

**SCHHCC STAFF MEETING**  
**Oct 24, 2017, 1:00 p.m. - 2:30 p.m.**  
**Coosaw River Rooms - Hidden Cypress**

**In attendance:** Carol Treanor, Jerry Jeffrey, Dan McGuire, Pat Lindvall, Robin Seaver, Debbie Dennis, Dennis Shea, Marge Simms, Richard McCollum, Honey Burt, Chuck Cameron, Mark Davis, Norma Stewart, Bill Dreyer, Wes Reutter

**President's Remarks: Mark Davis**

I want to begin by congratulating our **November Volunteer of the Month, Marcie Cavanaugh**. Marcie has provided countless hours as a Monitor. She often volunteers her time outside of her scheduled hours. She always has a pleasant demeanor and most helpful to our members. I will provide her with a VOM Tumbler shortly after November 1st and her certificate will be presented at the November General Membership Meeting.

To bring everyone up to speed on the New Alcohol policy and Waiver of Liability both are on hold. The President of the Theatre Club attempted to complete the necessary form to serve wine and even with the assistance of the Securitas member that gave the presentation it was not possible to get through some of the questions. The Board of Directors has put the Waiver of Liability on hold until a smooth method of implementation can be established.

Now for the Secretary's report.

**Secretary's Report: Norma Stewart**

Staff Meeting minutes of Sept 26, 2017, and General Membership Meeting minutes of September 21, 2017 & October 19, 2017 were all approved as written.

**Treasurer's Report: Carol Treanor**

Financials for the second half are posted at the end of this document. Significant items so far for this month includes income of \$1,598, \$985 for dues and \$526 for education fees. On the expense side, \$466 was spent for brochures for Club Fair, \$281 for quarterly tax payment, and \$2,758 on capital projects. We currently have total balances of \$44,013, (\$23,192 in checking and \$20,921 in a CD).

A major accomplishment this month was the completion of converting (manually) the existing Quicken Inventory records. We now have an Excel spreadsheet so the data can be manipulated as needed. I do think this list needs to be cleaned up a bit as it contains some items that are generally not considered fixed assets.

In addition, right now, our CD is only earning 0.5% which yields about \$20 a year. The bank is currently running special unadvertised rate "sale" of 01.26% for 13 months. It does not look as though we will need these funds for general operating need during that period of

time. I need to know if this CD is designated for a special purpose or general operations. I would like to discuss if there are any objections to changing the CD. After discussing this issue, it was decided that we would leave the current CD as it stands, and not take advantage of the special sale for new CD's.

### **Social Committee Chair's Report: Patricia Lindvall**

Our Holiday Party is scheduled and confirmed for Thursday, November 30, 2017. We have Pinckney Hall 4:00 -8:00 pm. The invitation will be 5:00 - 7:30 pm. We will include wine and beer in the price per person. Dr. Paul & Lois are confirmed. Location, on stage.

- 1) We can purchase the wine and beer or Chartwells can furnish the wine and beer and will charge us per bottle used. After discussion, it was decided to let Chartwells provide our wine and beer. Wine price was quoted at \$12/large bottle.
- 2) Lifestyles have 12 high-tops and I have a proposal for another 10 for \$182.89 total including delivery and pick-up. We will have chairs available on the side. We agreed to order the additional 10 high-tops.
- 3) To include all the cost we need to charge \$19:00 or \$20:00 p/p, depending on how many signed up. Including food, servers, music, set-up and break-down, table rentals, decor, wine and beer. **It was decided to charge \$18.00 per ticket to attend.**
- 4) Sign-up invitation to be sent out. Reservation closing date, 11/25.
- 5) Volunteers; Liz Ford and Helen Connors are confirmed for the sign-in table. We need 4-5 additional volunteers.
- 6) Decor, etc. volunteers.?

## **SIG Reports**

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

Our October SIG was a standing room only session as Noah Rosenstein and Robin Seaver discussed backing up your devices. It was a topic that brought forth many questions. Next month our meeting will be a Tips and Tricks session with the Apple instructors. At the end of the Club Fair the ISLC list was approaching 1100 names. We continue to watch for notice about a new Mac Mini. Our machines have been upgraded to High Sierra and in **November Bill McKinnery and Catherine Tracy will teach a highly interactive Introduction to Mac.** We will see how they perform.

### **Genealogy: Alex Whan**

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

KK keeps rolling along. Thanks to Toni Valenstein and Debbie Dennis for their Kks on Facebook then Facebook Pages pertaining to Sun City residents. This week I'm going to talk about the voice activated smart devices recently announced by Amazon and Google prior to the coming Holidays. **Nov 3 Debbie will again step in talking about Podcasts available for members of all interests.**

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

The October meeting on Windows 10s presented by Ray Attreed went well. It was apparent that many of the attendees knew nothing about some of the big changes they would encounter if they bought a new computer with 10s. **Our November 8 meeting topic will be Office Lens** which is a cross platform product and integrates well with other software. Maureen continues to post interesting Microsoft information on the Microsoft blog.

## **Skywatchers: Jerry Jeffrey**

The October meeting on 2017 October 10 was attended by 38 members. The subject was a wrap-up of The Great American Eclipse and a summary of the Summer's astronomical events. **November's meeting will held on 2017 November 14. The subject will be The Grand Tour: Into Interstellar Space With Voyager I & II on their 40th Anniversary.** As a side light I made a presentation (In The Beginning: A Short History of the Universe) to the Phi Beta Kappa Association of Georgia & SC on 2017 Oct 22. The Orionid meteor shower peaked over this past weekend. It was a poor show at Sun City with few meteors to see. The Leonids meteor shower will peak on 17-18 November, hopefully it will be better than the Orionids.

## **Standing Committee Reports**

### **Education: Robin Seaver**

**We offered 29 classes in October with 349 Tickets of 407 seats or 86% sold as of yesterday.** We still have another week of classes to go before the end of the month.

We've have 28 classes scheduled in Nov. dribbling over into the first week of Dec. Sales started 10/20 and were again slow. As of yesterday afternoon 172 tickets of 389 seats or 45% were sold. 3 classes are sold out: Davis' Intro to iPhone Nov. 1, McMichael's Intro to Photoshop Elements starting Nov. 6, and Nov. 30 Dennis and Knotts' Holiday Letter and Labels for all Devices. These are the last classes we'll offer until Jan. 22, 2018.

### **Facilities: Honey Burt**

#### **Old Business:**

- Cleaned up the storage closet.
- Changed PIN for log in to PC's in classroom. Instructors were notified
- All Mini's were updated and we Purchased 2 new Apple TV's, one for Apple Sig, one for classroom..
- Purchased several Genealogy updates for Open Room
- Wall shelf in Open Room was loose /is fixed

#### **New Business:**

- Purchase replacement Printer for Open Room - Recommendation **Brother printer MFC 6700DW** - Laser All-in-One with Advanced Duplex, Wireless Networking and Large Paper Capacity - Retail: \$599.99 Amazon Prime: **\$489.99** (Free 2 day shipping to Prime Members) **After discussion the printer will be ordered.**

- Purchase a 55" TV for wall towards Art Club in Open Room and connect it to a small computer to all club events during a given month including classes. Approximate cost: less than \$1,500 (55" TV cost at Best Buy is less than \$400.00). Work with CAM maintenance for installation to hide wiring and place TV bracket. **This recommendation was postponed indefinitely.**
- Do something similar for the front window with existing equipment, such as one of the older monitors and an HP mini. No cost at this time. **This recommendation will be implemented when a group can gather to make it happen.**
- Microsoft released its latest update that will need to be installed on 26 computers
- There will not be another Facilities meeting this year due to Holidays, we will work on an as-needed basis

### **Interior Decor: Maureen Kilcoyne, Niki Nichole**

- One poster from VistaPrint 24" x 36" arrived and cost just under \$18.00. Next is to find a frame for it. It contains commonly used shortcut Key Combinations for PC and Mac. When finished it will hang at the front of the room above the black filing cabinet.
- Bonnie is helping with finding a company to clean the glass shelves and Windows. This would require the removal of current items. More discussion will need to take place of what should then be placed in the window and where. A work in progress!
- Wall on Photo Club side of Open Room will be dedicated for plaques: such as Volunteer of the month yearly plaques and the Rasmussen award plaque/eventually plaques.

### **Membership: Brian Gilroy -**

I will not be able to attend Tuesday's meeting - softball game. - **With Brian's absence these its were partially covered under New Business.**

As of yesterday, 2,167 members have paid dues for 2018. We will send a reminder email on or about December 1st, to those who have not renewed.

I move the following:

***Resolved that: All emails through the list server should require two step approval.***

(This is to protect all 3,400 members from malware being sent thru the list server should the contacts list of any SIG leader with direct distribution privileges be hacked.) Mark Davis will work with Brian to set up a two-step approval process by January 1st, 2018.

***Further resolved that: All SIG leaders (and relevant others) be given moderator privileges so they can approve/release their own emails thru the list server.***

(It only takes a few seconds for a SIG leader (or other approved sender) with moderator privileges to confirm release of their own emails and not rely on a third party to release them, which may not be done in a timely fashion. Any SIG leader abusing use of the list server (e.g., sending more than one email per meeting) will lose moderator privileges.)

**Further resolved that: the Membership Chair will proceed to do all that is necessary to install TOPICS capability to the Club list server.**

Hopefully finish by year-end. Requires modifying all 3400 member profiles one-by-one. When completed, SIG leaders will be able to send SIG emails to those interested members using the list server. We will no longer have to maintain separate mailing lists for each SIG. This feature can be turned off and on with a simple check box.)

**Question:** At the end of our membership application form there is a link to another form for those interested in joining a SIG. Anyone know where the responses to that SIG form reside? **After the meeting an email was sent to a few members of the board that may have this answer.**

### **Monitors: Wes Reutter**

We have established a group of seven members who train monitors 1-on-1. There are currently 5 new trainees in the system.

**Monitors have provided 1580 hours of service to date.**

**Marcie Cavanaugh will be honored as the volunteer of the month in November.**

### **Nomination Committee: Julie Yale, Bill Dreyer, Kay Post**

Nomination Committee meet on Thursday, October 5, 2017 from noon until 1 PM - A member was asked if he/she would consider VP next year and possibly President in 2019. The individual declined but will reconsider Presidency in 2019. Another individual was discussed and will be approached next year for either VP or President for 2019. At this time all current officers will run for the same positions on the 2018 Slate of Officers.

At the October 19th General Membership Meeting the Slate of Officers was presented, additional nominations were requested and none occurred. The slate was accepted for election at the November Membership Meeting on Nov. 16, 2017. President: Mark Davis, Vice President: Chuck Cameron, Treasurer: Carol Treanor, Secretary: Norma Stewart. Richard McCollum will continue as Immediate Past President as specified in our By-Laws.

### **Programs: Honey Burt**

Hugh Dinwiddie did a super job for us on "Home Automation" for our October meeting. We all learned a lot. In November, our presenters will be Janice and Don Smith. They will talk about "Way up North - Traveling Alaska Independently". Should be interesting! Before the Program, we will enjoy Wine and some nibbles. This is also the meeting where our Slate of officers will be voted on. So, come one, come all and bring your neighbors that are computer club members so they can vote..

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

New brochures featuring the Special Interest Groups were received and used at Club Fair along with the 20th Anniversary brochure and thanks Mark, we have business cards. In addition, a flyer promoting our Help Sessions days and times with a link to additional information was printed is now available in the Classroom and Open Room.

Thanks all the SIG leaders who participated in the SIG Fair prior to the General Meeting. It is a great opportunity to speak with new members. Next month along with the SIGS, the Club Committees will have table space for recruitment of members. Members can sip their wine and sign up to volunteer.

Debbie Dennis stated that she had several inquiries from people attending our general meeting to check and see if they had joined the club for 2018. Brian will be asked to provide an up to date membership list for future general membership meetings to answer any requests received from attendees of the meeting.

## Old Business

1. Website Update and Stats: Bonnie Potter - No report
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.
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.
4. Club Fair Review, Oct 14th: Honey Burt /Debbie Dennis: The Club Fair went very well, there were many members who volunteered to assist along with those previously signed up that made the process go much smoother. All had fun.
5. New Laptop (Windows 10 and Office) for Treasurer - Old Laptop (Windows 7) may be moved to the Open Room if it can be secured to a table. Our new laptop working well, and making our Treasurer much more efficient.
6. Weekly notice of events - What is included and what is not? - Robin Seaver Chris Chase will continue to send out weekly/monthly notices if she is provided with the information.

## 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 2:40 PM at the latest if not at 2:30 PM.*

1. SLC - 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.**

2. 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.**
3. 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.**

**Meeting was adjourned. These remaining items will be discussed in Nov.**

4. Trolling - Classes are scheduled through Education Chair and placed on the Calendar?
5. To Badge or Not to Badge; that is the question

## **Additions from other Staff Members**

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

Meeting adjourned at 2:35 p.m.

Next Staff meeting is Tuesday, November 28, 2017 at 1:00 pm at Hidden Cypress.

Respectfully submitted,

Norma Stewart  
Secretary

## Financials as of 10/24/17

SUBJECT	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	YTD Actual	Annual Budget	VAR
<b>South State Bank Checking Account</b>								
Opening Balance	\$ 30,840.16	\$ 31,036.26	\$ 25,488.18	\$ 24,858.03	\$ 22,592.53	\$ 28,732.76		
<b>Income</b>								
Investment Interest				\$ -	\$ -	\$ -	\$ 10.00	\$10.00
Membership Dues -2017	\$ 180.00	\$ 400.00	\$ 400.00	\$ 444.00		\$ 8,202.00	\$ 25,500.00	-\$2,907.00
Membership Dues - 2018				\$ 130.00	\$ 985.00	\$ 1,115.00		
Badge Fees						\$ 132.00	\$ 250.00	\$118.00
Education Classes				\$ 20.00	\$ 526.01	\$ 5,107.37	\$ 10,000.00	\$4,892.63
Printing Fees	\$ 123.58	\$ 241.98	\$ 98.12	\$ 131.61	\$ 82.55	\$ 1,464.64	\$ 1,698.12	\$233.48
Sales Tax Collected (printing)	\$ 7.42	\$ 14.52	\$ 5.88	\$ 7.89	\$ 4.95	\$ 87.86	\$ 101.88	\$14.02
Other						\$ 2,572.50	\$ 3,200.00	\$627.50
<b>TOTAL INCOME</b>	<b>\$ 311.00</b>	<b>\$ 656.50</b>	<b>\$ 504.00</b>	<b>\$ 733.50</b>	<b>\$ 1,598.51</b>	<b>\$ 18,681.37</b>	<b>\$ 40,760.00</b>	<b>\$2,988.63</b>
<b>Expense</b>								
Administration						\$ 958.04	\$ 1,000.00	\$41.96
Computer Room Cleaning						\$ -	\$ 1,250.00	\$1,250.00
Education						\$ 111.01	\$ 3,050.00	\$2,938.99
Special Events			\$ 50.00			\$ 3,741.86	\$ 8,600.00	\$4,858.14
Hardware	\$ 99.91		\$ 291.17			\$ 1,076.50	\$ 3,450.00	\$2,373.50
Interior Design					\$ 17.88	\$ 17.88	\$ 500.00	\$482.12
Misc/Other		\$ 52.85	\$ 54.00			\$ 236.85	\$ 625.00	\$388.15
Promotion			\$ 63.85		\$ 466.52	\$ 775.02	\$ 1,000.00	\$224.98
Printing Supplies			\$ 455.18			\$ 852.07	\$ 2,450.00	\$1,597.93
Program					\$ 109.90	\$ 735.78	\$ 3,400.00	\$2,664.22
Sales & Use Taxes		\$ 305.74			\$ 281.37	\$ 587.11	\$ 100.00	-\$487.11
Software				\$ 299.89		\$ 474.07	\$ 300.00	-\$174.07
Subscriptions	\$ 14.99	\$ 2,884.99	\$ 219.95	\$ 94.94	\$ 14.99	\$ 3,592.99	\$ 4,400.00	\$807.01
<b>GENERAL EXPENSES</b>	<b>\$ 114.90</b>	<b>\$ 3,243.58</b>	<b>\$ 1,134.15</b>	<b>\$ 394.83</b>	<b>\$ 890.66</b>	<b>\$ 13,159.18</b>	<b>\$ 30,125.00</b>	<b>\$16,965.82</b>
Computer Hardware		\$ 2,961.00		\$ 1,664.17	\$ 107.96	\$ 6,839.96	\$ 20,855.00	\$14,015.04
Furniture						\$ -	\$ 1,000.00	\$1,000.00
Networking						\$ -		\$0.00
Power Supplies						\$ -	\$ 550.00	\$550.00
Projection				\$ 690.00		\$ 3,972.57	\$ 3,500.00	-\$472.57
Software				\$ 250.00		\$ 250.00	\$ 8,000.00	\$7,750.00
<b>CAPITAL PROJECTS</b>	<b>\$ -</b>	<b>\$ 2,961.00</b>	<b>\$ -</b>	<b>\$ 2,604.17</b>	<b>\$ 107.96</b>	<b>\$ 11,062.53</b>	<b>\$ 33,905.00</b>	<b>\$22,842.47</b>
<b>TOTAL EXPENSES</b>	<b>\$ 114.90</b>	<b>\$ 6,204.58</b>	<b>\$ 1,134.15</b>	<b>\$ 2,999.00</b>	<b>\$ 998.62</b>	<b>\$ 24,221.71</b>	<b>\$ 64,030.00</b>	<b>\$39,808.29</b>
Ending Balance	\$ 31,036.26	\$ 25,488.18	\$ 24,858.03	\$ 22,592.53	\$ 23,192.42	\$ 23,192.42		
<b>CERT OF DEPOSIT BALANCE</b>	<b>\$ 20,921.50</b>							
<b>TOTAL ASSETS</b>	<b>\$ 51,957.76</b>	<b>\$ 46,409.68</b>	<b>\$ 45,779.53</b>	<b>\$ 43,514.03</b>	<b>\$ 44,113.92</b>	<b>\$ 44,113.92</b>		
<b>CAM Accts Rec Dues</b>	<b>\$ 214.00</b>	<b>\$ 230.00</b>	<b>\$ 150.00</b>	<b>\$ 7,105.00</b>	<b>\$ 10,160.00</b>			
CAM Accts Rec HolidayParty								
CAM Accts Rec Badge Fees			\$ 64.00					
<b>Sales &amp; Use Escrow</b>	<b>\$ -</b>	<b>\$ 178.62</b>	<b>\$ 23.35</b>	<b>\$ 39.90</b>				

