SCHHCC STAFF/BOARD MEETING
August 27, 2024, at 1:00 p.m., Hidden Cypress

In attendance: Jerry Jeffries, Brian Osgood, Kathleen Baine, Toni Valenstein, Dennis O'Shea, Tom Lovelidge, Susan Dobbs, Jim Bowden, Stu Mace, Bertha Fudgen, John Meeker.

President's Remarks: Brian Osgood,
Welcome to the August staff meeting. I hope everyone enjoyed the summer break. Labor Day is next week. The summer was too short.

Secretary's Report: Kathleen Baine
We need a motion to approve the minutes of June 28, 2024. Motion made by John Meeker; seconded by Tom Lovelidge.

Treasurer's Report: Tom Loveridge
(published at the end of these minutes)

Social Committee: Diane McKinney
No report other than having our holiday event on Saturday, December 7th in Pinckney Hall.

SIG Reports

Apple: Noah Rosenstein/Toni Valenstein/Leslie Foster

Our help sessions are going well. It would be helpful if the club advertised for more advisors for Apple, Android, and Windows systems. Those interested could shadow our helpers to learn what is required. The more who join the team the better.

The Apple SIG ISLC list (we have over 1800 on the list) had around 20 sc.rr.com emails disabled. There was no reason for this mass removal that I can ascertain. I have suggested to our members via an email to create a Google or Yahoo account to avoid future issues.

I will be returning September 30th and will start advertising for class topics and instructors. The focus will be on what Apple SIG members need and finding new teachers.

Genealogy: Jim Bowden/Susan Dobbs
The Genealogy SIG has changed their monthly meeting to the 1st THURSDAY of the month at 7:00 p.m., at Hidden Cypress. Our September 5th program by Laurine Curtis will be on "How Collateral Lines Count." Our Help Sessions will remain on the 2nd and 4th Wednesdays of the month from 6:30 - 8:30 pm, September 11th and 25th. Our speakers are booked through the fall.

I have purchased new software from Family Tree Magazine. This product has digital copies of Family Tree Magazine back to FY2000. In the future we will be using the digital format. This product will be on two PCs in the Computer Room.

This USB drive software is in the second drawer of the Monitor's desk waiting to be installed. Brian will install them on two PCs in the 1st two rows of PCs.

I have also ordered (but have not yet received), eight foreign countries' cheat sheets that we plan on having in a binder in the Computer Room Library cabinet.

Computer Club Hour: Bill Altman
The CCH is on hiatus and returning in early October with the first presentation on Cybersecurity. I sent out a reminder to the committee to make sure they have started scheduling the presentations for 2024-25.

Facebook: [SCHH Computers, Tablets, and Smart Phones](#)

Microsoft: Dennis Shea/Maureen Kilcoyne

We are looking for presenters for the remaining two 2024 meetings. The September 11th meeting is titled: Safe & Secure Online, presenter Ted Steinhauser.

Old business
Maureen's process, developed during the Hargay migration, is adaptable to the task at hand. She is willing to share this with SIGs & Helpers in need.
1 Go into their Spectrum Acct settings and:
2 Forward their mail to their new address; and enable a "vacation" reply message (for anywhere from one month to end of year, depending on User wishes) stating that the email address they have used is incorrect. Please update their records to my new email address at: xxx@xxx.com
3 Download a CSV of User's contacts; reviewed for accuracy/duplication, cleaning up where necessary.
4 Imported the CSV into new email contacts.

Also, as promised, my research with the Book Exchange's islc server is completed. They are sporting almost 4,000 accounts. 119 of them are of the RR.COM type and trouble was found with 14 of them. Of the 14, 13 were found to be closed/abandoned accounts. This leaves only one account in the wind. It is my conclusion they have no problem to speak of with RR.COM accounts. They deliver to 100+ at each mailing. Also note; they utilize the server once a month, if that. Lastly: Reference the Microsoft SIG entries of May 21, November 21, August 22, and September 22 in the Staff/Board minutes. Our struggle and solution was documented years ago.

Skywatchers: Jerry Jeffrey
First meeting of the Fall is on September 10th. I plan to announce my exit from Skywatchers at the meeting. I have another meeting shortly after the Staff Meeting, so I will be leaving early. I will continue through to the end of December. No new leader has been found yet.

Standing Committee Reports

Education: Mark Davis

In July we offered 12 Classes/Lectures. In August we will end the month having offered nine Classes/Lectures. We served 174 members in July and 143 members in August for a total 317 members attending classes this summer. Our average class size was 15 members. It was a very successful "Summer Class/Lecture Series."

A huge Thank You to our instructors, Class Assistants, and our AV Team for making this happen! Additionally we couldn't have accomplished this without the work of our behind the scenes volunteers - Jeff Dembiec, Pat Kemph, Carol Malcolm, and Sue Spence. Another huge Thank You to them as well!

Our Fall Semester will begin on October 1st and end on December 13th. During the month of September, we take the month off to get organized for the remainder of the year.

Facilities: Brian Osgood

Facilities had a relatively quiet summer. The student stations in the classroom along the wall now have two network cables run to them so both the PC and Mac at those stations are on a wired network. There is a USB cable from the front back to the AV console to facilitate remote Zoom presentations.

Laser printer drums are a maintenance item. We had to put a new one in one of the printers in the open room. It had a problem with toner cartridges seating properly. We think that is now fixed.

Membership: Stu Mace

Currently there are 3,329 members of the Computer Club. On this date in 2023 there were 2,654 members for an increase of 665 members or 25%.

During the past 30 days, 32 new members joined the club and 11 members renewed their memberships. During the same period one year ago 30 new

members joined the club and five members renewed their memberships.

On June 17, 2024 an email letter was sent to 102 club members who use Spectrum's RoadRunner (rr.com) email service explaining the "Bounce Back" problem and encouraged them to change to another email service. Currently, there are 95 members with RoadRunner email addresses.

Membership renewal for 2025 will begin on September 1 and will be valid through December 31, 2025. Memberships for those joining or renewing in August will also be good until December 3, 2025.

Monitors: Bertha Fudgen
We had good coverage for the open room this summer. 39% of the shifts were unscheduled. The room still may have been open during that time, if there was a monitor there but not officially scheduled.

Programs: Bill Altman
The topics for 2024-25 have been identified and the committee members have been assigned to make sure the speakers are scheduled. September 19 - Maureen Kilcoyne on AI and October 17 - Jim Dodmead on Cybersecurity have both agreed to present.

Publicity/Communication: Bonnie Potter/Mark Davis
Bonnie continues to work on graphics for education, SIG Leaders, and our Website Review/Revise Committee.

Website Review/Revise Report: Mark Davis
The committee met on August 5th with three members attending through Zoom and the others attending in person in the Classroom. We reviewed the information gathered through our second survey regarding the appearance and organization of the new Homepage of the developing new website. The committee used this information to make changes to the Homepage including Tab titles and Sub-Tab links. The bulk of our next steps will be developing and implementing Blogs for these Sub-Tab.

Walk-in Help Program: Catherine Tracy

(Brian Osgood) Catherine has resigned from coordinating the Walk-in Help program. We need to thank her for getting it started and the many years of coordinating and promoting the program. It is one of the club's most popular benefits. Volunteers are needed. Tom Lovelidge

Treasurer's Report Through items posted as of 8/22/2024
The opening cash balance for June was $30,620.We received $285 in open room cash sales and we spent $516 in facility expenses, mainly attributable to printing supplies for toner cartridges. Ending operating cash for the month was $30,389. We also had two CDs in the amount of $31,002.

In the future we are estimating another $22,300 in social events to be offset by $12,600 in holiday party receipts. This budget appears to be slightly high. Approximately $20,000 left in the facility expense budget, mainly attributable to equipment. We have approximately $6,800 in Sig expenses not spent as yet. We anticipate Genealogy to spend somewhere in the vicinity of $4,800. This is attributable to the genealogy Proquest for Ancestry Library Edition (Clarivate) software renewal. Last year the cost was much less. Tom will investigate the ost from last year. We have our annual Club Fair October 5th with registration starting on September 5th.

🗓 2024 Treasurer's Monthly Report

Old Business

New Resident Orientation: Can we get a few minutes during orientation to describe the club and talk about our need for helpers? Kathleen has a contact at Palmetto Commons who will ask if this is allowed. Brian will ask Alyssa for help and see if we can find people's occupations (they might want to be a presenter or helper).

Notes for Helpers: Would it help to have notes or guidelines for helpers, especially information for new helpers?

Roadrunner email: We should probably write up some instructions for anyone who comes in asking how to move from Spectrum's Roadrunner email (which is being phased out) to another email server for Android and for Apple. Also write up how to forward old rr email.

New Business

Chartered Club Fair on October 5, 2024

Registration for our tables is on Sept 5th. Brian will take the form, but does need a $40 check to get our two tables.   I will need two volunteers to assist with this. One to schedule volunteers in Pinckney Hall and the other to schedule Volunteers in our Facility in Yemassee Craft Center. It is also helpful to have SIG coverage in the Computer Club. We'll want a stash of fliers on hand. In Pinckney Hall we staff the information table in two shifts:

The first shift is 10:00 a.m to Noon. The second shift is Noon to 1:00 p.m.

Observations from last year: It was useful to be able to check a person's membership in Pinckney, but signing up new members got out of hand. It did work well to use the classroom, with several monitors helping to sign up new members. Show a video of a class again? Our big sign is the old logo.

In the CC room, put a big arrow/sign pointing to the classroom where people can sign up for membership. This will help alleviate the crush/bottleneck in the front room.

Our monitors will need to wear their name badges. We need to have one monitor in the front room to greet people and handle requests to see if someone is already a member. If not, the monitor can guide them to the classroom to sign up.

Election/Nomination Committee:

 The following recommendations will to be presented at the October General Membership Meeting:

- President - Sherry Conrad
- Vice President - John Meeker

- Treasurer - Tom Lovelidge
- Secretary - Kathleen Baine
- Member-at-Large - JoAnne Connell
- Member-at Large - Bill Altman
- Past President - Brian Osgood (non-elected)

Brian will check to see what the process is for other nominations other than the people listed above.

Motion to adjourn the meeting by John Meeker; second by Tom Lovelidge. Approved by all.

The meeting adjourned at 2:00.

Our next Board meeting is on the 4th Tuesday of October, on 24, 2024, at 1:00 p.m., at **The Lake House**.

Respectfully submitted

Kathleen Baine
Secretary