



**SCHHCC STAFF MEETING**  
**June 22, 2021 at 1:00 p.m., Classroom**

**In attendance:** Mark Davis, Brian Osgood, Brenda Sommerfeld, Carol Treanor, Bill Altman, Honey Burt, Bill McKinnery, Diane McKinnery, Toni Valenstein, Jim Bowden, Susan Dobbs, Dennis Shea, Debbie Dennis, Stuart Mace, Ed Raney, Bertha Fudgen

**President's Remarks:** Mark Davis

Welcome back to the Classroom. After 16 months away it is wonderful to be able to gather once again. Thank you for coming today.

**Secretary's Report:** Brenda Sommerfeld. Need a motion to approve minutes of May 25, 2021. Motion made by Honey Burt, seconded by Bill McKinnery . Motion approved.

**Treasurer's Report:** Carol Treanor

This month we received cash from CAM for April membership charges for \$125. So far this month, we spent a total of \$804 which includes administrative expenses of \$100, Facilities expenses of \$557 (\$191 for ink and \$365 for hardware), \$46 for room signs, and \$100 for an honorarium for Genealogy.. This leaves us with a balance in the checking account of \$29,379 plus a CD of \$21,155 for total assets of \$50,534. The Treasurer's report through 6/21/21 is attached.

During the next two months, the CD will roll over for another 6 months in August and the Ancestry subscription is due August 1<sup>st</sup> for \$3,010 plus tax

Motion made by Honey Burt, and seconded by Bill McKinnery to file report for audit. Motion approved.

**Social Committee Report:** Diane McKinnery

An after-action report for the volunteer party held May 13, 2021 in the Pavilion was submitted to committee members, Mark, and Brian. A copy will be kept on file. Scheduling events. See NEW BUSINESS below.

### **SIG Reports**

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

Our Apple users are looking forward to both iOS and Mac operating systems. There will be ample material for classes. Reestablishing Help has been a pleasure because we have so much support from both PC/Android and Apple helpers. We have had more helpers than helpees.

**Genealogy:** Jim Bowden/Susan Dobbs

The Genealogy SIG has five members that have been trained as monitors thus far. Jim Bowden has been away and will be trained soon. Susan and Jim will ensure that there will be a monitor for each Wednesday night help sessions. The first weekly help session will start on Wednesday, June 23rd and will be from 6:30 - 8:30 p.m. in the Computer Room. Jim will send out to our members how to sign up for the help sessions. We will have at least two helpers there as well.

**Computer Club Hour:** Bill (Wolf) 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). To date, I have only one presentation planned on Twitter.

**Microsoft:** Dennis Shea & Maureen Kilcoyne

The Club was represented by the SIG at the Red Dam Baptist Church on the 17th. Dennis gave a talk on internet scams & frauds.

We are taking advantage of Microsoft's Windows 11 press conference by having a SIG meet on the 24th. Low attendance is expected.

Our recycling efforts, on behalf of the local schools, will be completed by mid July. We currently have about 15 units on deck & 4 more awaiting review.

One of the 'school' units has, along with 6 hours of our time, been diverted to another local church. The effort has rescued the Sunday school program for kids.

The Microsoft Surface RT Tablet has been programmed for use in the club house window & will be delivered in the next week or so. It will highlight segments of our SIG presentations & extend an invite to join the club.

**Skywatchers:** Jerry Jeffrey

No meeting in May. Next meeting scheduled for 14 September 2021, COVID willing.

### **Standing Committee Reports**

**Education:** Brenda Sommerfeld/Diane McKinnery and Committee Members. No report at this time. We are in the process of finding committee members for: Class Development; Calling Instructors to Fill the Semester Calendar; Google Forms/Eventbrite/Classroom Calendar; Posting Class Notes; and Technical Assistance during class (in addition to CAs).

**Facilities:** Brian Osgood

The membrane keyboards have been replaced with normal keyboards.

The phone in the club now has voice mail set up. Messages may be left and retrieved by the monitors.

Eight of the classroom student PC systems have been reconfigured to the current Microsoft 365 licenses. Six remain to be reconfigured.

One system in the open room has been randomly rebooting. It currently has an “out of service” sign on it. Currently collecting symptoms to call Dell with. It should still be under warranty.

**Membership:** Stu Mace

There are currently 2,380 members of the Sun City Computer Club. At this time in 2020 there were 3,070 members, a difference of 690.

A total of 42 individuals joined the club during the month of June; 27 are new members and 15 are renewing members. In June, 2020, 3 individuals joined the club.

**Monitors:** Ed Raney/Bertha Fudgen

There are 32 trained monitors for 21 scheduled times.

Some weeks we are not filling all monitor shifts.

Sherry Conrad has trained an additional 5 new monitors.

Sherry has also completely revised “Monitor Manual.”

**Programs:** Chair to be Appointed

No report at this time.

**Publicity/Communication:** Bonnie Potter

Worked on the 25th celebration banner for the web page.

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

Nothing new has been done. SIGs are encouraged to update window displays now that Computer Club is open and folks are coming in. Skywatchers display has been updated.

**Old Business**

- **Update - New website review committee:** Honey Burt & Chris Knotts. Still working--nothing has changed since last month.

- **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 volunteers.
  - Honey Burt will cover the tables at Pinckney Hall with Volunteers.
  - Catherine Tracy will cover the Computer Club with SIG Leaders + Volunteers.
  - Mark Davis will take care of the 2 Tables on September 1st at 8 AM.
- **Update: Plans to Establish a New Education Chair and fill other positions**  
Debbie Dennis has been doing
- **Update: Revise Covid Protocols - June 1**
- **Update: Help Session will be implemented**

### **New Business**

- **Membership List on Monitor's Computer** - Include new CAM numbers or not?
- **Can Monitors have Water at the monitor desk?** Container must have a cap on it--no straws. No food.
- **Can monitors access the Computer room during unscheduled times?** In the past a perk of being a monitor was the opportunity to access the computer room during unscheduled times as long as they opened the room to everyone. Current rule is max 1 hour before and after.
- **Summer Lecture Series:** Bill Altman & Mark Davis have agreed to work on this effort to begin in mid-July and end in mid to late August. Lectures will be by Zoom or in the classroom.
- **Social Committee** - Scheduling events. I would like to get feedback on when to schedule a post holiday party in January, 2022 and for a volunteer party in late spring 2022. My suggestion would be to try for the second week of January to accommodate those returning from holiday travels, and maybe late April or early May before folks leave for summer. Are there any preferred days of the week?
- **July Meeting** - Unless something urgent arises there will be no Staff meeting in July. We will resume our meetings at Hidden Cypress in August.

Meeting adjourned at 1;50 p.m.

Next Staff meeting is on August 24 at 1:00 pm in Hidden Cypress's Coosaw & New River Rooms.

Respectfully submitted:

Brenda Sommerfeld, Secretary

# Treasurer's Report as of 6/21/21

| SUBJECT                                      | Mar 2021            | Apr. 2021           | May 2021            | June 2021           | YTD Actual          | Budget              | VAR                 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>South State Bank Checking Account</b>     |                     |                     |                     |                     |                     |                     |                     |
| Opening Balance                              | \$ 34,898.34        | \$ 31,090.71        | \$ 32,492.33        | \$ 30,058.52        | \$ 34,064.97        |                     |                     |
| <b>Income</b>                                |                     |                     |                     |                     |                     |                     |                     |
| Membership Dues -2021                        | \$ 1,310.00         | \$ 2,185.00         | \$ 255.00           | \$ 125.00           | \$ 8,055.00         | \$ 17,000.00        | -\$2,500.00         |
| 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>\$ 1,310.00</b>  | <b>\$ 2,185.00</b>  | <b>\$ 255.00</b>    | <b>\$ 125.00</b>    | <b>\$ 8,055.00</b>  | <b>\$ 18,500.00</b> | <b>-\$1,000.00</b>  |
| <b>Expense</b>                               |                     |                     |                     |                     |                     |                     |                     |
| <b>General &amp; Administrative Expenses</b> |                     |                     |                     |                     |                     |                     |                     |
| Administrative                               |                     | \$ 27.95            |                     | \$ 100.86           | \$ 268.03           | \$ 1,650.00         | \$1,381.97          |
| 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                             |                     |                     |                     | \$ 46.19            | \$ 46.19            | \$ 1,270.00         | \$1,223.81          |
| <b>Education Expenses</b>                    |                     |                     |                     |                     | \$ -                | \$ 700.00           | \$700.00            |
| <b>Facilities Expenses</b>                   |                     |                     |                     |                     |                     |                     |                     |
| Hardware                                     | \$ 4,917.63         | \$ 590.44           | \$ 368.59           | \$ 557.06           | \$ 9,341.13         | \$ 27,600.00        | \$18,258.87         |
| Printing Supplies                            | \$ 4,868.96         |                     |                     | \$ 365.55           | \$ 7,456.18         | \$ 15,050.00        | \$7,593.82          |
| Software & Software Subscriptions            | \$ 48.67            | \$ 48.67            | \$ 368.59           | \$ 191.51           | \$ 911.91           | \$ 1,500.00         | \$588.09            |
| Other  |                     | \$ 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                                    | \$ 200.00           | \$ 29.99            |                     | \$ 100.00           | \$ 429.99           | \$ 4,520.55         | \$4,090.56          |
| CCH  |                     |                     |                     |                     | \$ -                | \$ 500.00           | \$500.00            |
| Skywatchers                                  |                     |                     |                     |                     | \$ -                |                     |                     |
| Microsoft                                    |                     |                     |                     |                     | \$ -                | \$ 890.00           | \$890.00            |
| <b>TOTAL EXPENSES</b>                        | <b>\$ 5,117.63</b>  | <b>\$ 783.38</b>    | <b>\$ 2,688.81</b>  | <b>\$ 804.11</b>    | <b>\$ 12,740.56</b> | <b>\$ 49,280.55</b> | <b>\$ 36,539.99</b> |
| Ending Balance                               | \$ 31,090.71        | \$ 32,492.33        | \$ 30,058.52        | \$ 29,379.41        | \$ 29,379.41        |                     |                     |
| <b>CERT OF DEPOSIT BALANCE</b>               | <b>\$ 21,155.14</b> |                     |                     |
| <b>TOTAL ASSETS</b>                          | <b>\$ 52,245.85</b> | <b>\$ 53,647.47</b> | <b>\$ 51,213.66</b> | <b>\$ 50,534.55</b> | <b>\$ 50,534.55</b> |                     |                     |
| <b>Accts Rec CAM</b>                         | <b>\$ 255.00</b>    | <b>\$ 125.00</b>    | <b>\$ 1,025.00</b>  |                     |                     |                     |                     |