



## ~ Clarence Valley Seniors' Computer Club Inc. ~



### Management Committee Meeting 10 April 2014

Meeting opened by President Dennis at 2.00pm

**Members present:**, John Dunne, Susan Green, John Harvey, Frank James, Lorraine Kenny, Diane Latta, Dennis Noel, Warren Rackham and Elena Turner

**Apologies received from:** Bob McPherson

Moved apologies be accepted (Frank/Lorraine)

**Minutes:** Moved (Frank/Lorraine) that the minutes of the last meeting be adopted – carried

#### **Business arising from the minutes:**

1. Request to Council for an additional meeting room – a letter has gone to Council; no reply to date.

#### **Correspondence:**

1. Letter from President Dennis to Council requesting a room allocation for our committee meetings (this follows a direction from Council last meeting that we cannot use the regular meeting room “because it has a projector in it and it may need to be used for Council business”)

2. Letter to Council requesting use of an additional room for one or two x 2hr classes per week, with no computers being required. No response from Council to date.

3. Letter to member Jon Kosak advising that we will not be taking out a subscription to Computer Choice magazine, with reasons for the committee’s decision.

4 Letter to Council requesting an additional key – a reminder letter has been sent, with no response from Council to date.

Moved (Warren/Susan) that correspondence be received and noted – carried

#### **Treasurer’s Report - Financial Statements:**

‘Net Worth’ as at 31/3/2014 is \$ 50,855.21

The ‘Banking Summary & Transactions’ sheets were tabled

Moved (Diane /Frank) that the Treasurer’s report be adopted – carried

**Accounts for Payment:** Maclean Hot Bread Shop (\$27.90); Network Communication (\$69.00); Ace Variety (\$4.75); Lower Clarence Stationery (\$25.35); Cummings & Co (\$160.00); Home Timber & Hardware (\$18.90); Signcraft & Design (\$825.00)

Moved (Diane/John D.) that the accounts be paid – carried

#### **Reports:**

**Programme Officer** (Bob) – Bob is currently busy with the Highland Gathering. President Dennis gave a run-down on class allocation for the coming term. Notices for these have been posted.

**IT Team** – Issues are still occurring, but it now appears that these might be attached to the ‘Microsoft Account’ – the deep freeze is working fine. The IT Team believe that they are now on the track of the problem, and will be working on it next term.

### **General Business:**

1. Club Minutes – A complete set of hard copy Minutes are held by the Club. The computer files are complete from 2010 onwards, and are all electronically ‘backed up’.

2. Office 2010 – Monday 28<sup>th</sup> April is the nominated day for Office 2010 to be put on to leaders’ PCs.

3. Suggestion that if we can’t get an extra room with the Council, we could think about running an evening class at the Club. Could be difficult at night though.

4. Petty Cash Purchases by Card – President Dennis advised that there is both a difficulty and an inconvenience in waiting time to get a reimbursement for items he has purchased for the Club. After discussion on this, it was moved (Frank, seconded John D.) *that a Cashcard account be set up for the President’s exclusive use*. John H spoke against the motion, that we had such a card but it was in fact used by others and had caused problems. Dennis suggested that we could have a petty cash tin with say \$200 in it.

An amendment was moved (John H, seconded Warren) *that we take no action at present, and enquire through a financial institution a recommended method of dealing with purchasing for the Club* – to seek what options are available.

Dennis spoke against the amendment, in that he believed the President should have a card to be able to act in the Club’s purchasing interests. John H closed discussion on the amendment, advising that after he had cancelled the previous card, no problems were subsequently encountered by the Club.

The amendment was put and was carried. The amendment, becoming the motion, was put and was carried.

It was then moved (John H, seconded Frank) that until the card issue is resolved, the President table all his expenditure on behalf of the Club and present same to the Treasurer for payment via electronic banking – carried.

5. Leaders paying for Classes – Dennis raised the issue of leaders having to pay for other lessons they might undertake. It was moved (Dennis, seconded Susan) *that leaders who are also doing other classes at the Club be not required to pay for their lessons and have free entry to classes*. After discussion on this, including that it is current club rule that all members pay for classes, the motion was put and was lost.

**New Members:** No new members inducted this month.

There being no further business, the meeting was closed at 3.15 pm

The next Management Committee Meeting to be held on Thursday **8 May 2014** at 2.00pm

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President .....