



SCHHCC STAFF MEETING
April 27, 2021 at 1:00 p.m. via Zoom

In attendance: Mark Davis, Brian Osgood, Brenda Sommerfeld, Carol Treanor, Honey Burt, Bill McKinnery, Diane McKinnery, Catherine Tracy, Toni Valenstein, Jim Bowden, Susan Dobbs, Jerry Jeffrey, Debbie Dennis, Stuart Mace, Bertha Fudgen, Bonnie Potter, Maureen Kilcoyne, Niki Nichole, Chris Knotts, Sherry Conrad, Carol Treanor

President's Remarks: Mark Davis

We had two Executive Board Meetings this month. The first one was on April 5 & the second was one on April 23. The purposes of these two meetings was to discuss the arrangements for the upcoming Volunteer Party and required actions needed to reopen the Computer Club Facility. Information on both of these topics will occur during this meeting. I've placed information about the Covid Survey at the bottom on this document.

Secretary's Report: Brenda Sommerfeld. Need a motion to approve staff meeting minutes of 3/23/2021. Motion made by Honey, seconded by Brian. Motion approved.

Treasurer's Report: Carol Treanor.

The full Treasurer's Report as of today is attached. During the month, we collected membership dues from CAM charges of \$2,185 and spent \$783. Expenditures included \$513 to GoDaddy for website security and \$135 for gift cards awarded for member participation in the club survey. Ending balances are \$32,492 (checking) and \$21,155 (CD) for total assets of \$53,647.

Need a motion to file for future audit. Motion made by Honey, seconded by Bill McKinnery. Motion approved.

Social Committee Report: Diane McKinnery.

Everything seems to be going well with plans for the volunteer party in the Pavilion. We will have another committee meeting via Zoom later today to finalize details. We will offer Southern BBQ pulled pork and BBQ chicken with slaw and other trimmings. There will be wine, beer, soft drinks and water and a selection of cookies for dessert.

SIG Reports

Apple: Catherine Tracy/Noah Rosenstein/Toni Valenstein

We have been pleased with the SIG turnouts and feel that Zoom will be a part of our presentations in the future. SIG membership has remained over 2240 (discussion on this number being incorrect; number will be checked against the paying member list). Looking at the figures for the Apple Notes Blog the average viewer count has risen in recent months. Noah has been updating and maintaining the computer room equipment and we look forward to opening the Computer room to help and teaching classes.

Genealogy: Jim Bowden/Susan Dobbs

Our last spring meeting will be on Wednesday, May 5th at 7pm on Zoom. Sara Cochran will be speaking on “Shamrocks, Leprechauns and Harps: Researching Your Irish Roots.” Jim and Susan met and are trying to work out the logistics for re-opening our help sessions with patrons on Wednesday evenings. We plan on some summer classes as well. We plan on meeting with our Advisory meeting on May 18th at 1:00 p.m. The SIG is requesting an updated membership roster to keep track of membership, the last one is very outdated.

Computer Club Hour: Bill (Wolf) Altman

Our last presentation will be on May 14 by two Microsoft trainers on the subject of Microsoft Teams. We will attempt to simulcast on both Zoom and Teams. We will then shutdown the CCH until September when we will start

anew with sessions on the 2nd and 4th Friday of the month (vs. every 2nd Friday). But we are still looking for speakers for the Fall and Winter. Contact Bill Altman.

Microsoft: Maureen Kilcoyne / Dennis Shea

- The results of the annual Club survey have been reviewed & will help guide us in addressing topics in the future.
- Maureen's newsletter continues to be well accepted & the responses are handled in a timely fashion.
- We have also invited staff 'tech leads' to submit articles for the SIG list server. We have had one submission by Chic Hundley.
- Our outreach project to help with Digital Scanning continues to do quite well. Demand exceeds available resources.
- We have made 127 adjustments to the list server population to combat the SPAM dilemma.

Skywatchers: Jerry Jeffrey

No meeting in April or May due to COVID-19 and snowbird evacuation. Next meeting is projected for September 14. I also would like a copy of the membership list, too. Did you enjoy the Pink Full, Super Moon last night? It was beautiful.

Standing Committee Reports

Education: Debbie Dennis

- I am working on a procedure manual for the Education Chair. I will be able to train and work with replacement this summer.
- **Sunsations Update Reminder.** If you do not want to receive a reminder about the deadline date and want to send your updates on your own, let me know and I will remove you from the distribution list. (Microsoft SIG is sending on their own.)
- **Sunday Newsletter.** If you want changes, please let me know by the Saturday evening before by 6 p.m. If I don't hear from you, the previous week's entry carries over.
- **Main Calendar.** Let me know if you see any errors and I will correct them.

Facilities: Brian Osgood

The systems in the Open Room are almost ready to go. Brian has 3 of the more portable systems at home that he needs to finish setting up, take in, and lock down. We are still waiting for a price quote for one of the planned systems. Brian and Chuck are working through some issues with the sign-in system. The sign-in system does now have a glass fronted monitor so it can be disinfected as needed. The monitors were swapped between the sign-in system and CR08 system in the classroom.

An earlier discussion on reopening was focused on just reopening the Open Room and not the classroom. The Open Room is where the effort has been put. The systems in the classroom have been checked for updates, and had the latest Deep Freeze installed, but that has been it. With the restructuring of the Microsoft licenses that we are doing, they may not all have MS Office available on them. We also haven't checked those printers.

All systems in both rooms have had updates applied within the last month (thanks Noah and Jack).

CAM installed a new phone for the facility last summer. Bill Altman has volunteered to work on a cheat sheet for using it.

Facility related discussion/decisions during the last meeting:

- Leave the fans on.
- Do not limit the number of members in the facility at one time. This may change if it becomes a problem.
- The Open Room has the plywood dividers between most of the seats. Put a bag over one of the scanner systems to block use since that row does not have dividers.
- Use bags over the systems in the classroom to stagger the systems that are available for use.
- We have 7 of the medical keyboards and waterproof mice. They have been implemented on the systems in Row 1 of the Open Room

(except the MAC, which is being discussed with Noah), and on 2 of the seats in the classroom (second row) that have glass fronted monitors. If a member wants to wipe down the keyboard/mouse/monitor in the open room, the monitor can direct them to Row 1. If a member refuses to wear a mask, they can be directed to one of the 2 seats in the classroom with the medical keyboards and glass fronted monitors. The keyboard, mouse and front of the monitor in those seats can be disinfected.

- Masks, gloves, and a limited number of face shields, will be available at the monitor's desk for members who come to use the facility without a mask. We will also have disposable gloves available for those who want to use them.

Membership: Stu Mace

The Computer Club currently has 2,226 members. This compares with 3065 members at this point in 2020. For the month of April, 2021 there have been six membership renewals and nine new members.

The annual club membership report to the Community Association is being prepared and will be submitted by the May 1 deadline.

Stu will contact the SIG leaders to ask if they want a list of current members and what format they want.

Monitors: Ed Raney/Bertha Fudgen

Ready to start Open Room on May 10th. We have had 27 vaccinated monitors volunteer for the startup. Sherry Conrad and Bertha Fudgen are providing 3 zoom sessions in order to train these monitors on the new health procedures required for the opening. John Chadwick has set up a new temporary sign up program that will be used until our Google calendar problems are resolved. Room will be open 6 days a week (closed Sunday) 10am to 12pm and 2pm to 4pm. Schedule will change as the BOD gives direction. Sending our sign up sheets to the monitors for training dates.

Programs: Debbie Dennis

The General Membership Meetings will resume in September.

Publicity/Communication: Bonnie Potter

Worked on Club meeting announcements and Volunteer Party invitations.

Interior Decor: Maureen Kilcoyne, Niki Nichole

Nothing done with the Club being closed.

Club Reopening protocols should consider those who work with SIG window displays.

Old Business

- **Update - New website review committee:** Honey Burt & Chris Knotts.
- **CAM Updates to Yemassee Crafts Center:** CAM Maintenance will do a walk through with Mark & Brian prior to establishing a plan for renovations. Nothing will occur until June or July at the earliest.

New Business

- **Opening of the Craft Center Facility as mentioned in the Monitor Report:** Date, Safety Protocols, & Monitor Training.
- Separate survey on Covid 19. Mark will put it out today.
- A discussion of how we will reopen the Help desk occurred at the Executive Board meeting on 4/5/2021. Discussion led to the following plan for reopening:
 - **Phase 1: opening the faculty** (Open Room & Classroom) on Monday, May 10,
 - **Phase 2: reinstating in person Help**, (Date to be determined)
 - **Phase 3: Summer Lectures** from the Classroom with a limited number of members present while instructor provide the Lecture on Zoom, (Date to be determined)
 - **Phase 4: a return to classes** presented in the classroom in the fall. (Date to be determined)
- **Club Fair - Saturday, October 2, 2021.** Could be all outdoors or not. No decision at this time. Tables will go on sale Wednesday, September 1 at 8 AM.
- **Annual Survey:** The team that developed this year's membership survey will begin analyzing the data to present to Staff at the May

meeting.

- **May Meetings:** Other than the Volunteer Party all club meetings will be virtual.
- **Development of a Plan to Establish a New Education Chair**

Thank you Debbie for your 5 years of service. We will need to establish an Education Chair, and perhaps break up the duties.

Meeting adjourned at 1:54 p.m.

Next Board meeting is at 1:00 pm on May 25, 2021.

Respectfully submitted:

Brenda Sommerfeld
Secretary

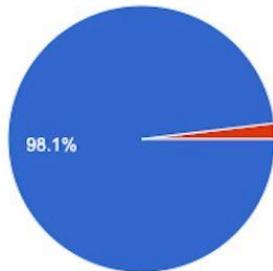
Treasurer's Report as of 4/27/21

SUBJECT	Jan 2021	Feb. 2021	Mar 2021	Apr. 2021	YTD Actual	Budget	VAR
South State Bank Checking Account							
Opening Balance	\$ 34,064.97	\$ 33,127.90	\$ 34,898.34	\$ 31,090.71	\$ 34,064.97		
Income							
Membership Dues -2021		\$ 4,180.00	\$ 1,310.00	\$ 2,185.00	\$ 7,675.00	\$ 17,000.00	-\$2,120.00
Membership Dues - 2022					\$ -		
Education Classes					\$ -		\$0.00
Open Room Cash Sales					\$ -	\$ 1,500.00	\$1,500.00
Sales Tax Collected (Sales)					\$ -		\$0.00
Other					\$ -		\$0.00
TOTAL INCOME	\$ -	\$ 4,180.00	\$ 1,310.00	\$ 2,185.00	\$ 7,675.00	\$ 18,500.00	-\$620.00
Expense							
General & Administrative Expenses							
Administrative		\$ 139.22		\$ 27.95	\$ 167.17	\$ 1,650.00	\$1,482.83
Programs	\$ 200.00			\$ 135.00	\$ 335.00	\$ 1,750.00	\$1,415.00
Social Events					\$ -	\$ 9,500.00	\$9,500.00
Club Fair					\$ -	\$ 300.00	\$300.00
Public Relations					\$ -	\$ 1,270.00	\$1,270.00
Education Expenses					\$ -	\$ 700.00	\$700.00
Facilities Expenses							
Hardware	\$ 637.07	\$ 2,270.34	\$ 4,917.63	\$ 590.44	\$ 8,415.48	\$ 27,600.00	\$19,184.52
Printing Supplies		\$ 2,221.67	\$ 4,868.96		\$ 7,090.63	\$ 15,050.00	\$7,959.37
Software & Software Subscriptions	\$ 397.31	\$ 48.67	\$ 48.67	\$ 48.67	\$ 543.32	\$ 1,500.00	\$956.68
Other				\$ 28.43	\$ 28.43	\$ 400.00	\$371.57
Furniture					\$ -	\$ 1,000.00	\$1,000.00
Networking	\$ 239.76				\$ 239.76	\$ 1,200.00	\$960.24
Website Maintenance				\$ 513.34	\$ 513.34	\$ 4,000.00	\$3,486.66
Sales & Use Taxes					\$ -	\$ 450.00	\$450.00
SIG Expenses							
Apple					\$ -	\$ 600.00	\$600.00
Genealogy	\$ 100.00		\$ 200.00	\$ 29.99	\$ 329.99	\$ 4,520.55	\$4,190.56
CCH					\$ -	\$ 500.00	\$500.00
Skywatchers					\$ -		
Microsoft					\$ -	\$ 890.00	\$890.00
TOTAL EXPENSES	\$ 937.07	\$ 2,409.56	\$ 5,117.63	\$ 783.38	\$ 9,247.64	\$ 49,280.55	\$ 40,032.91
Ending Balance	\$ 33,127.90	\$ 34,898.34	\$ 31,090.71	\$ 32,492.33	\$ 32,492.33		
CERT OF DEPOSIT BALANCE	\$ 21,155.14	\$ 21,155.14	\$ 21,155.14	\$ 21,155.14	\$ 21,155.14		
TOTAL ASSETS	\$ 54,283.04	\$ 56,053.48	\$ 52,245.85	\$ 53,647.47	\$ 53,647.47		
Accts Rec CAM	\$ 1,310.00	\$ 2,205.00	\$ 255.00	\$ 125.00			

1. Are you planning to receive the Covid-19 vaccination or have you already been vaccinated ?



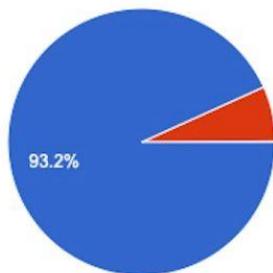
939 responses



- Yes
- No (if you select this answer Skip to question #4.)

2. If you responded YES to number 1 , have you been fully vaccinated or are you waiting to complete the process?

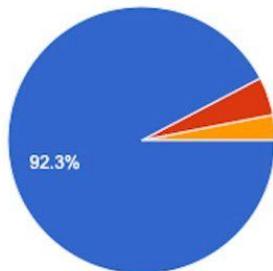
917 responses



- Fully vaccinated (If you select this answer Skip questions #3 & #4.)
- I'm waiting to receive my second dose (Please answer question #3 and skip #4)
- Fully vaccinated

3. If you are waiting to receive your final dose, will you have it by:

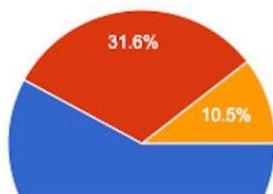
65 responses



- May 1st
- June 1st
- I can't predict

4. If you answered NO to question 1, please provide details:

19 responses



- Personal reasons
- Medical Advice
- Other