

SCHHCC STAFF MEETING
April 25, 2017, 1:00 p.m.
Coosaw River Rooms - Hidden Cypress

In attendance: Chuck Cameron, Carol Treanor, Honey Burt, Jerry Jeffrey, Catherine Tracy, Dan McGuire, Robin Seaver, Alex Whan, Toni Valenstein, Pat Lindvall, Maureen Kilcoyne, Bonnie Potter, Marge Simms, Debbie Dennis, and Norma Stewart

President's Remarks: Mark Davis

Happy Spring to all. I'm happy to recognize Niki Nichol as our "Volunteer of the Month!" Niki is our first CA to be recognized for this award. She has provided over 100 hours of support for our Instructors during classes and volunteered just as many hours working as part of our Computer Help Program. Congratulations Niki! Now let's start our reports.

Secretary's Report: Norma Stewart

Acceptance of Staff Meeting minutes of March 28, 2017 accepted as published.

Treasurer's Report: Carol Treanor

The financials through 4/24/17 are attached. Significant item since our last meeting was the purchase of two computers for \$1,567. In addition, I had an email from Bob Herzog pointing out I was not accruing sales tax on printing fees, so I will make the corrections and readjust the financials.

Social Committee Chair's Report: Pat Lindvall

Our Volunteer Party will be at the Sun City Pavilion on Thursday, May 4th. Our cutoff date is April 28. Setting up 2:30 pm-4:00 pm, Serving 4:30 pm - 6:30 pm. Clean-up 6:30 pm - 7:00 pm.

We are estimating 150 participants.

Chartwells will be our Caterer. Total cost = \$2630.00

Jack Frost Ice Cream \$4:00/pp Total cost = \$600.00

Music 4:00 pm- 6:00 pm by "Dr. Paul" = \$150.00

Wine and Beer will be added to the bev.table = \$ 250.00

Total, does not include table decor, etc. \$3630.00

What table decor do we like?

Social Committee Volunteers:

Liz Ford and Helen Connors; Sign-in table, 3:00 pm-4:30 pm (2)

Mr. and Mrs. Vincent Welch; overall help, 2:30 pm --to end. (2)

Marzie Seibert: set-up beverage station and serve wine and beer, 3:15 pm--- (1)

Mary Lou Kampert: bev. and clean-up, 4:00 pm--clean-up (1)

Carol Malcolm: overall help, 2:30 pm---clean-up (1)

Patricia Lindvall: 2:30-7:00 pm (1)

Pat will check with Lexi regarding any forms or contracts needed for this event.

SIG Reports

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein

After our last meeting approximately 100 names were removed from our SIG membership. Currently we have over 1,000 names on the list. We serve these in a special way with the weekly delivery of Apple Notes along with the help schedule for the week. Apple volunteers continue to support help sessions both in the classroom and in the open room. Last month we did an experimental class using a David A. Cox two hour video. Bill McKinnery and I prepared two, two hour classes so we stopped at appropriate times for the students to review what was presented and ask questions. The class evaluations were extremely positive. Our new projector is a blessing to all of us.

Genealogy: Alex Whan

Our May 3rd program will address family crests, meaning and research value. The next meeting will be in September, when our program will be "How to become Irish again."

Komputer Klatch: Dan McGuire/Robin Seaver

Since the March staff meeting we've covered Cut/Copy/Paste, the Best of Google for your Smartphone and Tablet, and Keeping your Google Account Safe. This week Chris Knotts will present Greeting Cards and More - Using Templates. After that and as always we're open to suggestion. Nikki Nichol received her volunteer award at the last KK meeting.

Microsoft: Marge Simms, Dennis Shea, Maureen Kilcoyne

Maureen has started making entries in our Blog on the website. Meetings will resume in September. Microsoft has been busy making changes. A new build, 1704 is being released now. Ray Attreed, our microsoft insider, will be bringing us up to date at this meeting.

Skywatchers: Jerry Jeffrey

There was no April meeting due a change in presentation space negotiated in February. Meetings will resume May 9th, with a presentation entitled: Things That Will make You Reevaluate Your Place In the Universe. This will be our last meeting until September. Planning for the Eclipse trip on 21 August continues. We now have over 150 Sun City folks signed up for the day trip to the Zone of Darkness a few miles north of Charleston.

Standing Committee Reports

Education: Robin Seaver

This is the last week of classes for the "spring" semester. Out of 259 seats, 187 tickets were sold or 73%. That's typical for this time of year.

The Summer Lecture Series will start the week of June 19 and continue through the week of August 7. They will be available for registration starting June 9 at 1pm.

The new projector is awesome; photos particularly are fabulous. The new switch on the instructor's station is working well.

Facilities: Honey Burt

Old Business:

- New Splitter/Cables installed on Instructor Machine (about a 3 second lag when changing between equipment)
- April 8th: updated /cleaned out cabinets in Open room..made a list of Items in Showcase. These items are now featured on the Website under the Resource Tab > Showcase Equipment
- Projector spare bulb has arrived and is in the Storage Closet
- Tony and Noah updated all Mini's, and Chuck updated PC's

New Business:

- A motion was made to purchase 9 new Monitors - all agreed - front row, instructor, and back row. (one extra for use when needed.)
- Facilities is considering removing the casters from the instructor console. This will lower the desktop and monitor and make it more friendly to our shorter instructors. We rarely move it anyway.
- Two (2) Backup PC's have been purchased ,**HP PC called the "Elite Slice"** One is being used in the Open Room. Other one will be used when necessary.
- There is a another addition to our Showcase for member check out? - we will add another Surface Pro to the list of items available.
- It was suggested that we move one scanner from Open Room to Classroom.. But, it is possible to use a flash drive and the classroom printer. We have instructions posted next to the classroom printer. Thought is that in the future we may want to purchase another Inkjet for the classroom. Wes will be looking into instructions for doing this same process using the scanners in the Open room and sending a Document to a Flash Drive.
- **Computer club App** ? - Still working on it. Need a name of someone that could do this for us. CAM IT isn't sharing the name of the individual that did My Sun City. This would be used by our monitors.
- We discussed liability for members taking laptop/equipment out of the Computer Station - The discussion centered around do we check computers out or do we allow use in the Computer Center. No longer do we allow members to check equipment out. All items in the Showcase will be used in the Computer Center. We no longer support the purchase of new items for the Showcase however we will support peripheral equipment when needed. Example: External Drive or DVD burner
- New Mac Minis, we will be waiting until after Apple Conference in June
- Next year Survey..change from Facilities Com to PC/Apple Maintenance

Membership: Brian Gilroy

Seventeen new memberships and seven renewals were processed since our last report. This brings membership to 2,931 as of April 23rd. The Annual Membership Roster (Form CC20) with the names and details of all 2,931 members was also emailed to Lifestyle Services on that day.

[I am in Germany this week so will not be attending the meeting.]

Monitors: Wes Reutter

Programs: Honey Burt

There are NO meetings Scheduled for May, June, July and August. On September 21st,our presenter will be Rich DeAsla.. The topic will be : Preservation, Recovery and Restoration of Old Photographs.

Publicity/Communication: Bonnie Potter

The Volunteer of the Month Award was presented to Niki Nichole, nominated by Judy Raney for her work as a Class Assistant and also acknowledged as one of the regular Computer Help volunteers. Niki was presented with her certificate and tumbler at the Friday KK. I would like to post the pictures on the webpage. The following Month (June) is Catherine Tracy who will recognize a Help Session Volunteer. Volunteers will take a summer break replaced by July, the Open Room and August the Classroom, with the same emphasis of recognizing volunteers in this area. I am working with Honey, Chuck and Robin to gather information and pictures.

I am working on printed material for promotion of the Webpage. But one of the most effective ways to drive traffic can be done in our classes. Instructors can mention, show or print in the handout, where to find information on the webpage that relates to their subject. Classes are also a way to talk about being part of a SIG mailing list. SIG Blogs are an important way to keep members returning to the webpage. They should find material that will be fresh and searchable. A Club-wide Blog promotion is being planned for the near future that will focus on our blogs.

Interior Decor: Maureen Kilcoyne, Niki Nichole

After a presentation showing many possibilities for decoration of our open room and classroom, Maureen will come up with a budget and suggest items that could be used for interior decor.

Old Business

1. Website Update and Stats: Bonnie Potter

For the month of April, there were 5,612 views of our web site.

2. Committee for By-law Review: Debbie Dennis

Bylaws

I have been comparing our current bylaws with the recommendations from the Community Association. I have talked to several officers and received some feedback on areas that may be considered for revision. Recommendations under consideration include (so far) creating a procedure for establishment of a new SIG, setting a maximum consecutive term limit for all officers, and reviewing the wording/procedures for electronic executive board meetings/voting. I also have been fixing formatting errors in the current document (spacing, fonts, appearance, etc.)

I am requesting any interested Executive Board members to sign up on the sheet being passed around and indicate a preference for meeting times to review proposed wording. I am also asking people to indicate their availability for meetings during the next few months.

3. Family Tree Maker 2017 (free to those who have paid for 2014): FTM 2017 has not yet been released to the general public. Still in beta stage.

New Business

1. Volunteer of the month will be recognized at our General Membership Meetings. We will be working on establishing criteria for these awards.
2. Volunteer of the Month Yearly Plaque will have space for 9 volunteers and a picture.

3. New Business-SIG Blog Training-Added by Debbie Dennis

It came to my attention last week that there was a great deal of dissatisfaction about the appearance and layout of the blog format that I initially set-up. The layout has now been changed on the Windows, Starwatchers, and Genealogy blogs. I have been in contact with Jerry Jeffrey and we will meet next week to review procedures for creating new content. I sent an email to Alex Whan and Valerie Allen to set up a similar meeting. (Valerie is a Genealogy SIG member who expressed an interest in working on the blog.)

I am continuing to research ways to add functionality (such as multiple pages or tabs) to the SIG blogs but I need feedback in order to make those changes. Keep in mind Blogger is free resource and just like some of the other free resources there are limitations. I will update directions for blog entries shortly.

Meeting adjourned at 2:30 P.M.

Next Board meeting is Tuesday, May 23, 2017 at 1:00 pm at Hidden Cypress.

Respectfully submitted:

Norma Stewart
Secretary