



SCHHCC STAFF MEETING
December 3, 2019, at 1:00 p.m.
Pinckney Hall/Broad River Room

In attendance: Bill McKinnery, Debbie Dennis, Carol Treanor, Brenda Sommerfeld, Honey Burt, Mark Davis, Pat Lindvall, Catherine Tracy, Bonnie Potter, Bob Herzog, Jim Bowden, Jerry Jeffrey, Brian Osgood

President's Remarks: Bill McKinnery

Good afternoon everyone. I hope you all had a great Thanksgiving and there was plenty of food, drink and holiday cheer. Here we are heading into the next big holiday rush and there is still business to be done.

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

From SCHHCA eblast Nov 26, 2019:

Clubs and Groups Newsletter Submission Guidelines:

- Clubs and groups may promote four different events per year in the Clubs and Groups eNewsletter.
- Events must be open to all residents and held inside Sun City.
- Any SIG wanting to use one of the four events must obtain written approval from its parent club.
- Submissions cannot solicit members.
- Send submissions to communications@schhca.com with event details in the body of the email or in a Word document.
- Deadline for inclusion is noon the Monday prior to publication.

Treasurer's Report: Carol Treanor

We started the month with a checking account balance of \$11,861. We took in income of \$12,716, which includes \$10,595 in 2020 dues, \$869 in class fees, \$860 holiday party fees and \$202 for Open Room cash receipts. In addition, we spent \$9,489 mostly for the holiday party (\$6,284) and new computer equipment for the Open Room (\$3,124). Current balances are \$15,088 in the checking account and \$21,019 in a CC for total assets of \$38,107. The Treasurer's report through 11/30/19 is attached.

In addition, the proposed budget is also attached for discussion and approval by the board.

Motion made and seconded to accept proposed budget.

Social Committee Report: Pat Lindvall

Our Holiday Party, November 23, 2019 at Pinckney Hall ballroom went well.

I got a lot of positive feedback about the party, food and entertainment, thanks to many great volunteers. We had 180 members X \$30.00 = \$5400.00.

Cost for dinner = \$4640.99 + \$748.98 (wine and beer) = \$5389.97.

Other cost; \$894.19 (linen, music, gratitude and decor)

For 2020 we have a reservation for Thursday, January 23, in Pinckney Hall Ballroom and Thursday, May 7th for the Volunteer Party in the Pavilion 3:00 - 7:00 p.m.

January 23, 2020, Bring Your Gadgets, Time: 4:00 - 8:00 p.m.

SIG Report

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein

Our SIG meeting with Chris Guld coming to us through Denver was a great success. We had an impressive turnout and our means of projection worked exceptionally well. Our knowledge of Snapseed was greatly increased. Our SIGs through March have been scheduled and Noah has the equipment up to date.

Genealogy: Jim Bowden/Bob Herzog

Our November meeting featured Bonnie Wade-Mucia presenting "Tools for Finding Female Ancestors and Maiden Names" It was very well received. We have no meetings scheduled for December or January. Our next meeting will be February 5th with a possible presentation on the DAR. We are planning to buy 3 copies of Family Tree Maker 2019 to be installed by the end of the year.

Received letter of request from National Genealogical Society that we sign on the US Citizenship and Immigration Services (USCIS). Bob is working on a positive response.

Komputer Klatch Hour: John Rotty

Now to year end we have three Ks - Dec 6 - The Internet and How Things Work, Dec 13 - Tech Gifts Under \$50/\$100, and Dec 20 - Blink and Wyze Cameras Tips and Tricks.

As you know we have expended an extensive amount of effort to come with Subjects and Instructors for 2020. As of today we have The Tech Swap scheduled for January 3d at PH and Google Photos on January 10th at MH. That's It.

We also asked for subject/instructor ideas from the membership over this period and received six potential subjects: Browser Comparisons, Alternate Search Engines, Artificial Intelligence, New Device Options, Comparing Streaming Services and How to Access Information on the Web. No instructor recommendations tied to these. I did talk to Maureen Kilcoyne yesterday and she is considering presenting a K on One Drive - date TBD.

Need your help! I would like to ask each of you to come up with suggestions for K topics with supporting presenters. If possible having a conversation with potential presenters would help a lot!! Without help from you we will no longer be able to have weekly Ks or even biweekly Ks. We have a month to get this off the ground or this program will falter/fail. Thank you.

Here are the sign-up forms.

1. KK January 2020 and beyond SignUps [KK January 2020 & Beyond](#)
2. KKH Presenter Guidelines [KKH Presenter Guidelines](#)

Microsoft: Marge Simms/Dennis Shea/Maureen Kilcoyne

- The SIG meeting went quite well, it ran overtime by 20 minutes. The January SIG meeting will be the same format.
- We held a business meeting & that also went quite well. We will be making some adjustments, primarily in regards to SIG meetings & providing a Q&A Knowledge Base.
- The Microsoft Windows SIG business meeting produced some valuable suggestions.
 - These items will be implemented for the meeting of the 13th (Q & A)

- Members will be invited to come 20 minutes early & ask questions.
- Attendees will be given a paper form to make comments & ask questions
- These are items of interest for further consideration:
 - Modify the the meetings to present 2 short topics with a shared time for questions at the end.
 - Monthly Break out sessions for following up on the topic(s) presented that month
 - Small Workshops to focus on a specific problem or interest
 - Knowledge Base to provide an online search for topics we have already presented
- A list of individuals who will provide topic specific help via email.
- These are some topic suggestions that surfaced.
 - email interface, client or browser.
 - virus & malware
 - physical break down of computer parts, infers logical break down of software layers
 - Specific recommendations for Hardware & Software.
 - Frustrations items.
 - Recruiting a variation of presenters
 - Equipment

Maureen, Marge, Dennis

Skywatchers: Jerry Jeffrey

Our November meeting was attended by 29 people. It was a business meeting held for the purpose of determining the direction the SIG would go in 2020 with the intent of garnering volunteer support. Numerous suggestions for presentations were received. One volunteer signed up to provide presentations. One volunteer (Carl Weiss) signed up to coordinate and lead a group trip to Charleston, SC, Weather Center. Summary of the meeting has been provided to the Club President and all persons attending the business meeting. As a result of the business meeting the Computer Club has approved an expenditure of approximately \$250 (Year End Unexpended 2019 Funds) for the purchase of presentation materials from The Great Courses. The business meeting minutes will be provided to all SIG members as an attachment to the December meeting announcement. The December meeting (10 December) subject is Answers to Questions You Wanted to Ask, But Didn't Know You Wanted to Ask Them

Standing Committee Reports

Education: Debbie Dennis

The class schedule has been impacted by the health of regular instructors and travel plans. We are planning on a strong schedule in January.

Many changes in Eventbrite creation. There are changes in the way the site looks to the final user.

Facilities: Honey Burt/Brian Osgood

Last Facilities meeting was on Tuesday, November 19th in the classroom.

Old business:

- Brian installed last 4 SSDs in the Open Room
- Noah installed Solar keyboard for our Minis
- All Minis and 1 iMac, have been upgraded to OS 10.15.1
- All software has been updated and Adobe Photoshop Elements have been removed from the Macs. The PC version is still active.
- Old TV has been donated to Ray for the school system

New Business:

What we purchased using 2019 Budget:

- Purchased 6 more solar-powered Apple keyboards, retired the older ones
- Purchased another document Camera for KK
- Purchased Mics and sound gear (\$250)
- Purchased 2 Computers for Open room
 - Approved by Exec Committee - 10/25/19

Suggestions for 2020 budget:

- Per Tony Coon, in addition to "Networking" add \$500 for 802.11ax (WiFi 6) router/AP (Brian stated that we would also need more bandwidth in the facility to support it)
- Put 4 additional, new i7 SSD PC computers and 4 touch screen monitor in the budget for Open Room
- Publication and Public Relations requesting Promotions: \$500 and Misc Photos \$120; add money for Promotion Styles Pens as giveaways - \$400 every two years or so

Discussion items:

- Possibly raising our printer fees - We discussed this topic at length.
 - **The consensus is that we keep our members-only printer fees as is currently posted AND limit the printing to <50 sheets per day. Those members that wish to print more than 50 or more copies shall be referred to outside commercial print services, such as nearby UPS/Staples.**
 - **Non-members inquiring about printing or copying shall be referred to outside commercial print services, such as nearby UPS/Staples.**
- Discussed member recommendation that we address inadequate network bandwidth in the Open Room. Based on this input and ensuing discussion, we have decided to purchase a WiFi 6 router. A Facilities Committee member will contact and discuss options with CAM IT to increase the bandwidth in the computer club facility.
- It was suggested that we have a Facilities Maintenance Day in January - (Clean out closet and etc.) Decided on January 7th, at 2 pm.
- The rest of the meeting was spent reviewing the 2020 budget with Mark leading the discussion based on last year's budget and expenses.

**There will not be a Facilities meeting in December due to the Holiday.
Next meeting will be Tuesday, January 21, 2020**

Membership: Brian Gilroy

Monitors: Ed Raney/Bertha Fudgen

Programs: Debbie Dennis

- Please send any suggestions **AND** speakers to Debbie. Working on several topics for 2020.
- If you have topics for future SIGs confirmed AND/OR meeting location changes, please send me the information for inclusion on Club calendar page and Sunday notices. There are many room changes for Pinckney Hall meetings and cancellations in May due to anniversary events.

Publicity/Communication: Bonnie Potter

Finished and posted the December classes sheet.

Interior Decor: Maureen Kilcoyne, Niki Nichole

Old Business

- The 2020 SCHHCC Bylaws all approved, signed, and turned in with appropriate documentation. Will post as soon as he can. They will be updated this week on both the Club and Community Website. Double-check that the links on the community website are current.

New Business

- **SIG PROMOs at General Meeting-Debbie**
 - 3-5 minute max at General Mtg. I know we have SIG mini-fair but this would be a chance to reach the whole group all at once.
 - Advertise your SIG-explain emails, meeting schedule, your blog, and SIG's purpose.

Meeting adjourned at 2:15

Next Board meeting is January 28, 2020 at 1:00 p.m. Hidden Cypress.

Respectfully submitted:

Brenda Sommerfeld
Secretary

Treasurer's Report as of 11/30/19

SUBJECT	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	YTD Actual	Budget	VAR
South State Bank Checking Account								
Opening Balance	\$ 17,894.12	\$ 17,622.32	\$ 13,195.05	\$ 12,464.88	\$ 11,860.94	\$ 25,478.31		
Income								
Membership Dues -2019	\$ 205.00	\$ 55.00				\$ 8,845.00	\$ 25,500.00	-\$825.00
Membership Dues - 2020			\$ 170.00	\$ 840.00	\$ 10,805.00	\$ 11,815.00		
Education Classes				\$ 15.00	\$ 868.72	\$ 3,423.87	\$ 8,000.00	\$4,576.13
Printing Fees	\$ 122.90	\$ 168.70	\$ 339.16	\$ 186.92	\$ 188.79	\$ 2,331.32	\$ 1,887.00	-\$444.32
Sales Tax Collected (printing)	\$ 8.60	\$ 11.80	\$ 23.84	\$ 13.08	\$ 13.21	\$ 154.18	\$ 113.00	-\$41.18
Other					\$ 840.00	\$ 4,360.00	\$ 5,000.00	\$640.00
TOTAL INCOME	\$ 336.50	\$ 235.50	\$ 533.00	\$ 1,055.00	\$ 12,715.72	\$ 30,929.37	\$ 40,500.00	\$3,905.63
Expense								
General & Administrative Expenses								
Administrative	\$ (659.70)		\$ 37.79	\$ 12.79	\$ 9.51	\$ 403.08	\$ 1,200.00	\$796.92
Programs				\$ 141.80	\$ 54.95	\$ 493.50	\$ 1,900.00	\$1,406.50
Social Events					\$ 6,284.16	\$ 10,246.68	\$ 9,500.00	-\$746.68
Club Fair			\$ 51.75	\$ 102.79		\$ 154.54	\$ 300.00	\$145.46
Public Relations	\$ 95.05		\$ 16.04			\$ 216.03	\$ 1,100.00	\$883.97
Education Expenses								
						\$ -	\$ 500.00	\$500.00
Facilities Expenses								
Hardware	\$ 177.30	\$ 1,054.07	\$ 354.39	\$ 565.08	\$ 16.04	\$ 3,317.04	\$ 800.00	-\$2,517.04
Printing Supplies	\$ 805.08	\$ 418.10	\$ 300.62	\$ 255.17		\$ 3,721.17	\$ 2,500.00	-\$1,221.17
Software & Software Subscriptions	\$ 99.99			\$ 149.99		\$ 269.98	\$ 2,500.00	\$2,230.02
Other						\$ 77.08	\$ 400.00	\$322.92
Capital Expenses								
Hardware			\$ 422.63	\$ 199.99	\$ 3,124.37	\$ 18,354.31	\$ 27,400.00	\$9,045.69
Furniture						\$ -	\$ 2,000.00	\$2,000.00
Networking						\$ -	\$ 1,200.00	\$1,200.00
Website Maintenance						\$ -	\$ 2,500.00	\$2,500.00
Sales & Use Taxes	\$ 40.58			\$ 44.15		\$ 140.58	\$ 450.00	\$309.42
SIG Expenses								
Apple				\$ 87.18		\$ 87.18	\$ 600.00	\$512.82
Genealogy	\$ 50.00	\$ 3,190.60	\$ 79.95	\$ 100.00		\$ 3,979.46	\$ 4,480.00	\$500.54
KK						\$ -		\$0.00
Skywatchers						\$ -		
Microsoft						\$ -	\$ 600.00	\$600.00
TOTAL EXPENSES	\$ 608.30	\$ 4,662.77	\$ 1,263.17	\$ 1,658.94	\$ 9,489.03	\$ 41,320.05	\$ 53,780.00	\$ 12,459.95
Ending Balance	\$ 17,622.32	\$ 13,195.05	\$ 12,464.88	\$ 11,860.94	\$ 15,087.63	\$ 15,087.63		
CERT OF DEPOSIT BALANCE								
TOTAL ASSETS	\$ 20,952.46	\$ 21,019.66	\$ 21,019.66	\$ 21,019.66	\$ 21,019.66	\$ 21,019.66		
	\$ 38,574.78	\$ 34,214.71	\$ 33,484.54	\$ 32,880.60	\$ 36,107.29	\$ 36,107.29		
CAM Accts Rec								
	\$ 225.00	\$ 195.00	\$ 10,595.00	\$ 5,055.00	\$ 6,545.00			

Proposed 2020 Budget

Budget Item	2019 Budget	Actual a/o 11/30/19	2020 Budget
Checking Account	\$ 25,621.86		\$ 15,087.63
Certificate of Deposit	\$ 20,955.00		\$ 21,019.66
Year-end Cash Balances	\$ 46,576.86	\$ -	\$ 36,107.29
Less dues collected for following year	\$ 17,480.00		\$ 11,815.00
Adjusted Cash Balance	\$ 29,096.86	\$ -	\$ 24,292.29
<u>Income:</u>			
Membership Dues (3,000 members, 70% first in hc	\$ 25,500.00	\$ 26,325.00	\$ 25,500.00
Education Class Fees	\$ 8,000.00	\$ 3,423.87	\$ 5,000.00
Other Income:			
Open Room Cash Receipts (Incl Sales Tax)	\$ 2,000.00	\$ 2,485.50	\$ 2,500.00
Holiday Party Fees	\$ 5,000.00	\$ 5,460.00	\$ 5,000.00
Total Income	\$ 40,500.00	\$ 37,694.37	\$ 38,000.00
Total Funds Available	\$ 69,596.86	\$ 37,694.37	\$ 62,292.29

Programs	\$ 1,900.00	\$ 493.50	\$ 1,850.00
Speaker Meals	\$ 200.00		\$ 200.00
Speaker Honorariums	\$ 500.00		\$ 400.00
Door Prizes	\$ 400.00	\$ 493.50	\$ 600.00
Planning	\$ 250.00		\$ 200.00
Meeting Refreshments	\$ 350.00		\$ 250.00
Miscellaneous	\$ 200.00		\$ 200.00
Social Events:	\$ 9,500.00	\$ 10,246.66	\$ 9,500.00
Holiday Party	\$ 5,000.00	\$ 6,284.16	\$ 5,000.00
Volunteer Party	\$ 4,500.00	\$ 3,962.50	\$ 4,500.00
Club Fair	\$ 300.00	\$ 154.14	\$ 300.00
Promotions	\$ 1,100.00	\$ 216.03	\$ 1,270.00
Brochures & Posters	\$ 500.00		\$ 500.00
Promotional (incl VOM)	\$ 480.00		\$ 650.00
Miscellaneous (Photos)	\$ 120.00		\$ 120.00
Education Expenses	\$ 570.00	\$ -	\$ 600.00
Planning Meetings			
Supplies	\$ 70.00		\$ 100.00
Hardware (switches etc)	\$ 250.00		\$ 250.00
Software	\$ 250.00		\$ 250.00
Facilities Expenses	\$ 33,600.00	\$ 26,134.47	\$ 22,800.00
Hardware:	\$ 800.00	\$ 3,511.94	\$ 3,150.00
Disk Supplies		\$ 469.26	\$ 500.00
Website Maintenance	\$ 500.00	\$ 381.41	\$ 500.00
Projectors	\$ 300.00		\$ 300.00
Networking		\$ 215.76	\$ 225.00
Switches		\$ 208.30	\$ 125.00
Other		\$ 265.92	\$ 500.00
Parts (Repair/Replacements)		\$ 1,971.29	\$ 1,000.00
Printing Supplies:	\$ 2,500.00	\$ 3,721.17	\$ 4,000.00
Paper			
Ink (toner/ink)			
Software & Software Subscriptions	\$ 2,500.00	\$ 269.98	\$ 1,500.00
Interior Design	\$ 400.00	\$ 77.08	\$ 400.00
Capital Expenses	\$ 27,400.00	\$ 18,554.30	\$ 13,750.00
Hardware	\$ 21,250.00	\$ 18,213.73	\$ 9,900.00
Replacement of Mac Minis	\$ 15,000.00		
Replacement of Classroom Keyboards	\$ 1,000.00		
Replacement of Open Room Computers	\$ 3,000.00		\$ 6,000.00
Replacement of Classroom & Open Room	\$ 1,000.00		\$ 2,500.00
Other			\$ 400.00
Replacement Printers	\$ 1,250.00		\$ 1,000.00
Furniture	\$ 2,000.00		\$ 1,000.00
Networking	\$ 1,200.00		\$ 1,200.00
Website Maintenance	\$ 2,500.00		\$ 1,200.00
Projectors		\$ 199.99	
Software			
Sales & Use Taxes (unpaid)	\$ 450.00	\$ 140.58	\$ 450.00
SIG Expenses:	\$ 5,680.00	\$ 4,066.64	\$ 6,220.55
Apple	\$ 600.00	\$ 87.18	\$ 600.00
Genealogy	\$ 4,480.00	\$ 3,979.46	\$ 4,520.55
Dues	\$ 50.00	\$ 50.00	\$ 50.00
Magazine Subscriptions	\$ 100.00	\$ 25.95	\$ 100.00
Books	\$ 150.00	\$ 32.96	\$ 150.00
Speaker Honorariums	\$ 800.00	\$ 600.00	\$ 700.00
Miscellaneous Supplies	\$ 100.00		\$ 100.00
Software Subscriptions	\$ 3,280.00	\$ 3,270.55	\$ 3,420.55
KK			\$ 500.00
Skywatches			
Microsoft	\$ 600.00	\$ -	\$ 600.00
Total Expenses	\$ 53,850.00	\$ 41,992.03	\$ 44,115.55
Projected Year-end Cash Balance	\$ 15,746.86		\$ 18,176.74