



## **SCHHCC STAFF MEETING**

**May 25, 2021 at 1:00 p.m. via Zoom**

**In attendance:** Mark Davis, Brian Osgood, Brenda Sommerfeld, Carol Treanor, Bill Altman, Honey Burt, Bill McKinnery, Diane McKinnery, Catherine Tracy, Susan Dobbs, Jerry Jeffrey, Debbie Dennis, Stuart Mace, Ed Raney, Bertha Fudgen, & Bonnie Potter

**President's Remarks:** Mark Davis

Good afternoon. The Residence Board has made major Covid-19 Protocol changes for Vaccinated Residents. We will talk about how this affects our club under New Business.

**Secretary's Report:** Brenda Sommerfeld. Need a motion to approve minutes of April 27, 2021. Motion made by Honey, seconded by Bill Altman. Motion approved.

**Treasurer's Report:** Carol Treanor.

This month we took in cash from CAM for March membership charges for \$255. So far this month, we spent \$2,320 for the Volunteer Party and \$320 for software. This leaves us with a balance in the checking account of \$30,058 plus a CD of \$21,155 for total assets of \$51,214. The Treasurer's report through 5/25/21 is attached.

Need a motion to file the Treasurer's report for future audit. Motion made by Honey, seconded by Brian. Motion approved.

**Social Committee Report:** Diane McKinnery

The Volunteer Thank You party in the Pavilion was successful and the weather

was perfect. The social committee made up of Bonnie Potter, Catherine Tracy, Honey Burt, Pat Lindvall and Brenda Somerfeld pulled everything together making all aspects of the party work seamlessly. Mark Davis and Brian Osgood sat in on our meetings and contributed greatly to party success. The only downside was that attendance was low at only about 60 volunteers. We think that had to do with limitations on allowing guests in concern for practicing safe distance. Total catering expense including gratuity was \$1678.83.

## **SIG Reports**

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

Many thanks to Stu Mace and Noah Rosenstein for doing a thorough review of the Apple SIG. After losing about 1,000 members our number is currently 1469. We are excited about the gradual opening of the Club and its services. An extremely important element of our help services is being able to take advantage of Apple Support. We are handicapped in this by lack of cell coverage in the Computer Room. In a year where we have had major changes in both the operating systems and new equipment, we will all be in need of help.

**Genealogy:** Jim Bowden/Susan Dobbs

We successfully held our May meeting with Sara Cochran speaking on "Irish Roots" and had 38 in attendance. Our monthly meetings will resume on September 1st, hopefully in person at Hidden Cypress. Currently, the Genealogy SIG has 560 members. Jim and I met with Brian Osgood at the Computer Club. He provided us updates and we discussed optimal possibilities for providing better services to our Genealogy SIG members. Thank you for Brian for all you have done in updating equipment and providing a thorough cleaning. Our weekly Wednesday night Help Sessions will re-start on Wednesday, June 23 from 6:30 - 8:30 pm. We will ensure that we will provide a trained monitor from our Advisory Group starting at that time. Our summer lectures will start in July with Susan Dobbs teaching an introductory class.

**Computer Club Hour:** Bill Altman

The CCH completed this season with a presentation on May 14 from Microsoft on Teams. We will be off for the summer starting on Sept 10 on the 2nd and 4th Friday of each month (except for November and December 2021 when there will be meetings only on the 2nd Friday). We are starting to plan next year's

presentations and if you are interested in presenting in the future and/or have ideas for future topics, please contact Bill Altman at [schh-cch@gmail.com](mailto:schh-cch@gmail.com).

**Microsoft:** Dennis Shea/Maureen Kilcoyne

We have reviewed the Club's annual survey results & have followed up with everyone who expressed an interest in Windows or Digital Scanning. The 8mm home movie segment appears to have serviced everyone that has expressed an interest. The VHS home movie segment remains active. The focal point for the Digital Scanning is [SCHHCC.DigiScan@gmail.com](mailto:SCHHCC.DigiScan@gmail.com).

We have embraced the ISLC / Spam blockage(s) caused by the local internet providers. We have made 126 alterations, over & above the Club Membership Roster, to circumvent the provider's Spam filters and ensure everybody is included when we send mails. Our newsletters continue to receive questions & those folks get answers & Help as needed.

The effort to take in & refurbish computer gear for the county schools is doing well enough. The responses are many, but about 40% of the donations are not suitable for the schools. We have also teamed up with the Book Exchange to expand our audience; those results are promising. The focal point for this project is: [SCHHCC.WinSIG@outlook.com](mailto:SCHHCC.WinSIG@outlook.com)

**Skywatchers:** Jerry Jeffrey

No meeting in May. I replaced Skywatchers window items in the display window. Next meeting will be on 14 September COVID willing.

## **Standing Committee Reports**

**Education:** Debbie Dennis

For continuing health issues, Debbie has stepped down from all Computer Club duties at this time. She will be available for training this summer and consultation.

**Facilities:** Brian Osgood

The club facility has been back open since May 10th. Considering that we were shut down for over a year, there have been few problems.

Currently known issues:

- The phone at the monitor's desk has not been working. Combined with the very poor cell reception in the building, this presents a safety concern. CAM has been aware of the issue since before May 10th, and a work order has been submitted. As of last night, it still did not work. This is a new phone that CAM installed last summer. CAM just sent an email (5/25/2021 12:40 PM) that the phone is now operational.
- The overhead projector in the classroom is not working. The lights indicate that it needs a bulb replacement. We have the replacement bulb, but I'll need to take a ladder in to do the replacement.
- A couple of the Macs in the classroom need new keyboards.
- We're changing the printer names that show up on the systems in the open room. The current names are useful to the facilities team, but they are too long for some selection dropdowns, and the name gets truncated too short to be useful.

**Membership:** Stu Mace

Currently, there are 2,339 members of the Computer Club. At this time in 2020 there were 3,086 for a difference of 847.

During the last thirty days, 116 individuals joined the club or renewed their memberships. This is a large increase for this point in the membership year and attributable, in part, to SIG leaders updating their mailing lists and reminding members to renew their club memberships.

**Monitors:** Ed Raney/Bertha Fudgen

The open room resumed operation on 2 shifts on May 10. Room is open from 10-12 and 2-4 - Monday thru Saturday. Plexiglass shields will remain in place at the Monitor's station. There are 24 Pandemic-trained monitors.

**Programs:** Debbie Dennis

The General Membership Meetings will resume in September.

**Publicity/Communication:** Bonnie Potter

Created signs and notices as needed.

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

Signs for updated Club hours and social distancing protocol were affixed to Club

door and side window.

## Old Business

- **Update - New website review committee:** Honey Burt & Chris Knotts.
  - We had a successful first meeting of the Website Committee in the Classroom on March 10th.
  - Thank you Jeff Glazer using Wix and Bud Brooks using WordPress for creating a simple, user-friendly website. Both initial offerings look wonderful.
  - It was decided that before we go any further, we will send out a Google Form and ask members as to what they really want to see on our NEW Website. We will go forward as we get their answers.
  -
- **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. **We will need a coordinator for this event & two helpers - One for scheduling the Club Fair Table & one for scheduling the Computer Center.**
- **June Meetings:** Meeting will be Virtual unless otherwise advertised.
- **Development of a Plan to Establish a New Education Chair and fill other positions Debbie Denise has been doing -** We will be looking to have more than one person involved. We have Established a search committee to find members to approach to fill positions. Members are: Bill, Mark, Brenda, Catherine, and Brian. I want to be finished with this by the end of June if at all possible. **Here is the breakdown:**
  - **Calendar** - Coordinator
  - **Monthly Programs** (General Membership Meetings) - Committee & Chair
  - **Communications** - Coordinator
    - Education (Thursday) & This Week at Your Computer Club (Sunday): Weekly
    - Sunsessions (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. \(Google Form sent to members\)](#)
    - Monitor course descriptions
    - Touch base with instructors to fill semester calendar
    - Chair Education Committee - one meeting per month

- **Eventbrite/Google Forms - Coordinator & Helpers**

## **New Business**

- **Revise Covid Protocols - June 1:**

- **Hours of operation of Computer Club:**

- 10 AM - 4 PM everyday of the week when Monitors are available. When a monitor is not scheduled the Club will be closed. Monitors may use the Club an hour before or/and after these hours. The Club will be closed outside of these hours unless approved by the Board.

- **Per Residence Board announcement on Friday, May 21:**

- Vaccinated Members are no longer required to wear masks or social distance.
- Non-vaccinated Members must continue to wear masks and social distance at least 3 feet from others in the Club.
- Immune compromised or Members with a health condition that may be compromised by Covid-19 should wear a mask and social distance at least three feet from other members in the Club.

- **Help Session will be implemented:**

- **Vaccinated Members:** may meet with a Helper in the classroom, as in the past, for one on one help.

- Masks are recommended to be worn by the Member and the Helper.

- **Non-vaccinated members:** may access help by phone or virtual meetings by picking up a Helper List at the Monitor's Desk.

- **Tuesday, Thursday & Saturday:** 10 AM - Noon (in the Classroom)

- **Wednesday:** 2 PM - 4 PM (in the Classroom)

- **Genealogy Help:**

- Will begin in the Open Room on Wednesday, June 23 and will continue on Wednesday evenings after that date.

- Help will be scheduled from 6:30 PM - 8:30 PM.

- The Open Room will be used only for Genealogy Help during this time period.

- **Request: Use Microsoft Teams for Staff meetings, this will allow everyone to attend:**

- We will be meeting in person beginning in July. There have been difficulties with using Microsoft Teams expressed by two members today. Some board members that may not be here in the summer prefer Zoom. Beginning in July we will use Zoom in the Classroom to communicate with any Board member that is out of

town while having our meetings in person. Additionally, we are hopeful that all meetings will be in person beginning in August and beyond.

- **Any additional New Business?**

- **Maintain Calendar:** will be limited to dates requested on the Room Reservation Requests Form sent to Lifestyles each year for the upcoming year.

- Summer dates and any dates going on the calendar into infinity should be removed. - Debbie

Meeting adjourned at 2:11 PM

Next Board meeting is at 1:00 pm on June 22, 2021.

Respectfully submitted,

Brenda Sommerfeld

Secretary

Treasurer's Report as of 5/25/21

SUBJECT	Apr. 2021	May 2021	YTD Actual	Budget	VAR
<b>South State Bank Checking Account</b>					
Opening Balance	\$ 31,090.71	\$ 32,492.33	\$ 34,064.97		
<b>Income</b>					
Membership Dues -2021	\$ 2,185.00	\$ 255.00	\$ 7,930.00	\$ 17,000.00	-\$2,375.00
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
<b>TOTAL INCOME</b>	<b>\$ 2,185.00</b>	<b>\$ 255.00</b>	<b>\$ 7,930.00</b>	<b>\$ 18,500.00</b>	<b>-\$875.00</b>
<b>Expense</b>					
<b>General &amp; Administrative Expenses</b>					
Administrative	\$ 27.95		\$ 167.17	\$ 1,650.00	\$1,482.83
Programs	\$ 135.00		\$ 335.00	\$ 1,750.00	\$1,415.00
Social Events		\$ 2,320.22	\$ 2,320.22	\$ 9,500.00	\$7,179.78
Club Fair			\$ -	\$ 300.00	\$300.00
Public Relations			\$ -	\$ 1,270.00	\$1,270.00
<b>Education Expenses</b>					
			\$ -	\$ 700.00	\$700.00
<b>Facilities Expenses</b>					
Hardware	\$ 590.44	\$ 368.59	\$ 8,784.07	\$ 27,600.00	\$18,815.93
Printing Supplies			\$ 7,090.63	\$ 15,050.00	\$7,959.37
Software & Software Subscriptions			\$ -	\$ 4,000.00	\$4,000.00
Other	\$ 48.67	\$ 368.59	\$ 911.91	\$ 1,500.00	\$588.09
Furniture	\$ 28.43		\$ 28.43	\$ 400.00	\$371.57
Furniture			\$ -	\$ 1,000.00	\$1,000.00
Networking			\$ 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
<b>SIG Expenses</b>					
Apple			\$ -	\$ 600.00	\$600.00
Genealogy	\$ 29.99		\$ 329.99	\$ 4,520.55	\$4,190.56
CCH			\$ -	\$ 500.00	\$500.00
Skywatchers			\$ -		
Microsoft			\$ -	\$ 890.00	\$890.00
<b>TOTAL EXPENSE S</b>	<b>\$ 783.38</b>	<b>\$ 2,688.81</b>	<b>\$ 11,936.45</b>	<b>\$ 49,280.55</b>	<b>\$ 37,344.10</b>
Ending Balance	\$ 32,492.33	\$ 30,058.52	\$ 30,058.52		
<b>CERT OF DEPOSIT BALANCE</b>	<b>\$ 21,155.14</b>	<b>\$ 21,155.14</b>	<b>\$ 21,155.14</b>		
<b>TOTAL ASSETS</b>	<b>\$ 53,647.47</b>	<b>\$ 51,213.66</b>	<b>\$ 51,213.66</b>		
<b>Accts Rec CAM</b>	<b>\$ 125.00</b>	<b>\$ 1,025.00</b>			