



SCHHCC STAFF MEETING
January 22, 2019 at 1:00 p.m.
Pinckney Hall, Broad River Room

In attendance: Bill McKinnery, Brenda Sommerfeld, Pat Lindvall, Catherine Tracy, Toni Valenstein, Jim Bowden, Bob Herzog, Marge Simm, Dennis Shea, Maureen Kilcoyne, Debbie Dennis, Jerry Jeffrey, Honey Burt, Niki Nichole

President's Remarks: Bill McKinnery

I want to thank all of you for your support and your help getting me started as president of the Club. When I took over the Photography Club I had been secretary and vice president so I had 4 years getting acquainted with the staff. Here, I know most of you but haven't had much experience with the inner workings of the Club. Hopefully, it won't take long to get up to speed. January has been a challenge for all of us with the Tech Rollout, relocation of meeting rooms, new rules from the Association and my lack of internal operating procedures. I'll do better. Thanks again for volunteering and taking charge of the various aspects of Club operations. Let's get started because I believe in Mark's philosophy about meetings.

Secretary's Report: Brenda Sommerfeld. Motion made and seconded to approve December's minutes. Passed.

Treasurer's Report: Carol Treanor

I will be out of town for the meeting but have attached the full year 2018 Report as well as the January 2019 to date report. We began the year with a checking account balance of \$25,478.31, took in income of \$5,380 (from CAM charges for membership dues and holiday party fees) and spent \$15,026 due mostly from the purchase of 12 Mini Macs (\$14,272), leaving a balance of \$15,832. I will post the full year and January financials, as well as the approved budget to the website as soon as I return.

Social Committee Chair's Report: Pat Lindvall

The 2019 Volunteer Party is scheduled in the Pavilion, Tuesday, May 7th, 3.00 pm - 7.00 pm. The Volunteer Party Invitation will be 4.00 pm - 6.30 pm. We will serve a BBQ, Jack Frost Ice Cream with great music by Dr. Paul.

Bonnie Potter has made a great "Save The Date" poster to be sent out to all Volunteers.

Motion made and seconded to keep the food and beverages with Chartwell the same as last year. Approved.

SIG Reports

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein

This is a big day for our group. Our new minis are installed by Noah and Tony Coon. It has been a long time! Our Monday SIG was very successful although projection in Magnolia Hall was difficult. Noah and Toni had over 100 people for the presentation. Our next SIG will be February 18th and will be a panel on Tips and Tricks.

Genealogy: Jim Bowden/Bob Herzog

In December 2018, we held our second Wednesday night "Help Session". We were able to spend a lot of time with a total of 8 members. Our next Help Session will be held January 30th. We will try to have two sessions a month going forward. This will depend on our volunteers availability. Our program on February 6th will feature Bonnie Wade-Mucia. Her program will discuss how DNA assists law enforcement in clearing cold cases. On March 6th we hope to present short descriptions of our three planned genealogy classes.

Komputer Klatch Hour: Debbie Dennis

We are scheduled into March. Always looking for topics or ideas or presenters. KKH is canceled by CAM on February 11th due to Hidden Cypress room relocations.

Microsoft: Marge Simms/Dennis Shea/Maureen Kilcoyne

Our February 13th meeting at 3pm in the Pinckney Hall-Colleton Room will be a Q&A.

We will show our membership the new equipment that was purchased for the MS SIG and tell them where it will reside so they can test it out for themselves.

The Microsoft SIG is requesting the allocation of 4 of the Apple units slated for discard. We will install the Ubuntu / Windows 10 operating system(s) on them and they will be used as door prizes for our meetings. Apple SIG would like to be included in this allocation.

Tabled until after the (planned) 1 Feb ad hoc committee meeting.

Skywatchers: Jerry Jeffrey

Our January meeting on 8 January was attended by 59 individuals. It was held in Pinckney Hall because of the refurb going on in Hidden Cypress. The subject was: What's in the Nearest 30 Light Years to Our Solar System. Lots of good questions. There will be NO February meeting since our speaker will be on travel. Our March Meeting will be on 12 March in the Lake House. The March subject is: Calendars Thru The Ages.

Standing Committee Reports

Education: Debbie Dennis

January/February class sales started on Friday, January 18th. We have over 30 events scheduled this cycle and as of today have sold 25% of the seats. We had to delay the start of sales due to the Tech Launch. We are working on creating a schedule of when we complete scheduling and Eventbrite at today's Education meeting.

Tech Launch Follow-Up

1. *SCTV-Honey & Debbie* were interviewed by Norma Taylor re Tech Launch
2. *Specialized Help Sessions*-We are committed to 4 additional help sessions for Residents (not necessarily members) on the following Mondays 1/28, 2/4, 2/11, 2/18 Time 4-6 PM-Requesting people sign-up but will accommodate walk-ins. Have requested CAM to send some staff to help with name/directory/password issues. Debbie will follow-up tomorrow. AND send out a sign-up sheet.
3. *Additional Training Sessions for Helpers & Monitors*-Discussing with Ed & Bertha some training for monitors WHO WANT IT re website. It is with the understanding that HELP is not necessarily the monitor's job. However, for those that do help, we want to make sure they have the proper training. To Be Scheduled.

Facilities: Honey Burt

- This was presented at the General Meeting on Jan 17th
- Purchased new PCs for Classroom times 13
- a. Purchased new Monitors for Classroom times 8
 - b. Purchased new Windows 10 PCs for Open Room times 2
 - c. Purchased 2 Laser Printers for Open Room with color document scanner
 - d. Purchased 2 new Scanners for Open room (replacement for malfunctioning & scratched unit).
 - e. Purchased Microsoft Surface Go tablet for SIGs
 - f. Purchased Microsoft Surface Pro 6 for SIGs
 - g. Purchased new iMac Computer for Open Room (replaced failed unit)
 - h. Purchased 2 Mac Minis (2018)
 - i. Purchased an 8mm Film Digitizer (convert 8mm Film to Digital Files)
 - j. Purchased a Locking Cabinet (replaced failed unit)
 - k. Added Microsoft Office 365 in Open Room times 15 (commonality across all PCs)
 - l. Purchased & installed Workstation Carrels in Open Room (for enhanced privacy and overhead shelves for personal items)
 - m. Purchased 2 new "atomic" clocks (large display, no resets needed)
 - n. Purchased 1 Samsung 65" 4K Television for Classroom
 - o. and misc equipment, External Hard drive, Flash drives, Adapter cables just to name a few

The 2019 Budget was approved and we ordered 12 New Apple Mac Mini's. They will be installed this week. Thank you, Noah!

Membership: Brian Gilroy

Membership for 2019 is just over 2600. 2018 members who have not renewed for 2019 will be removed from the Club Room entry computer list on February 1. (I will be in Savannah for a medical appointment and do not know if I will be back in time to attend the meeting.)

Consensus of Board is a message should be sent out to those 2018 members not renewed reminding them they will be taken off the computer.

Monitors: Ed Raney/Bertha Fudgen. We are new. Did have 4 sign ups at the meeting. We have 43 monitors but think we should have more as so many people leave for the summer.

Programs: Debbie Dennis

February-Working on Beaufort Memorial Care Anywhere

March-

April-Bill Altman-Discussion/Comparison of Password Management Systems

May-~~??? Need to double-check what we requested~~ NONE REQUESTED

Always open to ideas/topics/assistance

Publicity/Communication: Bonnie Potter

Created announcements for the Club General Meeting; Volunteer Party; Save the Date and classes. Displayed materials promoting January/ February classes and the new 2019 Officers in the Club rooms and window.

Webpage Highlights COUNTS: Open Room - 210; Classroom - 177; KK Hour - 80; Elected Office

Interior Decor: Maureen Kilcoyne, Niki Nichole

Need a recommendation from Facilities for a person(s) to hang heavy Sun City Computer Club sign on the Open Room partition wall.

Old Business

Bylaws-New/Revised GUIDANCE FOR WRITING AND REVISING CHARTERED CLUB BY-LAWS (CC30 Revised 1/2019) [Just received from Ellen Steger at 12:50 pm on 1/22/2019.](#) [She states it should be on the website on Friday.](#) & BYLAWS TEMPLATE are not posted yet on the website. Issues to be addressed with December 2018 BOD mandated changes are:

1. Quorum changes-CCR&P wording "The guidance on quorum requirements has recently been changed in the CCR&P. Clubs shall have a quorum 10% of the membership."
2. \$500 Expenditure Approval by SCHH Lifestyles

SECTION FOUR

FINANCIAL CONTROLS AND PROCEDURES

4.1 RECORDS AND ACCOUNTABILITY:

The club's treasurer (secretary/treasurer) is responsible for controlling and recording club revenues and expenses and providing financial reports to the executive board and membership. The purchasing of all equipment and furniture over five-hundred dollars (\$500.00) which is intended to become a permanent asset of the Community Association, must be reviewed and approved by Lifestyles.

SIGs

Waiting to hear from Ad Hoc committee re new forms. Bylaws review committee to be scheduled Week of February 4th or 11th. People expressing interest in a review of Bylaws at some point in time--Mark Davis, Richard McCollum, Dennis Shea, Bill McKinnery, Bob Herzog.

New Business

Meeting adjourned at 2:15 p.m.

Next Staff meeting: Tuesday, Feb 26th, at 1:00 pm at Lake House, Bayside Room.

Respectfully submitted:

Brenda Sommerfeld
Secretary

Treasurer's Report as of 1/21/19:

	A	B	N	O	P
1	SUBJECT	Jan 2019	YTD Actual	Budget	VAR
2					
3					
4	South State Bank Checking Account				
5	Opening Balance	\$ 25,478.31	\$ 25,478.31		
6					
7	Income				
8	Members hip Dues -2019	\$ 1,860.00	\$ 1,860.00	\$ 25,500.00	\$6,160.00
9	Members hip Dues - 2020		\$ -		
10	Education Classes		\$ -	\$ 8,000.00	\$8,000.00
11	Printing Fees		\$ -	\$ 1,887.00	\$1,887.00
12	Sales Tax Collected (printing)		\$ -	\$ 113.00	\$113.00
13	Other	\$ 3,520.00	\$ 3,520.00	\$ 5,000.00	\$1,480.00
14	TOTAL INCOME	\$ 5,380.00	\$ 5,380.00	\$ 40,500.00	\$17,640.00
15					
16	Expense				
17	General & Administrative Expenses				
18	Administrative		\$ -	\$ 1,200.00	\$1,200.00
19	Programs	\$ 100.00	\$ 100.00	\$ 1,900.00	\$1,800.00
20	Social Events		\$ -	\$ 9,500.00	\$9,500.00
21	Club Fair		\$ -	\$ 300.00	\$300.00
22	Public Relations		\$ -	\$ 1,100.00	\$1,100.00
23					
24	Education Expenses		\$ -	\$ 500.00	\$500.00
25					
26	Facilities Expenses		\$ 14,903.44	\$ 33,600.00	\$18,696.56
27	Hardware		\$ -	\$ 800.00	\$800.00
28	Printing Supplies	\$ 631.60	\$ 631.60	\$ 2,500.00	\$1,868.40
29	Software & Software Subscriptions		\$ -	\$ 2,500.00	\$2,500.00
30	Other		\$ -	\$ 400.00	\$400.00
31	Capital Expenses		\$ 14,271.84	\$ 27,400.00	\$13,128.16
32	Hardware	\$ 14,271.84	\$ 14,271.84	\$ 21,250.00	\$6,978.16
33	Furniture		\$ -	\$ 2,000.00	\$2,000.00
34	Networking		\$ -	\$ 1,200.00	\$1,200.00
35	Website Maintenance		\$ -	\$ 2,500.00	\$2,500.00
36	Sales & Use Taxes		\$ -	\$ 450.00	\$450.00
37					
38	SIG Expenses				
39	Apple		\$ -	\$ 600.00	\$600.00
40	Genealogy	\$ 22.95	\$ 22.95	\$ 4,480.00	\$4,457.05
41	KK		\$ -		\$0.00
42	Skywatchers		\$ -		
43	Microsoft		\$ -	\$ 600.00	\$600.00
44					
45	TOTAL EXPENSES	\$ 15,026.39	\$ 15,026.39	\$ 53,780.00	\$ 38,753.61
46					
47	Ending Balance	\$ 15,831.92	\$ 15,831.92		
48					
49	CERT OF DEPOSIT BALANCE	\$ 20,947.30	\$ 20,947.30		
50	TOTAL ASSETS	\$ 36,779.22	\$ 36,779.22		
51					
52	CAM Accts Rec				

Full year 2018 :

SUBJECT	Jan. 2017	Feb. 2017	YTD Actual	Annual Budget	Variance
Liberty Bank Checking Account					
Opening Balance	\$ 28,732.76	\$ 25,920.23	\$ 28,732.76		
Income					
Investment Interest			\$ -	\$ 10.00	\$10.00
Membership Dues -Current Year	\$ 2,005.00	\$ 1,260.00	\$ 3,265.00	\$ 25,500.00	\$2,030.00
Membership Dues - Next Year			\$ -		\$0.00
Badge Fees			\$ -	\$ 250.00	\$250.00
Education Classes			\$ -	\$ 10,000.00	\$10,000.00
Printing Fees	\$ 102.00	\$ 286.50	\$ 388.50	\$ 1,800.00	\$1,411.50
Other		\$ 2,572.50	\$ 2,572.50	\$ 3,200.00	\$627.50
TOTAL INCOME	\$ 2,107.00	\$ 4,119.00	\$ 6,226.00	\$ 40,760.00	\$14,329.00
Expense					
Administration	\$ 536.78	\$ 121.10	\$ 657.88	\$ 1,000.00	\$342.12
Computer Room Cleaning			\$ -	\$ 1,250.00	\$1,250.00
Education	\$ 24.00	\$ 87.01	\$ 111.01	\$ 3,050.00	\$2,938.99
Special Events			\$ -	\$ 8,600.00	\$8,600.00
Hardware	\$ 84.75	\$ 211.45	\$ 296.20	\$ 3,450.00	\$3,153.80
Misc Other	\$ 130.00		\$ 130.00	\$ 625.00	\$495.00
Printing			\$ -	\$ 1,000.00	\$1,000.00
Printing Supplies	\$ 109.16	\$ 94.46	\$ 203.62	\$ 2,450.00	\$2,246.38
Program	\$ 309.90		\$ 309.90	\$ 3,400.00	\$3,090.10
Sales & Use Taxes			\$ -	\$ 100.00	\$100.00
Software	\$ 89.95	\$ 74.19	\$ 164.14	\$ 300.00	\$135.86
Subscriptions			\$ -	\$ 4,400.00	\$4,400.00
GENERAL EXPENSES	\$ 1,284.54	\$ 588.21	\$ 1,872.75	\$ 29,625.00	\$27,752.25
Computer Hardware	\$ 539.99		\$ 539.99	\$ 20,855.00	\$20,315.01
Furniture			\$ -	\$ 1,000.00	\$1,000.00
Networking			\$ -		\$0.00
Power Supplies			\$ -	\$ 550.00	\$550.00
Projection	\$ 3,095.00	\$ 132.45	\$ 3,227.45	\$ 3,500.00	\$272.55
Software			\$ -	\$ 8,000.00	\$8,000.00
CAPITAL PROJECTS	\$ 3,634.99	\$ 132.45	\$ 3,767.44	\$ 33,905.00	\$30,137.56
TOTAL EXPENSES	\$ 4,919.53	\$ 720.66	\$ 5,640.19	\$ 63,530.00	\$57,889.81
Ending Balance	\$ 25,920.23	\$ 29,318.57	\$ 29,318.57		
CERT OF DEPOSIT BALANCE	\$ 20,921.50	\$ 20,921.50	\$ 20,921.50		
TOTAL ASSETS					
CAM Accts Rec Dues	\$ 1,645.00	\$ 1,785.00			
CAM Accts Rec Holiday Party					
CAM Accts Rec Badge Fees	\$ 132.00				
Sales & Use Escrow					