



SCHHCC STAFF MEETING
August 27, 2019 at 1:00 p.m.
Pinckney Hall/Broad River Room

In attendance: Bill McKinnery, Debbie Dennis, Pat Lindvall, Bob Herzog, Brian Gilroy, Mark Davis, Ed Raney, Honey Burt, Ed Raney, Marge Simms, & John Rotty

Missing in Action: Catherine Tracy, Dennis Shea, Bonnie Potter, Bill Altman, & Bertha Fudgen, Maureen Kilcoyne, & Niki Nichole

President's Remarks: Bill McKinnery

Hi everyone, I hope you all are enjoying the summer break and the chance to take off and visit places you've never been or cool off in places you know or do like me and just stay in Sun City to watch the construction projects. Soon it will be back to the tough grind of just living in a resort area and doing the things you want to do because you want to do them.

Secretary's Report: Brenda Sommerfeld. Approve last month's minutes. Mark moved to approve the July Board Meeting Minutes and Honey seconded. A vote was taken and the July minutes were approved.

Treasurer's Report: Carol Treanor

I am out of town since August 8th (returning August 27th) therefore there were only a few transactions recorded so far this month. We started the month with a checking account balance of \$17,622 and spent \$418 for printing supplies. As of August 8th, we have a checking account balance of \$17,204, which when added to a CD of \$20,952 gives us total assets of \$38,156. Mark moved to approve the July Budget and Honey seconded. A vote was taken and the July Budget was approved.

Social Committee Report: Patricia Lindvall & Diane McKinnery

The Holiday Party is scheduled and confirmed for Saturday, Nov. 23rd, 2019, 4.30-8.00 pm. Pinckney Hall Ballroom. Dr. Paul will be playing music.

We had our first Party Planning Session Aug. 13 and we had 15 volunteers. Our next meeting will be on October 18th at 3.00 pm in the Computer Room.

We met with Judy Conningham. Our vendor can serve beer and wine as long as they have a license to serve or our guests can bring their own beer and wine. Diane and I met with Chartwells at the University. They are working on a new Menu and buffet set-up and cost. We are waiting a menu and the cost from Chartwells.

Diane is meeting with John at Jameson to get a bid with menu selection, etc. 3 stations, \$23.00 + tax and gratuity = \$29.00. Wine = \$4.00 + tax, Beer \$3.00 + tax. John indicated it would be cost of approximately \$30.00-40.00 per person. Do we want to include beer and wine in the cost per person? We will table this decision until our September meeting when we have determined how much the club subsidized the Holiday Party last year.

We also have Pinckney Hall Ballroom scheduled for January 23rd, 2020 from 4:30- 8.00 pm for a "Get-together-party" or "Meet and Greet". I need for someone to head this up. Theme? Menu? Beer & Wine?

We also have the 2020 Volunteer Party scheduled May. 7th in the Pavilion from 3.30 - 7.00 pm. Dr. Paul will be playing music, & Jack Frost will be serving Ice Cream. Do we like to have the same menu and vendor as the last few years?

SIG Reports

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein

I am so sorry that I am unable to attend. All is well for our SIG and are pleased with the new solar keyboards in the classroom. Noah will be returning in late September but is able to keep up with the system updates. He had installed a

Beta copy of Catalina on the Mac in the Open Room. We will publicize this to our members if they want to see how it “feels.” With Catalina and iOS 13 we will have many topics for classes and for help. More and more, the Apple Watch has a significant presence to Apple users. Our September 16th SIG will be John Burrack discussing editing and sharing with Apple Photos. Ed brought up an issue with the mouse and keyboard that are rechargeable not being reliable. Can we change to wired items? Honey asked Ed to send an email to Facilities regarding his concerns. Bill mentioned that the Beta version when rebooted returns as if it is a new computer with limited App in the Dock.

Genealogy: Jim Bowden/Bob Herzog

Our program for September 4th is titled “ Where Are We? - Where Do We Want To Be? “. It is intended to be an interactive discussion with our members to define what they expect from our SIG. One of the major topics will be how we manage our section of the website to make it more useful to our members.

We have Bonnie Wade-Mucia booked for our November 6th meeting, topic TBD.

Komputer Klatch Hour: John Rotty

KKs to begin on September 13th and we now have all our Friday presenter speakers slotted. Thanks to everyone for their ongoing support. Mark and Bill will be opening our fall program at this first meeting. We now need to look to 2020.

Microsoft: Marge Simms/Dennis Shea/Maureen Kilcoyne

On September 11th Bob Rasmussen will present Video editing using Adobe Premiere. Tentative OneDrive presentation in October. November is being planned but nothing firm at this time.

Skywatchers: Jerry Jeffrey

No meeting in August. Next meeting on 10 September. I will not be at the 27 August Staff Meeting due to previous commitments.

Standing Committee Reports

Education: Debbie Dennis

- **Summer Session #1** 178 out of 245 seats or 73%
- **Summer Session #2** 333 out of 396 seats or 85 %
- **January-September 2019**
- **Number of Classes** -103 Classes. 1383 out of 1779 seats or 78%.

Blue Book Course Catalog coming along. There is an Instructor Workshop tomorrow 1-3 in the Classroom to work on entries. Classes start on October 1st.

Club Fair is Saturday, October 5th: We will need help from SIG leaders and others.

- **Request for Tech Help**

- **Staying Connected: From Ellen Steger**

I am the SysAdmin for Staying Connected Scheduling System. Currently, it takes less than 40 hours a month to help end-users, monitor the database, and assist with report writing for the board members. It is not a hard job and is very rewarding. It is completely set up, and I doubt that many new things could possibly be added to it, so right now it is just maintenance. If any of you know someone who has a good database/software background and might be interested, please let me know. We have a good hardware technician, webmaster, and backup Volgistics Administrator (who does not want the IT Coordinator position), plus a VP who is very technical.

- **Bluffton Community Soup Kitchen: Carolyn Cherwon via Catherine Tracy**

I have been volunteering at the Bluffton Community Soup Kitchen the last several months and the soup kitchen has been approved to join the Heritage group of non-profits BUT we have to have a website to make things happen. Do you know anyone at the Computer Club who might want to help a non-profit develop a website???? We really need help.

- **Forum Club: Via Bill McKinnery**

They are looking for someone to help with their website. They need someone to post minutes and party pictures.

Possibly Bud Brooks could teach a class on working with websites?

Facilities: Honey Burt

Last Facilities Meeting was on August 20th in the classroom

- Updates were made to the Monitor Manual in regards to Emergency/Safety Program
- 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.
- Printers in OR and CR were updated (auto-order cartridges activated)
- SSDs have been installed in the classroom
- SSDs have been installed in 5 of the open room systems
- Ray Attreed picked up 9 Minis being donated to the school system

- On August 16th, Noah, installed 5 Kensington Solar Powered keyboard. They are located in the back row and also the 2 seats in the second row. They have ON and OFF switches
- All minis were upgraded today

Discussion items:

- Membership starts on Sept 1st for 2020 - Just a clarification
- LED light Strip in our window, a work order will be sent with a request for our CC Window. This would light up the window better than the current three light bulbs. It may also help with the light glare that we have during the day.
- More SSDs have been purchased, They improve users' experience.
- A request was received from Education to Purchase a new small “Elmo” V4K Ultra High Definition USB Document Camera for the classroom and also for KK
- New systems/replacement cycle for the Open Room: Put 4 new i7 SSD PC computers in the budget for 2020.
- Purchase a stand-alone DVD/CD copier. Specs will be determined and one will be ordered.
- Business cards: The one with the mouse on it is printed in house. The other is ordered in mass through VistaPrint prior to the Club Fair.
- Special request to CAs/Instructors: “Please make sure that the Mini’s are **“NOT turned off”** at the end of the day.
- Facilities received a complaint from a member, would like to share this with Staff - Items have been left in the Open Room including Cassettes, Video Tapes, and other items on the shelves in the carrels. This needs to be addressed before something goes missing and an individual tries to hold the club responsible.

Next Facilities Meeting, Tuesday, September 17th

Membership: Brian Gilroy

2019 membership has surpassed 3,238. As of 8/13, 21 members (15 new, 21 renewals) joined in August. As directed, all members joining in August will be expected to pay dues for next year too. We plan to send out the email inviting current members to renew for next year on September 1.

Monitors: Ed Raney/Bertha Fudgen

The Open Room was staffed 188 hours during July. 60 monitors are currently active. When the Sign-in Computer is not functioning we are not having members sign in on the clipboard. Honey indicated that a Facility Problem Report should be completed to let Facility's know there is an issue. People are doing printing for private purposes. One individual printed so many copies that he used up all ink in both printers then was upset that the new cartridges might take a day or two to be installed. Honey indicated that the limit is 100 copies. We will make a sign for the Open Room indicating our Maximum number of copies to help the Monitors out.

Programs: Debbie Dennis

I am In touch with Verizon for a presentation about 5G in September or October This week, I am going to talk to TD Bank regarding a presentation about online financial transaction safety and Dr. Fingar regarding Dental Technologies.

Publicity/Communication: Bonnie Potter

Draft notice for Fall Classes completed.

Interior Decor: Maureen Kilcoyne, Niki Nichole

Group is on Summer recess. Will reconvene in Fall to review ideas for interior decor and Open Room identification signage (replacement for heavy sign). Bill asked that decorating occur when the rooms are not in use. Honey indicated the middle of September the Garden Window will return for SIG and Education use.

Request for two new signs in the Open Room:

1. Check your WiFi Connection. It should be on Computer Club.
2. For the area over the Printers something to indicate the Maximum number of Copies is 100. We could add the cost of printing to this sign, too.
 - a. 10 Cents for Black on White
 - b. 25 Cents for Color

Old Business

1. Approve Bylaws and Send to Life Styles for their review and approval. Debbie Dennis moved to approve Bylaws as presented in June with waiver to remain at 5% quorum. Seconded by Mark Davis. Vote was Unanimous to approve.

New Business

1. Getting complaints of slow internet in the open room. People say the internet in their homes is “much faster”. This is for BOD info. This item discussed above.
2. Discussion of Website - Need to update, overhaul, survey membership? - Mark - Ask Lindsay Doyle with SmartMarketingCommunications to make SIG and Other Circle Active on the Home Page Picture.

Meeting adjourned at 2:20 PM

Next Board Meeting: Tuesday, September 24th at 1:00 pm

Location: Hidden Cypress - Coosaw & New River Rooms

Respectfully submitted:

Mark Davis for Brenda Sommerfeld

Secretary

Treasurer's Report as of 8/8/19

SUBJECT	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	YTD Actual	Budget	VAR
South State Bank Checking Account								
Opening Balance	\$ 18,972.68	\$ 19,488.18	\$ 17,395.88	\$ 17,894.12	\$ 17,622.32	\$ 25,478.31		
Income								
Membership Dues -2019	\$ 890.00	\$ 2,440.00	\$ 60.00	\$ 205.00		\$ 8,790.00	\$ 25,500.00	-\$770.00
Membership Dues - 2020						\$ -		
Education Classes	\$ 846.13		\$ 617.62			\$ 2,540.15	\$ 8,000.00	\$5,459.85
Printing Fees	\$ 128.30	\$ 286.92	\$ 130.38	\$ 122.90		\$ 1,447.75	\$ 1,887.00	\$439.25
Sales Tax Collected (printing)	\$ 7.70	\$ 20.08	\$ 9.12	\$ 8.60		\$ 92.25	\$ 113.00	\$20.75
Other						\$ 3,520.00	\$ 5,000.00	\$1,480.00
TOTAL INCOME	\$ 1,872.13	\$ 2,747.00	\$ 817.12	\$ 336.50	\$ -	\$ 16,390.15	\$ 40,500.00	\$6,629.85
Expense								
General & Administrative Expenses								
Administrative	\$ 155.11	\$ 86.50	\$ 17.87	\$ (659.70)		\$ 342.99	\$ 1,200.00	\$857.01
Programs	\$ 196.75					\$ 296.75	\$ 1,900.00	\$1,603.25
Social Events		\$ 3,962.52				\$ 3,962.52	\$ 9,500.00	\$5,537.48
Club Fair						\$ -	\$ 300.00	\$300.00
Public Relations			\$ 73.15	\$ 95.05		\$ 199.99	\$ 1,100.00	\$900.01
Education Expenses								
						\$ -	\$ 500.00	\$500.00
Facilities Expenses								
Hardware	\$ 478.50	\$ 105.90		\$ 177.30		\$ 1,327.46	\$ 800.00	-\$527.46
Printing Supplies		\$ 684.38		\$ 805.08	\$ 418.10	\$ 3,165.38	\$ 2,500.00	-\$665.38
Software & Software Subscriptions				\$ 99.99		\$ 119.99	\$ 2,500.00	\$2,380.01
Other	\$ 70.42					\$ 77.08	\$ 400.00	\$322.92
Capital Expenses								
Hardware			\$ 194.90			\$ 14,563.17	\$ 27,400.00	\$12,836.83
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	\$ 55.85			\$ 40.58		\$ 96.43	\$ 450.00	\$353.57
SIG Expenses								
Apple						\$ -	\$ 600.00	\$600.00
Genealogy	\$ 400.00		\$ 32.96	\$ 50.00		\$ 608.91	\$ 4,480.00	\$3,871.09
KK						\$ -		\$0.00
Skywatchers						\$ -		
Microsoft						\$ -	\$ 600.00	\$600.00
TOTAL EXPENSES	\$ 1,356.63	\$ 4,839.30	\$ 318.88	\$ 608.30	\$ 418.10	\$ 24,664.24	\$ 53,780.00	\$ 29,115.76
Ending Balance	\$ 19,488.18	\$ 17,395.88	\$ 17,894.12	\$ 17,622.32	\$ 17,204.22	\$ 17,204.22		
CERT OF DEPOSIT BALANCE	\$ 20,952.46	\$ 20,952.46	\$ 20,952.46	\$ 20,952.46	\$ 20,952.46	\$ 20,952.46		
TOTAL ASSETS	\$ 40,440.64	\$ 38,348.34	\$ 38,846.58	\$ 38,574.78	\$ 38,156.68	\$ 38,156.68		
CAM Accts Rec	\$ 505.00	\$ 195.00	\$ 235.00	\$ 225.00				

