SCHHCC STAFF MEETING
March 28, 2017, 1:00 p.m. - Please Note the Change in Time
Coosaw River Rooms - Hidden Cypress

In attendance: Honey Burt, Debbie Dennis, Toni Valenstein, Pat Lindvall, Wes Reutter, Chuck Cameron, Jerry Jeffrey, Dennis Shea, Carol Treanor, Mark Davis, Bonnie Potter, Richard McCollum, and Norma Stewart

President's Remarks: Mark Davis
I want to start the meeting out with thanking those involved with the construction, posting, and advertising of the 2017 Membership Survey. We hit a record number of response at 632. This is close to 25% of our membership. It doesn't get much better than that. We continue learning the variety of options connected to our new website from collection data to posting forms that feed into spreadsheet both through Google and Microsoft. As many if not all of you have seen the Windows SIG has changed its name to the Microsoft SIG, which provides a better description of the programing being offered. Last week at our General Membership Meeting Carol Clark provided an excellent program related to Genealogy. As quickly as it has passed March has been a very good month for our club.

Secretary: Norma Stewart
Acceptance of General Meeting minutes of February 16, 2017 approved as written.
Acceptance of Staff Meeting minutes of February 28, 2017 approved as written.
Acceptance of General Meeting minutes of March 16, 2017 approved as written.

Treasurer: Carol Treanor
During the month, we took in income of $5,050, which includes dues of $2,523 and class fees of $2,207. Expenses totalled $349, resulting in a balance in the checking account of $34,030. Total assets including the CD are $54,951.
See attached financials through March for specifics.

SIGS

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein
Our March SIG on iPad/iPhone Tips from our Workshops was presented by Mark David,

Bonnie Potter, Robin Seaver and Catherine Tracy. We had a full house. We are pleased to be able to post pictures an information on our new website. Next month Noah Rosenstein will present a program on Contact Manager.

Genealogy: Alex Whan
April 5, 2017 next meeting - Open Forum for discussion amongst attendees.

Komputer Klatch: Dan McGuire/Robin Seaver/Jim Marean
With the enthusiastic help of Debbie Dennis, we have weekly programs scheduled through 4/21. Check the Main Calendar for topics. We will not meet Good Friday.

Microsoft: Marge Simms, Dennis Shea, Maureen Kilcoyne
We had good attendance at our March meeting. Bill Altman presentation on "Using Windows Movie Maker" was excellent. He demonstrated how to use the program and had many examples. People had questions and and Bill had answers. Our next meeting will be April 12 at 3pm in Hidden Cypress. Ted Brandt will explore alternatives to Microsoft Office.
I will not be at the March 28. staff meeting. I will be on a photography club field trip.

Skywatchers: Jerry Jeffrey
March's meeting "Alien Chemistry" was once again a sold out event (55 people present). No April meeting (Lake House already spoken for). May meeting on 9 May, Subject: 26 Scenes From Around the Universe (also Solar System probe status update). The Eclipse trip has now expanded to four busses or about 200 people (3 bus loads from Sun City and one mixed bus from the surrounding countryside.) Buses three (mixed) and four (Sun City) not yet full. Looking for technical persons to lead buses two, three, and four. Eclipse presentations scheduled: Summer Lecture series (date not set), DeBordieu Plantation - 20 May, Beaufort OLLI - 23 May, HHI OLLI - 7 June, and Savannah 8th AF - 20 June. All those external to Sun City have a mention of the Sun City Computer Club and of course Skywatchers. April Sunsations will include a full page spread on the Eclipse.

Standing Committee Reports

Education: Robin Seaver
We're finishing the 32 March classes this week. 406 tickets of 462 seats or 88% sold as of yesterday morning.
For April we've scheduled 18 classes with 140 of 258 tickets or 55% sold again as of yesterday morning. Three classes sold out: Clark's Lecture Introduction to Ancestry + Family History; Lecture Introduction to Google Photos; Class Dennis' Gmail for the Power User. The next formal classes will not be scheduled until Fall.

Facilities: Honey Burt
1. **Installation of new lights:** DONE
2. **Installation of new Projector:** To be completed March 31.
   Inventory of Equipment Room, was started on Friday, March 24th and will continue.
   Monitoring Facilities Problem Report, being checked on a daily basis
3. **Equipment Sign Out and Return Form:** Mark would like to inventory what is available for checking out by members for 5 days. T**he Board should consider any monetary liability of people that have borrowed items for returned damaged items.**
4. **New Minis**: Noah has started to investigate availability. If new Minis are not available this June, it is suggested we wait until Fall to see if a new model is introduced. The installed Minis, 5 years old, are still performing as expected and have no mechanical faults to date.
5. **PC CR-01:** This computer seems defective. (Originally thought it was the monitor but the Mac works with the monitor.) **Chuck will replace the unit and Facility has suggested that we purchase two back ups.**   The unit was repaired, and the board recommended that the problem be discussed with Dell.
6. **Web Printer Problems:** Last week, someone printed out multiple 8 x 11 color images. Looking for a way to limit access. We will connect to the secure classroom SSID and also rename the printer to make it more evident that it is a Computer Club printer

 The Next Facilities Meeting in on April 18th at 5:30 pm in the Classroom

Membership: Brian Gilroy/Richard McCullom
As of yesterday Club membership was 2,907, comprising 2,394 renewals (82%) and 513 new (18%) members. We are continuing our discussions with the Community Association to be able to provide them our member roster in an electronic format that could be used to as the reference source for the club room card entry system.

Monitors: Wes Reutter
Monitor training, one on one, is continuing, and some monitors are training while monitoring. This gives both trainer and trainee opportunities to handle situations on the job.   Out of 51 people who said they wanted to monitor, 30 have monitored the first qtr of 2017. An incentive program has been mentioned, and one was suggested by Dave Mortimer. If a monitor wishes to take classes, request that the monitor go thru Wes, who will contact Robin. When someone has a computer club question that the monitor cannot answer, they should send the question to the general email address on our website. A computer club brochure can also be provided by the monitor.
Bill Dreyer had surgery yesterday. He is on his way home from Duke. West would like some help with historical documents on the three different gmail accounts as well as communication strategies between monitors.

Programs: Honey Burt
Carol Clark did an outstanding job, at our March, General Membership Meeting, with her Presentation on Genealogy in the Digital Age. Our next meeting will be on September 21st, and Rich DeAsla's presentation will be "Preservation, Recovery, and Restoration of Old Photographs". We plan to invite the Photography club to join this meeting.

Publicity/Communication: Bonnie Potter
A new brochure to promote the webpage is in final design and will be printed for use at the Club functions, Open Room and the Club Fair. In addition a poster with the web address will be placed in the Computer Club window. Please remember to add the URL to all of your announcements to drive traffic to the site. SunCityCC.org is the preferred way to display the webpage in writing for easy recognition and consistency.

Social: Pat Lindvall
 The volunteer Party at the Pavilion is scheduled and confirmed for Thursday, May 4th at the Pavilion 3:00-7:00 pm. We will be setting up 2:30-4:00 pm and serving 4:30-6:30 pm. Clean-up 6:30-7:00 pm. We have 2 proposals, please see attached.
1. **Chartwells, $16.20/pp. Including tax**
2. **Jameson's, $15.00/pp. Including tax and service.**
 Jack Frost Ice Cream is confirmed; **$4:00/pp.**
 Music by Dr Paul, $150.00.

I will purchase Wine and Beer to add to the beverage table.
We need to make a decision on the caterer, Chartwells or Jameson's today.
The final count of participants needs to be confirmed by April 28th. I have a list of 10 volunteers. Liz Ford and Helen Connors has already confirmed.

Old Business

1. **Catherine Tracy:** Our Club Survey gathered 632 responses at this time. Information about monitors, class assistants, helpers and misc. volunteers has been forwarded to appropriate people.
2. **Bulk Slide Scanner** - Decommissioned
3. **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 Microsoft 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.
4. **Checking for checking out Equipment** for home or use in Open Room - Establish location, Is value involved
5. **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.
6. **Aviation Club** - This club is not a SCHH registered club as they have members who do not live in Sun City.
7. **Do we need to do more with establishment of a new sig?** Proposal and Vote? This will be discussed further, and put in the new by-laws.

New Business

1. Website update and Stats - 1625 visitors in the month of March, 2017.
2. Volunteer of the Month - Update - Bonnie
3. Committee for By-Law Review - Debbie Dennis will chair this committee.
4. Family Tree Maker 2017 (free to those with 2014) - Genealogy How important?
5. Sheila Hollander Request: Request for members to donate equipment to: Allendale Correctional Institution, a Level 2 male facility which has been recognized by our state for its various innovative programs and its low recidivism rate. Donation of PC desktops Windows 7 or above. She want's this information distributed to membership. It was suggested that her request and contact information be given to Don Cottiner.
6. Board Priorities 2017 will be discussed at a future meeting.

7. Jackie Merritt asked the club to teach a workshop on excel to new CAM employees. Education will handle the request.

Meeting adjourned at 2:35 p.m.
Next Board meeting is Tuesday, April 25, 2017 at 1:00 pm at Hidden Cypress.

Respectfully submitted:

Norma Stewart
Secretary