



SCHHCC STAFF MEETING
December 11, 2018 at 3:15 p.m.
Coosaw River Rooms - Hidden Cypress

In attendance: Chuck Cameron, Bill Altman, Honey Burt, Bonnie Potter, Marge Simms, Debbie Dennis, Wes Reutter, Catherine Tracy, Bill McKinnery, Bob Herzog, Richard McCollum, Dennis Shea, Jerry Jeffery, Brian Gilroy, Maureen Kilcoyne

President's Remarks: Mark Davis

There are new members to the board that need introductions at this meeting - President-Elect: Bill McKinnery, Vice-President Elect: Debbie Dennis, and Member-at-Large & Acting Secretary for this meeting: Bill Altman. Additionally, as we have two individual leaving the board January 1, 2019, I would like to recognize Bonnie Potter for her contributions as a Member-at-Large and Chuck Cameron as Vice President. Thank you both for your service to our club.

Secretary's Report: Brenda Sommerfeld (Acting Secretary, Bill Altman) -
Acceptance of Oct. 23, 2018, Minutes

Treasurer's Report and Budget Presentation for 2019: Carol Treanor

So far this month, we have deposited \$6,000 for membership dues and spent \$500 for software updates and \$1,100 for computer hardware. Current balances are \$27,102 in checking and \$20,947 in a CD for total assets of \$48,049.23. The Treasurer's Report is attached.

Various discussions on the budget items. Some income and expense items (e.g. Holiday Party) were increased and decreased to reflect actual expenses and income. Also discussed the disparity in Education Fees actuals (2018) and 2019 budget. The major discussion dealt with the Microsoft budget details resulting in part to purchase a Surface Pro 6 to be purchased with 2018 existing budget and to be replaced in the Open Room. We also discussed the purchase of a Surface Go to be purchased in 2018 to be housed in the Trophy Case. **Dennis to send specs of the Microsoft devices to Mark who will purchase using 2018 funds by Dec 20.**

New Business

- Bonnie Potter moved to accept the budget as adjusted; Debbie Dennis seconded and motion was approved.

- Information regarding AAM IT/CAM IT and training for new Community Website - Need for volunteers to assist with the first two weeks of January and help sessions in January and February.
- No additional new business from Board or Staff Members

Old Business

- Bud Brooks will be Volunteer of the Month this month.
- Bonnie reviewed the statistics for our web page views.
- It has been suggested that we use our domain name (suncitycc.org) that we own as the email source. The cost is ~\$25 per year for each email account (plus email storage costs) using the domain name. The email would be a non-response email address. Using this approach would increase the security of emails that people receive. This will be investigated as to cost/benefit/need. - Any additional information?

Standing Committee Reports

Social: Pat Lindvall

Our annual Volunteer Party has been confirmed for May 7, 2019, in the Pavilion from 3:00 pm - 7:00 pm (Event 4:00 pm - 6:30 pm) In the past we have been serving a BBQ event, Jack Frost Ice Cream with all the toppings and Dr. Paul playing music. It was suggested to keep the events details (menu, ice cream, music) as last year.

Education: Debbie Dennis

We sold a total of 363 out of 491 seats for a percentage of 74%. We had to reschedule/cancel a couple classes and are going to try hard not to do that in that future.

I am working with Chris Chase to do a segment a SunCity TV early in the year.

We are facilitating training/help sessions for AAM & SCHHCA with regards to their new websites taking care to not over-extend our volunteers and equipment. We are finalizing logistics but will have signups for initial training ASAP.

Basic Guidelines for all sessions

30 seats per session-12 desktops-people can share computers if necessary. Participants will be strongly encouraged to bring own device which could be a laptop, Chromebook, tablet, iPad, smartphone.(We may decrease the number of seats depending on fire marshall requirements.) The SCHHCC will provide the monitors and class assistants/helpers for the sessions.

Tentative Schedule and Information:

Friday, 4th-SCHHCC Staff

1 PM-SIG Leaders (or designees) Officers and invited individuals-select instructors, committee chairs,
3 PM-Helpers and monitors as selected by Chairs (CAs will be trained during their orientation the following week)

Saturday, 5th-CAM-designated individuals-participants from NRC, RAC, BAC, CAM, etc.

30 seats per session 90 possible seats We can create an online sign-up form for registration if you wish. Noon, 2 PM, 4 PM

Mon-Thursday, January 7th-10th-Open to All Residents

Sessions created in Eventbrite (by SCHHCC) 12 sessions 30 seats per session equals 360 possible seats 10 AM, Noon, 2 PM

Friday, January 11th-Open to All Residents

Sessions created in Eventbrite (by SCHHCC) 2 sessions 30 seats per session equals 60 possible seats **Noon** (SCHHCC will need to end regularly scheduled Help by 11:45) **2 PM**

Additionally, we can host **Drop-In “New SCHHCA Website/Registration” Help Sessions** the following Mondays 4-6 PM January 28th February 4th February 11th February 18th

However, this will be contingent on getting enough volunteers/helpers to work. We did not volunteer to host this additional help all year.

We will train our cadre of helpers committed to our regular help sessions so they can help MEMBERS who come into the club during those times.

Facilities: Honey Burt

Old Business:

- Computers for the Open room, where ordered/arrived/installed -
- New iMac for Open room/ installed
- Apple mini's (2) for classroom arrived and installed by Noah
- Deep Freeze is now working on new mini's - *Thanks to Noah*
- Only members of Facility Com are allowed to change cartridges on Printers - *Monitors please log in to register new cartridge is needed*
- All Apple minis have been upgraded by Noah (thank you)
- New WiFi is up and running (CableCutter) for our classroom use only
- New Clocks were installed - *New atomic clocks were installed so that batteries don't need to be changed so often & daylight savings time changes adjust automatically*

New Business:

- Office 365 for Open Room - ALL INSTALLED
- Hargray 1 GBT line, how we use it - *Classroom only for wireless devices/it is not to be Shared... per Hargray*
- Report from Noah for i5 new Mini - *Extremely fast and easily upgradeable. We also get a 6% business discount.*
- Report from Noah for i7 new mini (super fast)
- New Printer (Brother Color)- *Damaged. It was repaired by Dennis Shea and we donated it to the Book Club. They felt it was too big and returned it to us for our use.*
- *Facilities Committee determined it is time to retire the HP CP2025 printer.*
- **Last minute purchases as part of the 2018 Budget:**
 - 20 USB 3.0 Flash Drives 16GB
 - 1 SSD 256 GB External Hard drive
 - Adaptor Cables - various types
 - Epson V850 Scanner Pro. Item in OR had scratches and problems
 - Compressed Air Duster 12 cans

- Adobe Photoshop Elements 2019
- Wolverine Movie Maker Pro
 - 32 GB Card
- 3 additional Microsoft Office 365 subscriptions to cover all Open Room Computers

Our Facilities will be greatly used in conjunction with AAM's rollout of their new website and other IT updates. Stay tuned for good things to happen.

Next Facilities meeting:

- ***January 15 @ 5 pm in classroom***

Interior Decor: Maureen Kilcoyne, Niki Nichole

Have some things to finish up this year. We will probably have some more in 2019. Added some additional funds in the 2019 budget.

Membership: Brian Gilroy

Membership for 2019 is approaching 2400 members. There are about 1200 - 2018 members who have not yet renewed.

Monitors: Wes Reutter

Monitors volunteered 200 hrs of service in November. There were 1077 member sign-ins this month. Of that number of sign-ins, 446 were unique users or roughly 15% of members came in this month.

Programs: Debbie Dennis

January-AAM/SCHHCA New Website Introduction-Need Quorum for Budget Approval

February-Debbie Dennis-Digital Afterlife

March-Possible Topic Beaufort Memorial Care Anywhere

April-???????

Publicity/Communication: Bonnie Potter

The Volunteer of the Month for December is an awareness and listing of volunteer opportunities at the Club. This awareness will be followed up by the Committee & Sig Fair prior to the January meeting. Here face to face contact with interested Club members will hopefully produce new volunteers. It is important that SIG leaders and committee chairs are present to speak with prospective volunteers.

January VOM will be the introduction of the newly elected Board members. A chart with names, positions and past experiences will be on the webpage, in the rooms, and in the Computer Club window.

The Board will need to determine how to proceed with the Volunteer of the Month program from this point forward.

This past month notices were created for education, and Computer Club meetings and holiday greetings.

SIGs Reports

Apple: Noah Rosenstein, Catherine Tracy, Toni Valenstein

The Apple SIG is very pleased with the new minis. They are powerful machines. Noah has been working with Deep Freeze to make sure that it will be operational. As with other groups our SIG will be in a different location every month. We are happy to be given meeting rooms. Our next meeting will be January 21 in (half of) Magnolia Hall and the Noah Rosenstein and Toni Valenstein will discuss *Scams, Malware, and other Nasty Things: What you can do*

Genealogy: Jim Bowden, Bob Herzog

Our December 5th meeting, we had Susan Dobbs, Head Librarian at the Heritage Library, here to discuss upcoming changes at the library and to provide insight into the "Heritage Quest" software. This software is only available to Heritage Library members.

We ran our first help session on November 14 and it was very successful. A second session is scheduled for December 12.

Our SIG Staff met on December 3. The following items were discussed:

- 1 Decision to cancel January 2 SIG Meeting.
- 2 Initiate planning for three Genealogy classes
 - o How to get started in Genealogy
 - o Family Tree Maker
 - o Clarks "Ancestry Class" [currently offered]
- 3 Develop effective publicity to insure members understand the intent of each class offering.

Komputer Klatch Hour: Debbie Dennis

We have programs scheduled through end of January. However, several of our upcoming meetings are canceled by CAM as well. (We were offered the Pavilion in January and February @ 9 am but declined.)

We have to be mindful of the projector, screen, and wi-fi limitations in the reassigned locations. I spoke in half of Magnolia Hall on Monday for Money Talks. They bring their own projector and platform that goes over seats because they don't like the ceiling projector in MH. The internet connection and Verizon reception is severely lacking,

Need to update KKH info in SunSations as well as with CAM-Judy Conningham.

Microsoft: Dennis Shea, Marge Simms, Maureen Kilcoyne

Due to a last minute cancellation of the planned speakers presentation for our November meeting Dennis and Marge put together a presentation on scams. (Send us money using bitcoins or we will lock up your computer.) There was a discussion of how you can protect yourself. We also reviewed OneNote and Office Lens which can be helpful in keeping track of these frauds. We cancelled our December meeting before we knew our January meeting would be cancelled due to the recent renovations being done by the community. Our new meeting place is in Pinckney Hall Colleton. I am wondering about the projector and the screen. Our February program will be a Q&A.

Skywatchers: Jerry Jeffrey

November meeting was well attended with 49 CC members present. The subject was Impacts from the

Sky: A Status Report. Lots of questions. December's meeting presentation will be: The Christmas Star; A Scientific Perspective. January's presentation will be a Discussion of our Starry Neighborhood and its Denizens. I will probably need to leave the staff meeting early since the December meeting will require special preparation.

Meeting adjourned at:

Next Board meeting is at 1:00 pm at Pinckney Hall Broad River due to construction in Hidden Cypress.

Respectfully submitted:

Bill Altman

Acting Secretary