



cvScc



Clarence Valley Seniors Computer Club Inc

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Minutes of Management Committee Meeting
9th February 2017

1...Present: Dennis Noel, Carol Noel, Bob MacPherson, Diane Latta, Gavin Loy, Frank James, Jenny Crerar, Lorraine Kenny, Alison Fiddy, and John Fiddy.

2...Apologies: Susan Green. That apology be accepted
Moved Lorraine Kenny Second Diane Latta carried.

3...Minutes Management Committee Meeting 8th December 2016: That minutes be accepted Moved Dennis Noel Second John Fiddy carried.

4...Business Arising from Minutes: Still no reply from Council or Mayor Jim Simmons regards Rear Parking at Club. Another letter to be sent by President Dennis Noel highlighting limited parking for Seniors.

The Publicity Team report on January 2017 Open Day will be inserted in the reports section of minutes.

Bob MacPherson and Frank James have received their Life Membership Certificates and copies are in reception at club.

Also a Certificate of Appreciation from Westpac Lifesavers Rescue Helicopter for the clubs 2016 Donation of \$1000.00.

Gavin Loy reported that the DoDo internet problem is still ongoing and will be resolved when contract finishes in July 2017.

Bob MacPherson report on Leaders January meeting will be inserted in report section of minutes.

Jenny Crerar asked Gavin Loy has answering machine problem been rectified. Gavin assured her it had.

5...Correspondence:

Inward: Treasurer Diane Latta tabled a letter from BCU stating a new BSB number for them.

Clarence Care Support Agency notified the club of an open day on the 16th February 2017.

Clarence Valley Council having Seniors Festival in March 2017.

Outward: Nil.

That Correspondence be accepted Moved Carol Noel
Second John Fiddy carried.

6...Treasurers Report: Diane Latta tabled a detailed summary of the last 2 months transactions January and December. That report be accepted Moved Diane Latta
Second John Fiddy carried.

That the following Accounts Paid Seeking Approval be approved Moved Diane Latta Second Lorraine Kenny carried.

That the following Accounts for approval be approved Moved Diane Latta Second John Fiddy carried.

Accounts Paid Seeking Approval

Council Rent (Jan)	\$221.95
Spar	\$165.30
CGA Trading (Toners)	\$56.77
HongKonyee (Memory Chips)	\$26.99
Maclean Newsagency	\$85.11
Maclean Services Club	\$85.00
Dodo	\$95.50
Ink Station Toners	\$164.91

Accounts for Approval

Council (Rent) Feb	\$221.95
Spar Maclean	\$108.12
Maclean Hardware & Timber	\$14.88
Lower Clarence Stationery	\$138.25
Webster Hyde Heath (Insurance)	
Business Package	\$991.09
Voluntary Workers	\$311.91

7... Programme Officer's Report: Bob MacPherson tabled the following



Programme Officer's Report

Meeting Date - Thursday February 9, 2017

The year 2017 commenced for the Clarence Valley Computer Club, when members returned to the club, to begin Term One on Monday January 30. All classes attracted good enrolments, but there seemed to be some confusion as to when the club would be opened again, following the long festive break. Perhaps there is a need to send out emails to members to remind them when classes commence in a new year.

I undertook a personal survey with selected members to govern whether they go on line to find out club information, or if they would prefer to receive direct emails. The outcome was 95% in favour of direct emails, which I found surprising, knowing that people these days go on line to search for information.

The beginner's class had 13 members registered, gaining another two when the club opened. I undertook a phone around before the club opened to organize a second class on a Monday from 4.30 to 6 pm. However, the late start did not appeal to some members and the class started with only 3. The plan then, was to wait until the official class started on the following Wednesday and to divide the class into two, based on their level of experience. Unfortunately, by Wednesday 4 members were forced to cancel for personal reasons and requested that their names be given priority to start Term Two. The 11th one was happy to wait and his name was carried over to the next term. Cheryl informs me that she now has 8 beginners registered to start Term two.

John Fiddy has submitted a report on the club's Open Day and I have submitted a report on the club's leaders' meeting.

Bob MacPherson Programme Officer



Clarence Valley Senior Computer Club Inc



That report be accepted Moved Bob Macpherson Second
Carol Noel carried.

Bob Macpherson then tabled Leaders Meeting Minutes,
Dated 25th January 2017.



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Clarence Valley Seniors Computer Club Inc
"Technology Learning"

Leaders' Meeting Wednesday January 25, 2017

Leaders in attendance		
1 Dennis Noel	5 Bob MacPherson	9 Donna Kippax
2 Frank James	6 Peter Maslen	10 Beryl Hellwig
3 Lorraine Kenny	7 Jennifer Apps	
4 Gavin Loy	8 Peter Campbell	
Apologies Chris Ryan	Jenny Crerar	

Forward:

The meeting opened at 10.05 am

Programme Officer Bob MacPherson addressed the meeting and thanked the leaders for giving up their valuable time. He also told the leaders that they were the backbone of the club and without them this club could not operate as a valuable service to the senior community in this valley.

The meeting was called for leaders to pool ideas and discuss how the club can move forward to accommodate new digital technology.

The key focus was on technology rather than class room teaching.

Once the agenda was set a number of good ideas were floated and placed on the table for discussion.

Pooling Ideas!!!

Technology	The popularity of Computers is changing as the market is fast moving towards smaller devices. Laptops – iPads – Tables and Smart Phones are all small, portable, digital devices and technology is fast changing from just the Mobile Phone era.
Club Name Change	The idea was floated about dropping the name, computers, from the club's name to accommodate popular smaller devices.
Incorporated Club's Name	The name Clarence Valley Seniors Computer Club is incorporated and registered. To make changes is not a good idea at this stage.
Marketing	The way our club markets to incorporate smaller devices is the way forward, rather than changing the club's name.
Example	Clarence Valley Seniors Computer Club Inc "Technology Learning"

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New Class	<p>Beginners fast track to the Internet</p> <p>It was generally accepted that our club has members (Mostly Men) whose interest was not about learning all the Computer Commands. These members can quickly become very disillusioned and leave the club because they have not joined a class that satisfies their needs.</p> <p>There seems to be a need to offer these members what could be called a "Fast Track Learning Class".</p> <p>This class still needs to understand the left/right click of the mouse and to understand the keyboard, then move straight onto Internet and Emails.</p> <p>This would add three New Beginners' Classes.</p> <ul style="list-style-type: none"> • Stage 1: Beginners learning how to use a computer. • Stage 2: Beginners Computer Keyboard/Mouse fast track to the Internet. • Stage 3: Beginner's Class Computer Advancement to learn more.
Small Devices	<p>It was generally agreed that one class would cover small devices such as iPads, iPhones and Tablets and did not warrant a separate beginner's class.</p>
Open Day Change	<p>Perhaps this day could be better marketed by changing the title from an "Open Day" to "Computer Technology For Seniors". The words "Open Day" gives the impression that the venue is open all day.</p>
Workshops	<p>It was suggested that new members could benefit from a workshop forum to gauge a better understanding of class allocations.</p> <p>This would work best when the clubs holds is annual new members' day.</p>
New Members Package	<p>The new members' package was shown to the leaders and the feedback was very positive.</p>
Conclusion	<p>Leaders were satisfied that our club has many positive skills to offer members and the membership figures show that.</p>
Closed	<p>The meeting closed at 10.50 am</p>

That Minutes be accepted Moved Bob MacPherson
Second Carol Noel carried.

8...IT Officer's Report: Gavin Loy tabled the following report. That report be accepted Moved Gavin Loy Second Carol Noel carried.

I.T. REPORT FEB 2017

On 16th Jan. Frank and myself upgraded all computers in Training Room to latest Windows updates.

All programs were checked and updated as well. The networking of all computers to No. 1 computer including printers was carried out.

Former problems we were having with computers starting up with a blue screen was rectified by installing the latest version of Deep Freeze. I am happy to say all computers now start without problems.

Our Open day on Jan 18 was highlighted by Frank's very informative slideshow on our club projector. (Well done Frank). We also have a camcorder that I forgot to use on the day. For this oversight I must apologise. If you know of anyone that took photos on the day could you ask them if we could have some copies.

Due to numerous complaints about air con unit in Training room, on Mon Feb 6 I rang Helen Berger (Council maintenance Officer) and informed her of the problem. That same day Council air con mechanic arrived and removed filters from all units and thoroughly cleaned them. This action resolved all issues with air con units. I rang Helen afterwards and thanked her on the Club's behalf for her prompt action with this matter.

Account expiry date with Dodo is July 1st.

The reason I have not cancelled before this date iswe will lose our phone number.

After expiry date we can churn over with another provider.

On behalf of I.T. team Frank and myself wish everyone a Happy Easter.

Gavin

For

I.T. Team

9...Kitchen/Stationary Co-Ordinator: Jenny Crerar
tabled the following report. That report be accepted
Moved Jenny Crerar Second Carol Noel carried.

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carol Way

From: "Jenny Crerar" <jennycrerar@gmail.com>
Date: Wednesday, 8 February 2017 9:14 AM
To: "Carol Noel" <cazzway@telstra.com>
Subject: My report

Hi Carol,

I wish to report that I checked and restocked the kitchen in readiness for our Open Day on 10th January.

Paper stocks are ok at present.

Regards,

Jenny Crerar

Kitchen/stationary coordinator

Sent from my iPhone=

10..Data Officer's Report: Cheryl Smith sent in the following 33 application for approval.

- | | |
|------------------------|--------------------------|
| 1...Donna Kippax | 2...Barbara Liney |
| 3...Bob McLachlan | 4...Gavin Parkes |
| 5...John Robson | 6...Gwen Cheetham |
| 7...Veronica Ould | 8...Ken Young |
| 9...Phil Palazzi | 10..Julie Palazzi |
| 11..Elaine Hunter | 12..Gaye Sprenglewski |
| 13..Viv Burton | 14..Terry Miller |
| 15..Elizabeth Hillman | 16..Kevin Hillman |
| 17..Trevor Birrell | 18..Marianne Mingonie |
| 19..Angela Birrell | 20..Jean Collins |
| 21..John Connell | 22..Margret Coady |
| 23..John Moloney | 24..Roy Schidper |
| 25..Aileen Llewellyn | 26..Shirly Forshaw |
| 27..Debbie Christensen | 28..Deborah Miller (Bea) |
| 29..Irene Cowcher | 30..Vera Bird |
| 31..Elaine Gray | 32..Elizabeth Brooks |
| 33..Jeffrey Dorrell. | |

That application be approved Moved Diane Latta Second Dennis Noel carried.

11..Publicity Teams Report: John Fiddy tabled the following report on January 2017 Open Day.

That report be accepted Moved John Fiddy Second Bob MacPherson carried.

PUBLICITY TEAM REPORT TO COMMITTEE 9TH FEBRUARY 2017.

Team Bob Macpherson, Alison Fiddy, John Fiddy.

Report on Open Day January 18th 2017. Report prepared by John Fiddy.

Open day of the CVSCC took place at the Maclean Civic Centre, commencing at 9am on January 18th.

Doors to the public opened at 10 am, although we did have some early starters.

About 35 plus people attended and 25 persons enrolled as new members. This was a satisfying result as it appears that some of those attending join at a later date.

The day went very smoothly, DUE in no small way to Bob Mac's great organising. The Slide show provided by Frank and Gavin was very well received and well prepared.

The CVSCC committee worked hard to make the hall ready and that early preparedness added greatly to the smooth success of the day.

The president welcomed those attending, followed by an introduction address by Bob Mac. explaining the workings of the club and classes available.

Class presenters present then gave an introductory talk about the classes they conduct.

ENROLMENT then took place, subs paid, and each person joining given an Introduction To

The Club Kit. They were then directed to tables to join classes they chose.

From there those interested followed to the club rooms to inspect and become familiar

With the functions of the CVSCC.

Committee members remained at the Civic Centre to restore all the property utilised.

Preparations prior to Open day involved the sub-committee in some small discussions meetings,

Involving advertising, advertising contacts, photographer, leaflets, preparation of the Welcome to

Club Kit, Civic Hall arrangements and rosters thereof for committee members.

Cheryl Smith was great help in conducting the enrolements.

It must be noted that Bob MacPherson's great support and efforts, at the sub committee level,

Were exceptional. Many thanks Bob.

12..General Business: Jenny Crerar raised that some volunteer Receptions do not seem to fully understand their duties or where the appropriate books are kept and suggested a manual of their duties and location of paperwork are to be found. Lorraine Kenny said there was a sheet explaining their duties was kept at reception. Bob

MacPherson and Lorraine Kenny would update
Receptions Duties.

Bob MacPherson raised that some members who enrolled
for classes, were not attending or notifying Reception. It
was suggested that Reception ring the absentee and
remind them of their commitment.

Lorraine Kenny raised that the key was not placed in box
on the morning she had to open club. Gavin Loy
apologised as it was his mistake as he and Cheryl Smith
did not follow lock-up procedure. But will in future.

Bob MacPherson needs Front Door Key and Fuse Box
Key as cleaner has his. Dennis Noel will get a set cut.

Diane Latta reported she received a phone call from a
Swedish Man asking if a man called Les Kerr was still a
member. No one on committee can remember that name.

Carol Noel thanked all members of the committee for their
support through her medical emergency.

Next Meeting 9th March 2017

Meeting Closed 3.20pm.

President.....