



**SCHHCC STAFF/BOARD MEETING**  
**August 22, 2023 at 1:00 p.m., Hidden Cypress**

**In attendance:** Brian Osgood, Joanne Connell, John Meeker, Jim Bowden, Susan Dobbs, Mark Davis, Honey Burt, & Tom Lovelidge,

**President's Remarks:** Brian Osgood

Welcome to the August staff meeting. I hope everyone enjoyed the summer break and had the opportunity to get a break from the heat we have been having.

The Executive Board did meet by Zoom in July. This year we had tried pushing the Holiday Party into the start of the year. It did not work well for several reasons. We decided to go back to having the Holiday party in the fall, with the Volunteer Appreciation party in the spring. This caused some complications with Lifestyles and budget which we had to approve. Diane will have more details in the Social Committee report.

**Secretary's Report:** Kathleen Baine

We need a motion to approve minutes of June 27 , 2023. Motion made by; seconded by Mark Davis. Motion approved . Motion by John Meeker, second by all.

**Treasurer's Report (published at the end of these minutes):** Tom Lovelidge

There was minimal activity for the month of July. We received \$234 in open room sales and we had facility expenses of \$458. Our ending balance for the period was \$28,544. In operating funds. We have a certificate of deposit for \$20,000 which makes our grand total of funds \$48,544.

**Social Committee:** Diane McKinnery Per Brian, looking November 4, 2023.  
Lunchlady to cater.

## **SIG Reports**

**Apple:** Noah Rosenstein

The Apple Sig ISLC list is now at 1757+. Our help sessions are going well. We are actively looking for more helpers. We will also need presenters for Fall classes. We will need to find volunteers for the October 7th Club Fair. The new OS will be out either in September or early October. Once installed on our classroom Minis, introduction classes will be scheduled.

From Catherine Tracy, our first SIG meeting will be September 18th and the topic will be What is the SIG and What do we do. Toni Valenstein, Mark Davis and Catherine Tracy will give a short overview of different aspects. We are thrilled that we will be joined by Lynn Connley who was in charge of the group in 2004.

**Genealogy:** Jim Bowden/Susan Dobbs

The Genealogy SIG will resume its monthly meetings on September 6th with a member, Jim Closson, speaking on "Marriage Banns and Bonds in NC & SC".. We will resume our twice monthly Genealogy SIG Help session on Wednesdays, Sept. 13 & 27th. Jim Bowden presented two lectures since last month's meeting. One on RootsIreland.ie and one on Ancestry.Com for beginners. All speakers lined up until 01/01/2024.

**Computer Club Hour:** Bill Altman

The CCH is on hiatus and will resume its meetings in October on alternate Fridays at 10:00 am. Watch for announcements in your email.

**Microsoft:** Dennis Shea/Maureen Kilcoyne

Maureen will continue her ChatGPT SIG meetings topic at the meet on Sep 13, 2023.

## **Standing Committee Reports**

### **Education:** Mark Davis

The Free Summer Lecture Series will wrap up on August 29. This was a great month with 16 lectures/classes being provided in the classroom. Three were provided through Zoom with Bill Altman from his condo just outside of Atlantic Beach. During the month of September we will have two training sections for Class Assistance and an instructors meeting. Our Fall semester will begin the week of October 2 and end by December 15.

### **Facilities:** Brian Osgood

The Open Room now has 5 PCs running Windows 11. Three of these are new systems with 2 of them being I7 Gen 13 based. The video conversion software that Dennis had requested has been loaded on 4 of the systems in the Open Room.

The PCs in the Classroom have been switched to primarily Windows 11 with 12 systems running Windows 11 and 2 systems along the wall running Windows 10. All of the monitors in the Classroom are now position adjustable so they can be folded lower when not needed.

We now have the capability to record classes/lectures in the classroom. We can also do on-line meetings or presentations. We had 4 Summer Lectures presented via Zoom, and held one committee meeting with a remote attendee. We recorded a mix of the Summer Lectures. The instructors were given access to their recording and in several cases forwarded it to the students who attended. Brian showed a short example of the resulting recording. We will be putting together an AV team in September.

The detail of what is being presented by the ceiling projector on the front screen can be hard to see from the back of the room. Wiring has been added so the monitors in the back row can also show what is being presented on the front screen. Considering this for the rest of the student stations. The change for the student is that the 2 position switch has been replaced with a 3 position switch.

The paper punch for the name badges worked. Les has made a few example name badges. We will need a couple of volunteers to help assemble the name badges. We are planning to make them for our volunteers. We don't have the components, or volunteers, to make them for all of our members.

**Membership:** Stu Mace

**Monitors:** Bertha Fudgen

We continue to have good coverage by the monitors. In the last few weeks we've had a few shifts when there was not a monitor scheduled but most often there is a monitor present in the room who will keep the room open until the next monitor comes in. Most often this is caused by the few people who schedule themselves for only 1-hour and no one signs up for the additional 1-hour.

**Programs:** Bill Altman

The Programs Committee met in May and developed the programs for 2023-24. Assignments have been made and speakers are being identified. The first speaker will discuss Hurricane Preparedness on September 21.

**Publicity/Communication:** Bonnie Potter/Mark Davis

Bonnie has created a draft graphic for the upcoming November party and shared it with Diane and me. Les and I talked at the Facilities Meeting and I indicated I would be able to send him more Button Graphics with Volunteer names on them when we are ready to print, cutout, and stamp more 3" in diameter name tags. It was also decided that since the Buttons come with a pin it will be left in place and a stick on metal plate and magnet will be added so the Volunteers can determine which works best for him/her.

**Website Review/Revise Report:** Mark Davis/Chris Knotts

We met on Monday, August 1, at 1 PM in the Classroom and used Zoom for Bud Brooks to join us. We reviewed Website Drafts created by Jeff Glazer on Wix and Bud Brooks on Wordpress. Brian Osgood showed us the work he has done with Blogger to use on our new website for links to information. Our next meeting is on Tuesday, Sept. 12, at 3 PM in the Classroom. At this meeting we will: Review and Finalize Survey and Select a date for 3rd or 4th week of Sept to send out the Survey to the entire membership. In the meantime the committee members

will continue to look at Blogger to determine how it can be used effectively on a new website. After receiving responses to the Membership Survey the committee will meet in October to review the results and select a platform (Wix or Wordpress) to move forward with the full development of a new website for our club. The hope is to have it up and running within the first few months of 2024. Our current website was released in March of 2016.

**Walk-in Help Program:** A suggestion has been made to have helpers contribute documentation of cases where the problem was either difficult or unusual. We had something like that pre-covid and we are looking to revive it.

### Treasurer's Report July 2023

SUBJECT	July 2023	YTD Actual	Budget	VAR
<b>Truist Bank</b>				
<b>South State Bank Checking Account</b>				
Opening Balance	\$28,769.06	\$29,039.81	\$35,357.00	\$6,317.19
<b>Income</b>				
Membership Dues -2023 for 2024		\$ -		
Membership Dues - 2023		\$9,205.00	\$21,250.00	\$12,045.00
Education Classes		\$4,935.00	\$3,168.00	-\$1,767.00
Open Room Cash Sales	\$233.53	\$1,558.71	\$1,500.00	-\$58.71
Sales Tax Collected (Sales)		\$ -		\$0.00
Holiday Party Receipts		\$3,465.00	\$4,000.00	\$535.00

Other South State CD Closed		\$1,189.84		-\$1,189.84
TOTAL INCOME	\$233.53	\$20,353.55	\$29,918.00	\$9,564.45
Total Funds Available	\$29,002.59	\$49,393.36	\$65,275.00	\$15,881.64
<b>Expense</b>				
<b>General &amp; Administrative Expenses</b>	\$ -	\$8,135.22	\$15,070.00	\$6,934.78
Administrative		\$324.74	\$1,250.00	\$925.26
Volunteer Recognition		\$3,491.46	\$5,000.00	\$1,508.54
Programs		\$ -	\$1,750.00	\$1,750.00
Social Events		\$4,319.02	\$5,500.00	\$1,180.98
Club Fair		\$ -	\$300.00	\$300.00
Public Relations		\$ -	\$1,270.00	\$1,270.00
<b>Education Expenses</b>		\$89.88	\$700.00	\$610.12
<b>Facilities Expenses</b>	\$458.28	\$12,370.98	\$26,850.00	\$14,479.02
Hardware	\$255.61	\$3,238.83	\$3,800.00	\$561.17
Printing Supplies	\$190.59	\$2,684.81	\$4,000.00	\$1,315.19
Software & Software Subscriptions	\$12.08	\$70.23	\$1,500.00	\$1,429.77
Other		\$546.67	\$400.00	-\$146.67
Furniture		\$ -		\$0.00
Networking		\$ -		\$0.00
Website Maintenance		\$787.31		-\$787.31
Sales & Use Taxes		\$ -		\$0.00
Capital Expenses		\$5,043.13	\$17,150.00	\$12,106.87
<b>SIG Expenses</b>				

Apple		\$ -	\$600.00	\$600.00
Genealogy		\$120.88	\$4,810.00	\$4,689.12
CCH		\$132.09	\$500.00	\$367.91
Skywatchers		\$ -		
Microsoft		\$ -	\$600.00	\$600.00
<b>TOTAL EXPENSES</b>	<b>\$458.28</b>	<b>\$20,849.05</b>	<b>\$49,130.00</b>	<b>\$28,280.95</b>
Ending Balance	<b>\$28,544.31</b>	<b>\$28,544.31</b>	<b>\$16,145.00</b>	<b>-\$12,399.31</b>
<b>CERT OF DEPOSIT BALANCE</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>		
<b>TOTAL ASSETS</b>	<b>\$48,544.31</b>	<b>\$48,544.31</b>		

## Old Business

Any news on the article submitted to Sunsations? Submitted to Sunsations staff and will be published in the October issue.

## New Business

### Election/Nomination Committee:

We need to start planning officers for next year. I'd like the Executive Board to stay a few minutes after this meeting to discuss.

### Club Fair, October 7th:

This year's Cub Fair is scheduled for October 7th, with table registration on August 30th. I will need two volunteers to assist with this. One to schedule volunteers in Pinckney Hall and the other to schedule Volunteers in our Facility in Yemassee Craft Center. It is also helpful to have SIG coverage in the Computer Club. We have a second rack for the information fliers which can be placed in a prominent place in the club. We'll want a stash of fliers on hand.

In Pinckney Hall we staff the information table in 2 shifts:

- The first shift is 10 AM to Noon
- The second shift is Noon to 2 PM

Motion to adjourn the meeting by Mark Davis, second by John Meeker. Meeting adjourned at 1:46 p.m.

Next Board meeting is at 1:00 p.m. on September 26, 2023.

Respectfully submitted  
Kathleen Baine`  
Secretary