



## **SCHHCC STAFF MEETING**

**May 28, 2019 at 1:00 p.m.**

**Lakehouse**

**In attendance:** Bill McKinnery, Debbie Dennis, Carol Treanor, Pat Lindvall, Dennis Shea, Bonnie Potter, Bob Herzog, Mark Davis, Ed Raney, Jerry Jeffrey, John Rotty, Brian Gilroy

Not in attendance: Honey Burt, Catherine Tracy, Bill Altman

**President's Remarks:** Bill McKinnery

Hi everyone. Thanks for coming out on this VERY hot spring day.

I would like to have a short Executive Board meeting immediately after our Staff meeting.

In our last meeting, I said I didn't know where we were going to be meeting the next few months. Of course, that was wrong! In fact, I had sent you all a copy of an email we had received listing the locations for May and June. In that regard here are the meeting locations for the Staff meetings for the rest of the year.

COMPUTER CLUB - 2019		
STAFF MEETINGS - DATE - LOCATION -TIME		
DATE	LOCATION	TIME
Tuesday, May 28, 2019	Lakehouse/Bayside	1300 hrs
Tuesday, June 25, 2019	Lakehouse/Bayside	1300 hrs
Tuesday, July 23, 2019	Pinckney Hall/Broad River Room	1300 hrs

Tuesday, August 27, 2019	Pinckney Hall/Broad River Room	1300 hrs
Tuesday, September 24, 2019	HC/Coosaw and New River	1300 hrs
Tuesday, October 22, 2019	HC/Coosaw and New River	1300 hrs
Tuesday, December 3, 2019	Pinckney Hall/Broad River Room	1300 hrs

**Secretary's Report:** Brenda Sommerfeld. Approve last month's minutes; approved.

**Treasurer's Report:** Carol Treanor

We started the month with a checking account balance of \$28,478. We added income of \$2,689 mostly from membership dues of \$2,440. We spent \$4,839, which included \$3,963 for the volunteer party, \$684 for printing supplies and various administrative costs. As of today, we have a checking account balance of \$17,388, which when added to a CD of \$20,952 gives us total assets of \$38,340.

I will be away from 6/6 – 6/22, please let me know if you anticipate needing any checks during that time. Approved Treasurer report for May.

**Social Committee Chair's Report:** Pat Lindvall

Since 12/21, that was originally the only date available, 4-8:00 pm, in Dec. 2019 is too close to Christmas. Friday 12/13 is available 1:00-5:00 pm. What do you think?

- 1) December 13, 2019, 1:00-5:00 pm, Pinckney Hall Ballroom
- 2) January 15, 16, 17, 18, 2020, Pinckney Hall Ballroom
- 3) December 13, 14, 15 or 16 at the University Dining room

### **SIG Reports**

**Apple:** Catherine Tracy/Noah Rosenstein/Toni Valenstein

**Genealogy:** Jim Bowden/Bob Herzog

Our May meeting was well attended and enjoyed the extra comfort of Magnolia

Hall. Yvonne Mashburn Schmidt, a certified genealogist from Vidalia GA, was our guest speaker. She discussed the use of DNA to clarify family ties. This was our last meeting until September. We will spend the next couple of months establishing our fall programs.

**Komputer Klatch Hour:** John Rotty

- Apr 26 - Debbie, Hugh, and I talked about future KK planning and coverage.
- The need for Debbie to reduce her workload.
- Hugh agrees he would continue to provide technical support as he has in the past.
- I indicated I would consider coordinating KK presentations and evaluate the process needed.

**BACKGROUND**

- May 1 - I sent out my thoughts in a planning email to Bill, Mark, Honey, Catherine, Debbie, and Hugh.
- May 16 - I sent out the first detailed email based on the May 1 email noted above to the Education Committee listing assistance needed - identify 24 topics and presenters for the balance of 2019. The email contained extensive background resources and forms to complete recommendations.
- I received a written response from Jundy Rainey and Hugh Dinwiddie.
- I also received verbal responses from Bill, Mark, Honey, and Catherine.
- May 22 - I sent out second more detailed email to the Education Committee noting we still need 23 topics and presenters for the balance of 2019 and 40 topics and presenters for 2020.
- Response from Toni Valenstein topic - Social Media.
- Response from Mark Davis on his presentation set for Jun 7th.
- Response from Bill Altman - one presentation for 2020 and one for late 2019 after he returns from his trip.

At this point, we have tentative coverage for 5 of the 64 presentations needed for the balance of 2019 and 2020.

**Microsoft:** Marge Simms/Dennis Shea/Maureen Kilcoyne  
This fall the group will focus on video editing and OneDrive.

**Skywatchers:** Jerry Jeffrey

No meeting in May due to unforeseen circumstances. Next meeting 10 September 2019.

## **Standing Committee Reports**

**Education:** Debbie Dennis

We are working on scheduling Summer Lectures and revamping the course catalog We will also be analyzing the annual survey results to determine potential new topics/instructors.

**DATES:** Summer Session 1 is June 17th and ends July 19th. Summer Session 2 is July 22nd and ends August 23rd. Fall Classes will begin September 23rd.

**Facilities:** Honey Burt

Our last Facilities Committee met on Tuesday, April 16th, in the Classroom. Since then:

Updates were made to the Monitor Manual in regards to Emergency/Safety Program (Chuck).

Updates were made to the "Help" Session calendar. It is now printable.

We updated the DF (Deep Freeze) console and pushed the update out to the workstations in both the Classroom and Open Room.

Also, updates to Chrome, PDF, and iTunes were done on May 19th.

Work has started on Dell Support Asst and windows updates, still a work in progress.

Printers in Outside Room and Classroom were updated.

We updated all the Minis in the classroom and the iMac in the open room to the newest operating system (10.14.5) today 5/27/19.

I am happy to report that our yearly survey found Mr. Brian Osgood. He has now joined our Facilities team. We are so happy to have him.

**Facilities will meet on an as-needed basis through August.**

Next Facilities Committee meeting will meet on August 20th, at 5 pm in the Classroom.

**Membership:** Brian Gilroy

Current membership is 3,144. Annual Membership Roster, Form CC20, was filed as required in early May. No other issues to report.

**Monitors:** Ed Raney/Bertha Fudgen

7 monitors trained in May. 5 more are scheduled for training.

Motion made that we change our Monitor Manual to state that the monitor on duty to fill out and submit the CC7 if there is an accident.

**Programs:** Debbie Dennis

We are always looking for volunteers or leads for future programs.

**Publicity/Communication:** Bonnie Potter

A very quiet month. Education Lecture sign up announcements are ready for distribution and designed other flyers as requested.

**Interior Decor:** Maureen Kilcoyne, Niki Nichole

## **Old Business**

**Bylaws- See Proposed Revision [HERE](#)**

Bylaws Major Changes

From Us

1. New Sig Formation-See Sig Application [HERE](#)
2. Guest Privileges
3. Clarification of Executive Board and Terms of Office

From SCHHCA

1. Quorum wording
2. Remote Executive Board Meetings
3. Intervention Procedures

Next Step-Send to Lifestyles for Approval. Then, it will be presented to members in the Fall with two weeks notice. Many thanks to committee especially Bob Herzog and Dennis Shea for their contributions of time and detailed analysis of wording.

Motion made to send revised Bylaws to Lifestyles for approval. Approved.

## **New Business**

Meeting adjourned at 2:25 p.m.

Next Board meeting is at 1:00 p.m. at the Lakehouse.

Respectfully submitted:

Brenda Sommerfeld

Secretary

Treasurer's Report as of 5/27/19

	A	B	C	D	E	F	N	O	P
1	SUBJECT	Jan 2019	Feb. 2019	Mar. 2019	Apr 2019	May 2019	YTD Actual	Budget	VAR
2									
3									
4	South State Bank Checking Account								
5	Opening Balance	\$ 25,478.31	\$ 15,916.51	\$ 16,870.17	\$ 18,972.68	\$ 19,538.13	\$ 25,478.31		
6									
7	Income								
8	Membership Dues -2019	\$ 2,130.00	\$ 1,080.00	\$ 1,985.00	\$ 890.00	\$ 2,440.00	\$ 8,525.00	\$ 25,500.00	-\$505.00
9	Membership Dues - 2020						\$ -		
10	Education Classes	\$ 5.00	\$ 5.00	\$ 1,066.40	\$ 846.13		\$ 1,922.53	\$ 8,000.00	\$6,077.47
11	Printing Fees	\$ 173.59	\$ 197.17	\$ 408.49	\$ 128.30	\$ 232.44	\$ 1,139.99	\$ 1,887.00	\$747.01
12	Sales Tax Collected (printing)	\$ 10.41	\$ 11.83	\$ 24.51	\$ 7.70	\$ 16.56	\$ 71.01	\$ 113.00	\$41.99
13	Other	\$ 3,520.00					\$ 3,520.00	\$ 5,000.00	\$1,480.00
14	TOTAL INCOME	\$ 5,839.00	\$ 1,294.00	\$ 3,484.40	\$ 1,872.13	\$ 2,689.00	\$ 15,178.53	\$ 40,500.00	\$7,841.47
15									
16	Expense								
17	General & Administrative Expenses								
18	Administrative		\$ 115.30	\$ 627.91	\$ 105.16	\$ 86.50	\$ 934.87	\$ 1,200.00	\$265.13
19	Programs	\$ 100.00			\$ 196.75		\$ 296.75	\$ 1,900.00	\$1,603.25
20	Social Events					\$ 3,962.52	\$ 3,962.52	\$ 9,500.00	\$5,537.48
21	Club Fair						\$ -	\$ 300.00	\$300.00
22	Public Relations			\$ 31.79			\$ 31.79	\$ 1,100.00	\$1,068.21
23									
24	Education Expenses						\$ -	\$ 500.00	\$500.00
25									
26	Facilities Expenses						\$ 17,517.13	\$ 33,600.00	\$16,082.87
27	Hardware	\$ 271.41	\$ 198.38	\$ 95.97	\$ 478.50	\$ 105.90	\$ 1,150.16	\$ 800.00	-\$350.16
28	Printing Supplies	\$ 631.60		\$ 626.22		\$ 684.38	\$ 1,942.20	\$ 2,500.00	\$557.80
29	Software & Software Subscriptions		\$ 20.00				\$ 20.00	\$ 2,500.00	\$2,480.00
30	Other		\$ 6.66		\$ 70.42		\$ 77.08	\$ 400.00	\$322.92
31	Capital Expenses						\$ 14,327.69	\$ 27,400.00	\$13,072.31
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				\$ 55.85		\$ 55.85	\$ 450.00	\$394.15
37									
38	SIG Expenses								
39	Apple						\$ -	\$ 600.00	\$600.00
40	Genealogy	\$ 125.95			\$ 400.00		\$ 525.95	\$ 4,480.00	\$3,954.05
41	KK						\$ -		\$0.00
42	Skywatchers						\$ -		
43	Microsoft						\$ -	\$ 600.00	\$600.00
44									
45	TOTAL EXPENSES	\$ 15,400.80	\$ 340.34	\$ 1,381.89	\$ 1,306.68	\$ 4,839.30	\$ 23,269.01	\$ 53,780.00	\$ 30,510.99
46									
47	Ending Balance	\$ 15,916.51	\$ 16,870.17	\$ 18,972.68	\$ 19,538.13	\$ 17,387.83	\$ 17,387.83		
48									
49	CERT OF DEPOSIT BALANCE	\$ 20,947.30	\$ 20,947.30	\$ 20,952.46	\$ 20,952.46	\$ 20,952.46	\$ 20,952.46		
50	TOTAL ASSETS	\$ 36,863.81	\$ 37,817.47	\$ 39,925.14	\$ 40,490.59	\$ 38,340.29	\$ 38,340.29		
51									
52	CAM Accts Rec	\$ 1,800.00	\$ 835.00	\$ 2,355.00	\$ 505.00	\$ 195.00			