

**SCHHCC STAFF MEETING**  
**April 24, 2018 at 1:00 p.m.**  
**Coosaw River Rooms - Hidden Cypress**

**In attendance:** Brenda Sommerfield, Catherine Tracy, Pat Lindvall, Debbie Dennis, Bonnie Potter, Jerry Jeffrey, Honey Burt, Chuck Cameron, Mark Davis, Brian Gilroy, Bob Herzog, Dennis Shea, and Norma Stewart

**President's Remarks: Mark Davis**

Good afternoon, with last month's meeting cancelled it seems like forever since we last were together. I am going to keep my remark short as we have a lot of business to cover this afternoon.

I am pleased to announce that Carol Malcolm will be our Volunteer of the Month for May. She was selected by Judy Rainey for her work as a CA. We will recognize her for her involvement in the Computer Club at the Volunteer Picnic on May 9th. Carol's many roles in the our club are greatly appreciated.

On May 1st our Website's Home Page will see a new look. Many thanks to Bonnie Potter for her assistance on this project. I think you will like the new look!

**Secretary's Report: Norma Stewart Minutes to be accepted are as follows:**

Membership Meeting of January 18, 2018, Staff meeting minutes of January 23, 2018, Membership Meeting of February 15, 2018, Staff meeting minutes of February 27, 2018, Membership Meeting minutes of March 15, 2018. All minutes were approved as written.

**Treasurer's Report: Carol Treanor (Out of town)**

The current Treasurer's report is attached. Since we did not meet last month, I will include information for both March and April to date. In March we took in income of \$2,513 from dues (\$1,315), class fees (\$984) and printing (201) and spent \$636 mostly for a farewell party for Robin at KK (\$221), Genealogy honorariums (\$200) and printing supplies (\$113). In April, thus far we took in \$2,159 from dues (\$1,075), class fees (\$788) and printing (\$278) and spent \$267 mostly for hardware (\$197). Total assets of \$62,483 now consists of \$41,545 in checking and a CD of \$20,937.

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

1. Volunteer Party on Wednesday, May 9, 4:30 pm-6:30 pm. As of Monday evening we have 156 Signed Up. Helen Connors and Liz Ford will be at the check-in table at 3:00 pm Carol Gentalen and Linda Reda will get plants, etc for the centerpieces. They will be at the Pavilion at 2:30 pm to help with cleaning the tables and set up the decor. What do we need from lifestyles in addition to buffet tables, bar set-up, ice? The vendors are Chartwells, Jack Frost and Dr Paul. Chartwells will be serving all beverages.

Schedule Holiday Party; Same as last year in Pinckney Hall? Yes, party worked very well last year. Mark will handle gift certificates.

## **SIG Reports**

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

Our last SIG of the season was held on April 16th and featured Catherine Tracy, Skip Rockey, Mark Davis and Bonnie Potter discussing "A Day in the Life of an Apple Watch." We were very pleased at the attendance and the interest shown in the topic. We will start incorporating the topic into our Education offerings. Noah reports that the Mac Minis continue to function and update despite their age. Also the Club Air continues to function for the use of instructors and help sessions. The Air is dual platform and runs Windows 10 and is available if another Windows machine is needed.

### **Genealogy: Jim Bowden/Bob Herzog**

Our April 4th meeting was very well received. The speaker was Jan Alpert, a former NGS President, and her topic was "DNA – How to Use the Findings" Our next meeting on May 2nd will cover "Genealogy Travels" presented by the Karvetski's, SCHH residents. This will be our last meeting until the fall. We expect to resume meetings in September.

We held a staff meeting of key volunteers with the SIG. The following key items were handled.

- A number of suggestions for future programs were presented and will be used to develop our 2018-19 programs.
- A decision was made to cancel our subscription to

Newspaper/Archives.com. This was good timing since our renewal was scheduled for 4/18/18 we were able to cancel quickly.

- Plans are under way to provide help sessions for Genealogy needs. This is not intended to be basic training, but to assist members with specific issues. Help sessions would be scheduled and limited to 15 – 30 Minutes.
- We are hoping that a decision has been made regarding a new file cabinet for the GENSIG library. The current situation is not conducive to member use.
- We are looking to reinvigorate our roundtable sessions. Current problem in getting rooms. We will be trying to work this out.
- We are considering planning classes for Family Tree Maker and would also like to consider classes for use of Ancestry, Family Search and other genealogy research tools

### **Komputer Klatch: Debbie Dennis**

- Recent KK scheduling has been affected by Lifestyle scheduling snafus. Hopefully, this is being resolved with Lifestyle's new staff. We hope they will be more on top of things going forward with more advanced notice when others need to use the Pinckney Hall facilities. We were offered the Pavillion for KK meetings but WiFi speed, lighting, and noise issues do not make that an acceptable substitution.
  - Meetings continue to be well attended for a Friday morning (75-120 people each week) . We are always looking for new multi-platform topics of general interest and new presenters!
  - Upcoming KK Topics-9 am-Pinckney Hall
    - 04/27-YouTube Tips & Tricks by Hugh Dinwiddie
    - 05/04-Recent Google Changes by Debbie Dennis
    - 05/11-USA Travel Apps by Mark Davis & John Rotty
- Our 6/08 KK will not be held due to temporary closure of Pinckney Hall.

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

The next meeting will not be held until September 12.

### **Skywatchers: Jerry Jeffrey**

The last meeting held on 13 March was attended by 45 Computer Club members all but one of whom were previous attendees. It was the third in a series about life not of the Earth. Our next meeting will be held on 11 September in the Lakehouse

at 7 PM on that date. Although I cancelled our meetings for May-August 2018, it must be noted that the space for 12 June will be used for the Primary Elections occurring on that date.

## Standing Committee Reports

### Education: Debbie Dennis

- Request to purchase 7 copies of **Photoshop Elements 2018** to be installed on instructor's station and 6 student stations in the Classroom (Cost over \$500) The seven copies are on order. Each disc can be used once on a PC, and once on a MAC, for a total of 14 installations.
- **April/May Classes-Last Classes Until Summer Lectures End May 8th**
  - a. Cancellations/Rescheduled
    - 1. Mae McMichael's Preview-She will teach in the fall (Illness)
    - 2. Bill Curran Excel 2-Illness Rescheduled (3 cannot attend new class)
    - 3. Windows 10 **ALL of THEM** (Ray-2 Classes & Chuck-1 Class)
  - b. 253 out of 415 seats sold as of 4/23 (61%)
  - c. 253 out of 367 seats after subtracting 48 seats for canceled classes (69%)
- **Report Bad Links on Web Site Procedure?**
  - a. Classroom Calendar does not pop-out into a new tab like the other calendars (Check it out with Bud)
- **Directions for Checking On Class Registration are Posted in the Open Room**
  - a. Requested by monitors/helpers
  - b. Any additional/further problems can be referred to Debbie
- **Blog & Website Training Wednesday, 2:30 PM**
  - a. Genealogy-Alex Whan & Mark Davis
- **Google I/O Keynote Live Stream Event 05/08 at 1:00 pm- in Classroom**

### Facilities: Honey Burt

#### OLD Business:

- New Printer was installed in Open Room
- New Keyboards were purchased with Large Print Keys . We got 3, to be located in the first row.

- Classroom will be closed on Tuesday and Thursday from 9:45 until 11:45 for help sessions for the summer, as a trial.
- New sign in system was established and is up and running.
- Open Room was totally cleaned up with the help of Wes and our facilities team
- Monitor Problem report is being updated by our awesome team.. Thank you
- All Mini/Macs have been updated and have a new password
- Maintenance day results:
  - BIOS Upgrade was installed on all PCs to protect against the SPECTRE and MELTDOWN virus. Involved thawing of the classroom computers and open room PCs - Ran Inspector which showed that all PCs were protected.
  - We took inventory of all Open Room Computer Stations/plus Monitor station
  - We tackled the closet and removed a number of empty boxes
  - Shelving Units were offered to LifeStyles. They did not have a need for them. Therefore they were initially moved to the Classroom and then donated & picked up by God's Goods on 4/7/18.

### **NEW Business:**

- There is a need for new computers for Classroom-need Staff approval - Since new Mac Minis have not become available that money is available for the purchase of new PCs for the classroom. High failure rate on existing PC's
- What to do with Old TV.. summer project
- Who is our IT contact..No one. Email [helpdesk@schcca.com](mailto:helpdesk@schcca.com) what the issue is and the AAM Tech Director from Arizona has indicated it will be taken care of. Additionally the Evening phone number is still to be used.
- Get plastic bins for closet... for visual
- We would like to update our Photoshop Elements..have a great Instructor, Education is requesting 7 copies. Software is under Facilities Budget and installation by facilities team.
- Additional "Woodshop" Dividers for Open Room - Furniture Budget is \$2,000 cost for all units was \$2,700 - **Email update from Wes Reutter on 4/19/18: Cost per unit \$325 - 6 units ordered total cost: \$1950 Wes will stain the units for less than \$150 keeping it within the budget.**
- New Bookcase for Genealogy in Open Room, is requested, need input from Wes, Jim, and Bob before ordering. Bookcase was agreed upon and order was placed.
- Suggestions for Bookcase:
  - Amazon (Same as in Classroom):
    - <https://goo.gl/4tor2U> \$207.99
    - <https://goo.gl/Lyv8yY> \$207.99
  - Walmart - A few dollars cheaper (Same as in Classroom):
    - <https://goo.gl/p4DKTT> \$204.08 (Free Shipping only)
    - <https://goo.gl/SWgj7w> \$202.12 (Free Pickup or Shipping)
- Another Walmart Option for a Bookcase - \$149.99
  - <https://goo.gl/h74GWw> (Free Pickup or Shipping)
- No additional Maintenance Day is scheduled. Facilities team will work on an as needed Basis

- Next meeting is on May 15th in classroom

### **Membership: Brian Gilroy**

There were 41 new or renewing members since the last staff meeting. Membership for 2018 is 2,983.

### **Monitors: Wes Reutter**

Monitors have now provided 450 hours of open room service. Three new monitors have been trained since the last meeting. The first privacy cubbies have been ordered for fabrication. The cost/cubbie is \$325 with me doing the staining/finishing process.

### **Programs: Mark Davis**

No Report at this time.

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

The Volunteer of the Month program is a little over a year old and is accomplishing the goals of recognizing our members who contribute many hours to keeping our club operating. It is wonderful to hear our Volunteer of the Month recipients tell their positive experiences and reactions when receiving this honor. The Club members viewing the articles each month is increasingly, thanks to the direct link to the webpage that Mark sends out. Remember the VOM honoree is seen on many web pages on the sidebar. Thank you also for the wonderful plaque display on the wall of the Open Room. It really highlights our commitment to volunteers. This summer, July & August, there will be guest columns instead of the VOM. July will be an article about Phishing, how to recognize and protect yourself authored by Security Awareness, a professional security organization. If anyone wishes to write an article of interest to all Computer Club members for August, please contact me.

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

Part-Timer, Skip Rocky has joined the Team. Open Room was redecorated with a "Safe Surfing" theme.

## **Old Business**

1. **Website Stats: Bonnie Potter** - There were 4352 views to home page.
2. **Committee for By-law Review: Debbie Dennis** - No Update At This Time
3. Report of Ad Hoc Committee on Internet Safety - Wes Reutter
4. Recommendation of Debbie Dennis as the replacement for Robin Seaver, Elected Member-at-Large her departure from SCHH at the end of March. A vote

was taken by the Board to elect Debbie, and it passed unanimously.

5. Appointment of Bud Brooks as the Computer Club Webmaster
6. Housing of SIG equipment when not in use, and Sign Out/Sign In procedure
  - a. a. New Electronic Form replacing paper process to be located on Instructor's Station Monitor: <https://goo.gl/forms/s5L9kFxyB9ihAeXK2> additionally, Mark will be working with Bud to place this URL on the Computer Club Website to make it more accessible.

### **New Business**

***A reminder from the President: When the clock strikes 2:30 PM the meeting will be adjourned. Items not discussed will move up in priority for the next scheduled staff meeting.***

1. Report of 2018 Survey findings - Catherine Tracy
2. Purchase new PCs for Classroom instead of Mac minis - postponed.
3. Appointment of Brenda Sommerfeld as Secretary upon Norma Stewart's departure A vote was taken by the Board and passed unanimously.
4. Last minute room cancellations by LifeStyles, Judy Conningham, Event Scheduler 843.705.4027, [Judy.Conningham@schha.com](mailto:Judy.Conningham@schha.com)
5. Proposal from Neighborhood Rep training using Classroom - Chris Knotts The people being trained must be members of the computer club. As a reminder, any requests to use the classroom must go thru Debbie Dennis, our Education Coordinator.
6. Request from Lifestyle for training of Neighborhood Reps in Excel & Publisher- Nothing received at this time.

Meeting adjourned at 2:35 p.m.

Next Board meeting is TBA.

Respectfully submitted:

Norma Stewart  
Secretary



## Treasurer's Report as of 4/24/18

| SUBJECT                                      | Jan 2018            | Feb. 2018           | Mar. 2018           | Apr 2018            | YTD Actual          | Annual Budget       | VAR                 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>South State Bank Checking Account</b>     |                     |                     |                     |                     |                     |                     |                     |
| Opening Balance                              | \$ 33,136.58        | \$ 36,881.31        | \$ 37,778.11        | \$ 39,654.10        | \$ 33,136.58        |                     |                     |
| <b>Income</b>                                |                     |                     |                     |                     |                     |                     |                     |
| Membership Dues -2018                        | \$ 2,040.00         | \$ 1,010.00         | \$ 1,315.00         | \$ 1,075.00         | \$ 5,440.00         | \$ 6,720.00         | \$1,280.00          |
| Membership Dues - 2019                       |                     |                     |                     |                     | \$ -                |                     |                     |
| Education Classes                            |                     | \$ 678.36           | \$ 984.11           | \$ 787.96           | \$ 2,450.43         | \$ 8,000.00         | \$5,549.57          |
| Printing Fees                                | \$ 80.19            | \$ 260.89           | \$ 201.41           | \$ 279.72           | \$ 822.21           | \$ 1,698.12         | \$875.91            |
| Sales Tax Collected (printing)               | \$ 4.81             | \$ 15.61            | \$ 12.09            | \$ 16.78            | \$ 49.29            | \$ 101.88           | \$52.59             |
| Other  | \$ 3,474.00         |                     |                     |                     | \$ 3,474.00         | \$ 4,000.00         | \$526.00            |
| <b>TOTAL INCOME</b>                          | <b>\$ 5,589.00</b>  | <b>\$ 1,964.86</b>  | <b>\$ 2,512.61</b>  | <b>\$ 2,159.46</b>  | <b>\$ 12,235.93</b> | <b>\$ 20,520.00</b> | <b>\$8,284.07</b>   |
| <b>Expense</b>                               |                     |                     |                     |                     |                     |                     |                     |
| <b>General &amp; Administrative Expenses</b> |                     |                     |                     |                     |                     |                     |                     |
| Administrative                               | \$ 180.65           | \$ 31.41            |                     |                     | \$ 212.06           | \$ 1,350.00         | \$1,137.94          |
| Programs                                     | \$ 59.98            | \$ 150.00           | \$ 221.35           |                     | \$ 431.33           | \$ 2,350.00         | \$1,918.67          |
| Social Events                                |                     |                     |                     |                     | \$ -                | \$ 8,300.00         | \$8,300.00          |
| Club Fair                                    |                     |                     |                     |                     | \$ -                | \$ 300.00           | \$300.00            |
| Public Relations                             |                     | \$ 70.59            | \$ 29.46            | \$ 9.60             | \$ 109.65           | \$ 1,500.00         | \$1,390.35          |
| <b>Education Expenses</b>                    |                     |                     | \$ 42.30            |                     | \$ 42.30            | \$ 670.00           | \$627.70            |
| <b>Facilities Expenses</b>                   |                     |                     |                     |                     |                     |                     |                     |
| Hardware                                     | \$ 452.98           | \$ 59.97            |                     | \$ 196.87           | \$ 709.82           | \$ 800.00           | \$90.18             |
| Printing Supplies                            | \$ 145.98           | \$ 101.73           | \$ 113.41           |                     | \$ 361.12           | \$ 2,000.00         | \$1,638.88          |
| Software & Software Subscriptions            |                     |                     |                     |                     | \$ -                | \$ 2,000.00         | \$2,000.00          |
| Other  | \$ 34.77            | \$ 11.44            | \$ 30.10            |                     | \$ 76.31            |                     |                     |
| <b>Capital Expenses</b>                      |                     |                     |                     |                     |                     |                     |                     |
| Hardware                                     | \$ 979.91           | \$ 517.97           |                     |                     | \$ 1,497.88         | \$ 21,500.00        | \$20,002.12         |
| Furniture                                    |                     |                     |                     |                     | \$ -                | \$ 2,000.00         | \$2,000.00          |
| Networking                                   |                     |                     |                     |                     | \$ -                | \$ 1,200.00         | \$1,200.00          |
| Website Maintenance                          |                     |                     |                     |                     | \$ -                | \$ 2,500.00         | \$2,500.00          |
| Sales & Use Taxes                            |                     |                     |                     | \$ 61.40            | \$ 61.40            | \$ 700.00           | \$638.60            |
| <b>SIG Expenses</b>                          |                     |                     |                     |                     |                     |                     |                     |
| Apple  |                     |                     |                     |                     | \$ -                | \$ 600.00           | \$600.00            |
| Genealogy                                    |                     | \$ 124.95           | \$ 200.00           |                     | \$ 324.95           | \$ 4,625.00         | \$4,300.05          |
| KK   |                     |                     |                     |                     | \$ -                | \$ 400.00           | \$400.00            |
| Skywatchers                                  |                     |                     |                     |                     | \$ -                |                     |                     |
| Microsoft                                    |                     |                     |                     |                     | \$ -                | \$ 250.00           | \$250.00            |
| <b>TOTAL EXPENSES</b>                        | <b>\$ 1,854.27</b>  | <b>\$ 1,068.06</b>  | <b>\$ 636.62</b>    | <b>\$ 267.87</b>    | <b>\$ 3,826.82</b>  | <b>\$ 53,045.00</b> | <b>\$ 49,294.49</b> |
| <b>Ending Balance</b>                        | <b>\$ 36,881.31</b> | <b>\$ 37,778.11</b> | <b>\$ 39,654.10</b> | <b>\$ 41,545.69</b> | <b>\$ 41,545.69</b> |                     |                     |
| <b>CERT OF DEPOSIT BALANCE</b>               | <b>\$ 20,931.82</b> | <b>\$ 20,931.82</b> | <b>\$ 20,936.98</b> | <b>\$ 20,936.98</b> | <b>\$ 20,936.98</b> |                     |                     |
| <b>TOTAL ASSETS</b>                          | <b>\$ 57,813.13</b> | <b>\$ 58,709.93</b> | <b>\$ 60,591.08</b> | <b>\$ 62,482.67</b> | <b>\$ 62,482.67</b> |                     |                     |
| <b>CAM Accts Rec</b>                         | <b>\$ 1,200.00</b>  | <b>\$ 1,075.00</b>  | <b>\$ 600.00</b>    |                     |                     |                     |                     |