



SCHHCC EXECUTIVE BOARD MEETING

May 24, 2021

4:30 p.m. via Zoom

IN ATTENDANCE: Mark Davis, Brian Osgood, Carol Treanor, Brenda Sommerfeld, Honey Burt, Bill McKinnery

President's Remarks: Thanks to one and all for being available for this meeting today. I called this meeting for two items. One is to revisit the protocols for the Computer Center and the other is to discuss how to move forward with replacing Debbie Dennis and the numerous positions she has filled in the club. We will talk about each of these items under New Business.

Secretary's Report: Approve last meeting minutes of April 21, 2021. Motion made by Brian, seconded by Honey. Motion passed.

New Business

- **Revision of Protocols for the Computer Center:**

- Vaccinated members and no masks or social distancing
- Non-vaccinated wear mask
- Instituting Help for vaccinated members - Tuesday, June 1st or as soon as possible.
 - Both wearing masks.

Ed Raney: Some things to think about at BOD meeting.

1. I am guessing we would set up a set of times that we would hope to fill every day. For example 9 to 5 and let monitors sign up for times they can work. When there is a break in the day people are forced to leave and return later.
 - a. Beginning June 1, for now hours will be 10-4. No monitor--not open. As time and attendance grow, we will change hours.
 - b. Help will be Tues, Thurs, Sat from 10 -12 and Weds 2-4 p.m.

- c. Wed will also have Genealogy SIG help from 6:30 -8:30 p.m..
2. The residence board said they recommend masks and social distance for non-Vacc residents. What does that mean to a monitor? Plexiglass will stay at the desk. Are monitors still only to go into room 15 early and stay 15min after? Monitors can come in an hour early and stay one hour later.

Facilities actions;

1. Leave plexiglas shields on monitor's desk.
2. Replace half the membrane keyboards with the original keyboards.
3. Remove the bags that have limited system usage.
4. Keep the glass fronted monitor on the sign-in system. (Will keep the system that monitor was pulled from in the classroom bagged out.)
5. Overhead projector in class room currently out of service (impacts how help used to work). May get the bulb replaced shortly.

- **Social Event: Next party is in January 2022.**
- **Replacing Debbie Dennis and the various jobs she has performed**
 - Establish a search committee to find members to approach to fill positions. Members are: Bill, Mark, Brenda, Catherine, and Brian. Want to be finished with this by the end of June.
 - Positions that will need to be filled:
 - **Calendar** - Coordinator
 - **Monthly Programs** (General Membership Meetings) - Committee & Chair
 - **Communications** - Coordinator
 - Education (Thursday) & This Week at Your Computer Club (Sunday): Weekly
 - Sunsatons (General Club Info & SIGs): Monthly updates
 - **Education** - Committee & Chair
 - Process to sign up to teach a class
 - [Brian: Process to propose a class to determine level of interest. Google Form](#)
 - Monitor course descriptions
 - Touch base with instructors to fill semester calendar
 - Chair Education Committee - one meeting per month - PC & Mac
 - **Eventbrite/Google Forms** - Coordinator & Helpers

Meeting adjourned at 5:19 p.m.

Next Board meeting TBA.

Respectfully submitted:

Brenda Sommerfeld

Secretary