Old Business:
  - a. Revisit access to ISLC by SIG Leaders for sending a monthly notice - **This will be implemented by all individuals using an ISLC for club business. The target is to have this in place by the 1st of the new year. When possible Brian Gilroy will introduce “Topics” as another option.**
5. Breach of Trust or Unsecure Network User’s Responsibility in the Open Room and Classroom. Where do we stand on this issue? **We are a public facility, and we are provided with an open network, just like McDonald’s and Starbucks.**
6. Discuss procedure for posting of monthly Treasurer’s Report **It was agreed that the Treasurer should post one report showing a column for each month on our website instead of a single report for each month.**

## New Business

*From the President: Just a reminder - Any item that we do not get to during this meeting will become the*

*beginning New Business at our next meeting. Adjournment of meeting will take place at 2:30 PM unless it is determine an extension of no more than 10 minutes is needed.*

- December Meeting?? Special early meeting of Board Members in January??
  - 2018 Budget approval by Board
- Website Speed - any issues?
- Trolling - Classes are scheduled through Education Chair and place on the Calendar?
- To Badge or Not to Badge, that is the question?
- Email address of members provided to SIG Chairs and/or Monitors?
- Use Pinckney Hall showcase in either July of August of 2018?
- Change name of General Membership Meeting to Business Meeting with ... Program

## **Any additions from other Staff Members?**

Discussion of the scams that have taken large sums of money from a number of our members. What can we do to inform our membership of our club resources when events occur requesting money and/or access to his/her computer. **Wes Ruetter will Chair an ad hoc committee to make a recommendation to the Board.**

There was a technical discussion of what is or is not a secure internet connection.

**Meeting adjourned at 2:38 PM**

**Next Staff meeting is Thursday, January 4, 2018 at 1:00 pm in the Classroom.**

**The regular Monthly Staff Meeting will occur on January 23, 2018 at 1:00 PM in Hidden Cypress**

Respectfully submitted,

Norma Stewart  
Secretary