

SCHHCC STAFF MEETING
Sept 26, 2017, 1:00 p.m. - 2:30 p.m.
Coosaw River Rooms - Hidden Cypress

In attendance: Carol Treanor, Jerry Jeffrey, Robin Seaver, Pat Lindvall, Brian Gilroy, Dennis Shea, Honey Burt, Mark Davis, Chuck Cameron, Debbie Dennis, Bonnie Potter, Catherine Tracy, Dan McGuire, Marge Simms, and Norma Stewart

President's Remarks: Mark Davis

Good afternoon - Thank you for attending today. I want to begin by recognizing Judy Raney who has been selected as our Volunteer of the Month for October. She will receive her certificate and tumbler during the Education Committee meeting this afternoon. Judy has served as our Coordinator of Class Assistants since the fall of 2009 putting in hundreds of hours serving our club. Congratulations to Judy!

I wanted to take this opportunity to show the staff the plaque that will be used each year to recognize our Volunteers of the Month (VOM) on the same wall with our Rasmussen plaque. A picture of the VOM will be placed in the center of the plaque during the month of her/his recognition. Once we reach the end of the year a permanent graphic will be placed in the center of the plaque. I'm hoping to have the plaque up on a wall sometime in October. Each year a new plaque will be purchased and the same procedure will be used with it.

In closing, we had a very successful September Mini SIG and Volunteer Fair as well as a General Membership Meeting. The presentation of the the Rasmussen recognition certificates and the program provided by Rich DeAsla were the highlights of the meeting. Thank you to each of you that attended.

Secretary's Report: Norma Stewart

Acceptance of Staff Meeting minutes of August 22, 2017, accepted as written with a special thank you to Debbie Dennis who completed the minutes.

Treasurer's Report: Carol Treanor

Attached is the monthly financial report as of 9/25/17. In order to make it easier to read, I have only shown the current and last quarter details, The earlier quarter will be shown on the full report posted to the website. Currently we have total assets of \$44,120 which includes \$23,199 in the checking account and \$20,921 in the CD. Since the August meeting significant expense items include: Purchase of two desktop computers for the open room (\$1,102), purchase of a visual presenter (\$650) and updates to the website (\$250). In addition, you will note that we have collected 2018 dues of \$130 and will bill CAM for an additional \$7,105.

Social Committee Chair's Report: Patricia Lindvall

Our Holiday Party is scheduled for Thursday, November 30, 2017 at Pinckney Hall. I got a proposal from Chartwells. I met with John Kelm at Jameson's 6 weeks ago, send an email and called 2 times, but no respons.

Brian from Chartwells suggested to have a buffet set-up with International Cheese Board, Vegetable Crudite', Spinach and Artichoke dip, etc. for self service and his staff will pass Appetizers like Shrimp Casino, Crab Stuffed Mushrooms, etc. in intervals. Sun City have 7 high top tables and we can rent 10 for \$15/each.

I met with the new Lifestyle Director and he had many great ideas about the set-up, etc. He has an extensive background in the Hospitality industry.

Dr Paul & Lois have been confirmed to play and sing.

Should we include wine & beer in the price like we have been doing? The Board decided after discussion to include wine and beer with the price of each ticket, and wine and beer will be provided as in previous years.

SIG Reports

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein

These are exciting times for Apple with new operating systems for both iOS devices and Macs. Noah has installed High Sierra on the classroom Minis. Replacement for the minis is currently on hold. Our next SIG will be a much needed discussion of backup up opportunities. Noah will do Time Machine and Robin will present iCloud.

Genealogy: Alex Whan

No Report

Komputer Klatch: Dan McGuire/Robin Seaver

While we've lost host Jim Marean to FL and fishing there, we wish him well. We keep pushing through with topics now though 10/13. Topic suggestions always welcome!

Microsoft: Marge Simms, Dennis Shea, Maureen Kilcoyne

Our October meeting will be on October 11. Microsoft has a new version of Windows 10 called Windows 10 S. Ray Attreed, our Windows Insider presents. This is what he would have done in September if we did not have the hurricane. Maureen Kilcoyne has been busy posting entries to the blog.

Skywatchers: Jerry Jeffrey

No September meeting due to Hurricane Irma. Next meeting 10 October 2017. Subject - Wrapup of The Great American Eclipse and a recap of Astronomical Events from the Summer including the deliberate crash of the Orbiter Cassini into the atmosphere of Saturn.

Standing Committee Reports

Education: Robin Seaver

September classes are winding down and disappointed about turnout. Kick off during Irma explains it in part. However, October classes sales is slow too. Something else is going on; any thoughts/suggestions from Staff? We'll advertise more of course. And November/first week of Dec. classes sale will begin Oct 20 at 1pm.

Facilities: Honey Burt

Old Business:

- Received New Document Camera
- Received/installed 2 New Dell Computers for Open Room
- Monitors will now keep track of supplies, that is Ink Toner, Cartridges and Copy Paper
- A Procedure for requesting new software for open room by a computer club member was established at the last staff Meeting. The member will provide a written rationale to the Facilities Chair for consideration by the Facilities Committee.

New Business:

- Maintenance days were scheduled for: Monday, Sept 25th, and Monday, Oct 23rd at 3:15 p.m. in the classroom for two hours
- We will purchase 2 new Apple TV's, one for Apple Sig, one for classroom... One will come out of Apple budget and one from Facilities budget
- We purchased one copy of Elements 15 and Premier for the Open Room.

Maintenance day, was yesterday Sept 25th

- Wall shelf was dropping/is fixed
- Removed Old Electronic Google Form for checking out equipment from Monitor's computer.
- Cleaned up the storage closet.
- Changed PIN for log in to PC's in classroom. Instructors will be notified

Interior Decor: Maureen Kilcoyne, Niki Nichole

No Report

Membership: Brian Gilroy

- Delivered the September Membership Report to the Treasurer on September 25th.
- As of today, 860 Members have joined for 2018. 804 are 2017 renewals and 56 are new members.
- I plan to send another email to all members with a link to the application form about one week before the Club Fair. To hopefully minimize duplicate renewals, we will attach a list of those members who have already signed-up for 2018 to this email.

Monitors: Wes Reutter

No Report

Programs: Honey Burt

- On September 21st, our presenter Rich DeAsla did a wonderful job. The topic was: Preservation, Recovery and Restoration of Old Photographs. We had a great turn out.

- In October, our presenter will be Hugh Dinwiddie and he will share his knowledge on Smart Home Automation in Sun City. You won't want to miss his presentation.
- In November, Our own Janice Smith will present "Favorite Places" to visit, a timely Travel log for us to enjoy, with (possible Libation and munchies)

Publicity/Communication: Bonnie Potter

The Computer Club brochure highlighting the SIGs is at the printer along with a flyer giving information on HELP Sessions including dates, times and a link with valuable resources. In addition, 4 11x14 laminated posters with the same information for Club Fair and Classroom display were made.

Old Business

1. Website Update and Stats: Bonnie Potter Our Website had 850 visitors in the month of August, and 1,500 visitors in September.
2. Committee for By-law Review: Debbie Dennis will provide a copy of the edited revised By-Laws to the Director of Lifestyle for review.
3. Update regarding Club sign-in: Chuck Cameron will continue investigating alternatives to current system.
4. Club Fair, Oct 14th Honey is working with Debbie Dennis who will take over next year. Door prizes will be the same as last year. Sign in sheets are out for 2 hour shifts at Pinckney and 2 hour shifts in our Computer Room. Mark will purchase 2 \$50 Visa gift certificates.
5. Volunteer of the Month recognition at General Mbrshp Mtg We are asking all of the people previously recognized this year to come to our October General Membership Meeting to be recognized formally.
6. Volunteer of the Month Yearly Plaque Will be engraved and brought up to date. Each Volunteer will have his/her picture on the plaque during the month they were recognized. Each year a new plaque will be purchased. The cost of a plaque is \$79 and the cost of each engraving is \$10 before taxes.
7. Purchase of decorative items for the computer center will be covered by the approved \$500 Interior Decor committee..
8. Updates to website have been completed. The cost was \$250.
9. How do we handle intentional/unintentional damage of equipment in the computer center by a member? CAM Code of Conduct states Members will be held responsible for any damage to Association property caused by the member and/or the member's occupants or guests
10. Does the Computer Center support a 6 a.m. to 10 p.m. operational schedule when a monitor is in the room? No, Securitas goes through the Craft Center area 24/7 so if a member is in the Computer Center outside of these hours they are still under their supervision. The club is not liable is a health issue occurs and there is no one else in the Computer Center to assist the individual.

New Business

1. New Laptop (Windows 10 and Office) for treasurer - If repairs are possible and a security leash can be attached then the Old Laptop (Windows 7) will be stationed in the Open Room. A vote to purchase a new laptop for the Treasurer with Windows 10 and Office was approved

2. Revisit: Access to ISLC by SIG leaders for sending a monthly notice? Richard McCollum was appointed as monitor to release the monthly announcements from each SIG leader that will go out to all members via the Computer Club's ISLC membership list. Each SIG will include a link to their web address. This procedure will be reviewed to see how the membership responds to receiving additional Computer Club ISLC emails. There will be no change in the Sunday weekly announcement other than adding the club website below the easel at the top of the announcement and proofing to ensure all SIG meetings or other club events are listed in chronological order.

Meeting adjourned at 2:36 p.m.

Next Staff meeting is Tuesday, October 24th, 2017 at 1:00 pm at Hidden Cypress.

Respectfully submitted:

Norma Stewart
Secretary

Financials as of 9/26/17

SUBJECT	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	YTD Actual	Annual Budget	VAR
South State Bank Checking Account									
Opening Balance	\$ 32,035.62	\$ 33,155.60	\$ 30,840.16	\$ 31,036.26	\$ 25,488.18	\$ 24,858.03	\$ 28,732.76		
Income									
Investment Interest						\$ -	\$ -	\$ 10.00	\$10.00
Membership Dues -2017	\$ 30.00	\$ 960.00	\$ 180.00	\$ 400.00	\$ 400.00	\$ 444.00	\$ 8,202.00	\$ 25,500.00	-\$2,907.00
Membership Dues - 2018						\$ 130.00	\$ 130.00		
Badge Fees							\$ 132.00	\$ 250.00	\$118.00
Education Classes	\$ 1,560.70	\$ 793.46					\$ 4,561.36	\$ 10,000.00	\$5,438.64
Printing Fees	\$ 173.59	\$ 74.06	\$ 123.58	\$ 241.98	\$ 98.12		\$ 1,250.48	\$ 1,698.12	\$447.64
Sales Tax Collected (printing)	\$ 10.41	\$ 4.44	\$ 7.42	\$ 14.52	\$ 5.88		\$ 75.02	\$ 101.88	\$26.86
Other							\$ 2,572.50	\$ 3,200.00	\$627.50
TOTAL INCOME	\$ 1,774.70	\$ 1,831.96	\$ 311.00	\$ 656.50	\$ 504.00	\$ 574.00	\$ 16,923.36	\$ 40,760.00	\$3,761.64
Expense									
Administration	\$ 31.70	\$ 179.98					\$ 958.04	\$ 1,000.00	\$41.96
Computer Room Cleaning							\$ -	\$ 1,250.00	\$1,250.00
Education							\$ 111.01	\$ 3,050.00	\$2,938.99
Special Events	\$ 27.75	\$ 3,664.11			\$ 50.00		\$ 3,741.86	\$ 8,600.00	\$4,858.14
Hardware	\$ 254.32	\$ 79.91	\$ 99.91		\$ 291.17		\$ 1,076.50	\$ 3,450.00	\$2,373.50
Interior Design							\$ -	\$ 500.00	\$500.00
Misc Other				\$ 52.85	\$ 54.00		\$ 236.85	\$ 625.00	\$388.15
Promotion	\$ 31.94	\$ 43.46			\$ 63.85		\$ 308.50	\$ 1,000.00	\$691.50
Printing Supplies	\$ 130.32				\$ 455.18		\$ 852.07	\$ 2,450.00	\$1,597.93
Program		\$ 100.00					\$ 625.88	\$ 3,400.00	\$2,774.12
Sales & Use Taxes				\$ 305.74			\$ 305.74	\$ 100.00	-\$205.74
Software						\$ 95.39	\$ 269.57	\$ 300.00	\$30.43
Subscriptions	\$ 178.69	\$ 79.94	\$ 14.99	\$ 2,884.99	\$ 219.95	\$ 94.94	\$ 3,578.00	\$ 4,400.00	\$822.00
GENERAL EXPENSES	\$ 654.72	\$ 4,147.40	\$ 114.90	\$ 3,243.58	\$ 1,134.15	\$ 190.33	\$ 12,064.02	\$ 30,125.00	\$18,060.98
Computer Hardware									
Computer Hardware				\$ 2,961.00		\$ 1,102.38	\$ 6,170.21	\$ 20,855.00	\$14,684.79
Furniture							\$ -	\$ 1,000.00	\$1,000.00
Networking							\$ -		\$0.00
Power Supplies							\$ -	\$ 550.00	\$550.00
Projection						\$ 690.00	\$ 3,972.57	\$ 3,500.00	-\$472.57
Software						\$ 250.00	\$ 250.00	\$ 8,000.00	\$7,750.00
CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ 2,961.00	\$ -	\$ 2,042.38	\$ 10,392.78	\$ 33,905.00	\$23,512.22
TOTAL EXPENSES	\$ 654.72	\$ 4,147.40	\$ 114.90	\$ 6,204.58	\$ 1,134.15	\$ 2,232.71	\$ 22,456.80	\$ 64,030.00	\$41,573.20
Ending Balance	\$33,155.60	\$30,840.16	\$31,036.26	\$25,488.18	\$24,858.03	\$23,199.32	\$23,199.32		
CERT OF DEPOSIT BALANCE	\$20,921.50								
TOTAL ASSETS	\$54,077.10	\$51,761.66	\$51,957.76	\$46,409.68	\$45,779.53	\$44,120.82	\$44,120.82		
CAM Accts Rec Dues									
CAM Accts Rec Holiday Party	\$ 180.00	\$ 295.00	\$ 214.00	\$ 230.00	\$ 150.00	\$ 7,105.00			
CAM Accts Rec Badge Fees					\$ 64.00				
Sales & Use Escrow	\$ 1.20	\$ 1.14	\$ -	\$ 178.62	\$ 23.35	\$ 39.90			

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					